REQUIRED DOCUMENTATION CHECKLIST

The following documents are required to prepare and file your bankruptcy petition. Failure to provide these documents will delay or prohibit the filing of your case. You may check off each requested item as it is completed. **Please provide copies** of the requested materials and retain the originals for your records. Keenan Law Offices P.C. is not responsible for original documents.

	PAYMENT. Cash, Check or Money Order for Fees and Costs: • Attorney Fees: $__________________ • Costs: $__________________ • **TOTAL: $**__________________	Office Use Only
	CLIENT INFORMATION. Complete the Client Information Sheet (in folder)	
	DISCLOSURE. Review and Sign the “Debt Relief Agency Disclosure” (in folder)	
	BANKRTUPCY ASSISTANCE SERVICES. Review and Sign the “Important Information About Bankruptcy Assistance Services” (in folder)	
	AGREEMENT FOR LEGAL SERVICES. Review and Sign the Agreement for Legal Services (in folder)	
	PROOF OF INCOME. Provide copies of paycheck stubs, or printout of income and deductions, for all earners in your household (even if not filing) from all sources of income for the previous seven-month period (not counting the month in which your case will be filed). For example, if your case is filed in October, then you must provide proof of income from March through September.	
	TAX RETURNS. Provide copies of your entire tax returns, including all schedules, W-2s, 1099s, and other related forms, for the most-recent two years if filing under Chapter 7, or four years if filing under Chapter 13.	
	CLOSING STATEMENTS. Closing Statement (HUD 1) of property sold within the last two years (if applicable).	
	DIVORCE DECREE. Divorce decree and/or property settlements entered within the last three years, and alimony and child support orders (if applicable).	
	APPRAISALS. Appraisal or market analysis for all real estate in which you have any interest (if available and if less than 2-years old).	
	LIFE INSURANCE. Provide the last statement from each Term or Whole life insurance policy (if applicable).	
	RETIREMENT ACCOUNTS. Provide the last statement from all IRA, 401k, annuity, pension, profit sharing or other retirement plans (if applicable). Include statements for any withdrawals made within the twelve months.	
	SELF EMPLOYMENT INFORMATION. If you own a business, have rental property or have more than one employer, please complete the “Supplemental Client Information Sheet” (in folder)	