

## PREFILING CHECKLIST

The following checklist provides an outline of the amount and types of information we will need collected in order to prepare the necessary schedules and lists in a bankruptcy case. This checklist is provided for your use. In certain cases, more information may be required, for instance if you are self-employed or receiving social security benefits.

- Completed Bankruptcy Questionnaire from Ryan & Grinde, Ltd.
- Credit Counseling Certificate and items in credit counselor's file.
- Credit Report.
- Pay Stubs covering the previous 6 months. If self-employed, provide a payroll summary or bank statements showing all monies deposited. Continue delivering to us all pay stubs you receive.
- Tax Returns for the previous 2 years and the current year (federal return, state return & all W2s)
- If taxes are owed, copy of most recent statements and/or letters from taxing authorities.
- If you own real property (land), provide a copy of:
  - Warranty Deed
  - Property Tax Information
  - Recent appraisal, if any
  - Declaration page for Homeowners insurance and any personal property riders
  - Recent statement from mortgage company and/or financial institution
- For renters, provide a copy of:
  - Lease Agreement
  - Declaration page for Renters insurance and any personal property riders
- If you have an eviction judgment, provide a copy of:
  - Landlord's judgment or eviction summons
- Bank statements for all accounts for the previous 6 months. Please be able to identify the source of each deposit. Continue to deliver to us all current bank account statements up to the date of filing.
- Most current statements for all retirement funds (IRA, 401(k), 403(b), annuities, etc).
- ALL Life insurance policies (whole life or term life) and/or recent statements showing current cash surrender value.
- Complete inventory listing of household items (see Household Inventory Listing worksheet).
- Please have available photographs of each room of house and garage to identify household goods, appliances and garage items.
- Copy of all motor vehicle certificates of title and any lien cards to verify type of vehicles.
- Copy of search results for online valuation of vehicle to verify value of vehicle. ([www.kbb.com](http://www.kbb.com))
- Copy of any security agreement (and any lien card for motor vehicle) for creditors holding security interest in personal property.
- Copy of secured transactions entered into in the past 90 days. A secured transaction is one in which you allow a creditor to have an interest in property (collateral) to secure the debt.
- Copies of statements from each creditor for the last 90 days.
- Copy of orders creating domestic support obligations (child support, alimony or maintenance).
- Copy of all law suits in which you are a party.
- Any financial statement that you have provided in the last two years to anyone or to banks, etc. for any purpose.