

Aronoff & Linnell, PLLC
Document Checklist

- _____ Proof Of Income For Previous Six (6) Months For All Sources Of Income, Including Pay Stubs, Social Security Payments, Disability And Workers Compensation Payments, If Any, Child Support And Pension Income
 - _____ Photo ID such as Michigan Driver's license or Passport. **(MUST HAVE FOR §341 MEETING!!)**
 - _____ Credit Report. Call 1-877-322-8228, or visit: www.annualcreditreport.com.
 - _____ Credit Counseling Certification of Debtor Education.
 - _____ Copies of creditor bills or statements or correspondence for 90 days prior to filing. **(Do not pay any bills accumulated prior to filing!)**
 - _____ Tax returns for last four (4) years (2010 _____, 2009 _____, 2008 _____, 2007 _____, 2006 _____), plus the tax return for any year for which you are trying to discharge taxes or owe taxes. You must have filed all applicable returns!
Amount of 2010 expected federal refund \$ _____ state refund \$ _____
 - _____ Social Security card. **(MUST HAVE FOR §341 MEETING!!)**
 - _____ Copies of all bank or credit union statements for 90 days prior to filing. **DO NOT LEAVE FUNDS IN A CREDIT UNION ACCOUNT AT THE TIME OF FILING!!**
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If you have a mortgage, we need:

- _____ Deeds to your real estate. As recorded____, Copy only____ (OBTAIN FROM _____ COUNTY REGISTER OF DEEDS.)
 - _____ If Chapter 7, **Recorded** mortgages to real estate, If Chapter 13, copy of recorded or unrecorded mortgage (OBTAIN FROM _____ COUNTY REGISTER OF DEEDS.)
 - _____ Mortgage payoffs (Statement)
 - _____ SEV (Tax Statements) or appraisals on real estate **(“THIS IS NOT A TAX BILL”)**
 - _____ Closing documents for any property transferred within prior two (2) years
 - _____ Proofs of Insurance for real estate to be reaffirmed in Chapter 7 or included in Chapter 13.
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If you own or lease a vehicle, we need:

- _____ Vehicle loan documents **for all** vehicles unless paid in full vehicles, such as cycles, RV.'s campers.
 - _____ Titles for vehicles, such as cycles, RV.'s campers, snowmobiles, boats, jet skis, etc.
 - _____ Proofs of Insurance for vehicles to be reaffirmed in Chapter 7 or included in Chapter 13.
 - _____ Lease documents for vehicles.
 - _____ Lease documents for apartments, houses or time shares.
 - _____ Copies of child support orders. **COPY OF JUDGMENT OF DIVORCE OR PAYMENT ORDER**
 - _____ Documents for pension, IRA's or ERISA qualified retirement accounts. **NEED LAST QUARTERLY STATEMENT**
 - _____ Copies of cash value of life insurance policies. **TERM OR WHOLELIFE/UNIVERSAL LIFE, ETC.**
 - _____ Documents for any pending personal injury claims, worker's compensation claims or Inheritance or any lawsuits in which you are Plaintiff or Defendant.
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- _____ Completed Questionnaire
- _____ Other: _____
- _____ Other: _____

I/We hereby understand that unless all of the above documents are provided, the bankruptcy case will NOT be filed with the Court.

_____ Date Debtor _____ Date Debtor