



## Bankruptcy Questionnaire

### REQUIRED DOCUMENTS

The following are a list of documents which we are required to collect and deliver to the Court or to the Trustee. Please be as complete as possible. As we receive these documents, we check each off of our master list. You may check off each of these items as you assemble them so that we can get everything at the outset and can avoid later calls for additional documents.

#### ➤ CREDIT COUNSELING

- Initial credit counseling certificate (TICKET IN)**
- SECOND credit counseling certificate (TICKET OUT) Get this AFTER case is filed.**

#### ➤ IDENTIFICATION

- Picture ID**
- Social Security Card**

#### ➤ INCOME

- ALL Pay Stubs for the last 6 months.**
- Annual Statement of Social Security, Disability, Pension payments or Food Share**
- If Self-Employed, Profit and Loss statements for last fiscal year and for each of the last 6 months, including general categories of expenses.**

#### ➤ BANK STATEMENTS

- 6 MONTHS of statements for each account.**

#### ➤ TAX RETURNS

- COMPLETE copies of Federal and State Tax Returns for LAST TWO YEARS with W2's**

#### ➤ VEHICLES (For EACH Vehicle)

- {Car, Truck, Motorcycle, Trailer, Boat , Mobile Home, Aircraft, etc.}**
- Title or Confirmation of Ownership**
- Purchase and Financing documents or Lease Agreement**
- Proof of Current Value Private Party Sale (Printed From [www.kbb.com](http://www.kbb.com) or [www.nada.com](http://www.nada.com))**
- Current statement showing balance due.**

#### ➤ REAL ESTATE (For EACH Property)

- Most recent property tax bill**
- Recent mortgage statement showing balances due for each mortgage**
- Copy of any recent appraisal (LAST FOUR YEARS)**
- Recorded Deed**
- Recorded Mortgages**

➤ **LIFE INSURANCE**

- ALL Life insurance policies showing type and beneficiary.**
- If any policy has cash value, Statement of that amount and any loans.**

➤ **RETIREMENT PLANS**

- All documents showing Name of Plan, Type of Plan and CURRENT Statement of Value)**

➤ **JUDGMENTS & LIENS**

- ALL Legal papers which have been served on you**
- Judgment of Divorce within last 5 years.**

➤ **BILLS & DEBTS**

- ALL original Bill and Collection Letters received in last 3 months**
- ALL Loan papers**

### **ADDITIONAL INSTRUCTIONS**

Once you have completed the Bankruptcy Packet and gathered all of the documents listed above, you can drop them off at either office. In the Fond du Lac Office, there is a drop slot in the door which you can use from 7 am to 7 pm. In the West Bend Office, there is a drop slot next to the door or you may stop in during regular business hours, without an appointment, to drop everything off. Business hours are generally from 9 am to 6 pm but we are closed Thursday afternoons and every day for lunch from 12:30 to 1:30pm. Special arrangements may be made by calling.

**Vehicle Documents:** Title with liens: Your Confirmation of Ownership was on the first vehicle registration. You can get a replacement by calling 608-266-2353 or online @ <http://wisconsindot.gov/Pages/online-srvcs/other-servs/replace.aspx>

**RECORDED DOCUMENTS:** These are official documents which have been filed in the Courthouse and recorded as a public document. The recorded deed and mortgage documents may be found in the Register of Deeds Office in the county in which the property is located. If the mortgage is very long, I only need the pages containing certain things. Those are: Recording Information (Clerk stamp in upper right hand corner), Mortgage Amount, Property Description and All Signature Pages. The Registrar will charge for these copies. Some counties make these documents available on line for a fee.

**TAX RETURNS:** Complete copies includes BOTH federal and state returns along with all schedules and W-2s and 1099s. We will sort out the specific documents we need.

**CREDIT REPORTS:** We will pull a complete 3-bureau credit report before filing. Do NOT get or send along your old credit reports.

**LIFE INSURANCE:** Any information on Life Insurance Policies is available from your Agent.

**CURRENT DOCUMENTS:** All documents must be kept current. As you receive new Bank Statements or Pay Stubs, send them to us so your file is current at the time of filing.