

## BANKRUPTCY DOCUMENTS LIST

**All documents must be provided in PDF format and sent to our office through the secured file transfer portal located here: <https://kcdebtfree.leapfile.net> A photo of your drivers license is acceptable. Alternatively, documents which are prepared for scanning (no staples, paperclips, bindings) may be dropped off to our office but will delay the processing of your case.**

1. Driver's License and Social Security Card.
2. Any policies of insurance that may have a cash refund, loan or surrender value.
3. Any legal papers that have been served upon you regarding lawsuits now pending or which have been concluded or terminated within the last year.
4. Bank statements and debit account statements or transactions for the past two (2) months.
5. Most recent quarterly 401(k) or other retirement account statement.
6. Mortgage billing statement on your home and any other real estate, foreclosure notices, and other correspondence received from the mortgage company regarding your real estate.
7. Loan Agreements or other contracts in which you pledge as collateral your personal or real property.
8. Promissory Note or Contract, billing statement, and Title on any automobiles or other vehicles (boats, trailers, planes, etc).
9. Proof of Insurance on vehicles and home (if not paid through escrow).
10. Documents related to taxes owed for Federal/State income tax, personal property or real estate taxes.
11. Divorce decree or marital property settlement related to marriage dissolution within the past five years.
12. Most recent billing statement for each creditor. If you do not have a billing statement then please provide the name, address, account number, amount owed and date incurred.
13. Pay stubs for you and spouse for the past 60 days (unless you are separated and your spouse is not filing for bankruptcy protection) and any other monthly income sources such as social security, child support, etc.
14. The Bankruptcy Code mandates that you provide exactly the amount of income you have received within the last six (6) months before filing. Therefore, please provide the last pay stub you received at the end of the month, seven (7) months prior to your appointment month. (e.g.: If your appointment is in January, you need the end of the month pay stub from June)
15. If you are self-employed, please bring with you an itemization of your current monthly income and expenses for the past six (6) months, and an inventory of your business assets including a description and estimated sale value.
16. Complete Federal and State Income Tax Returns (including w2's) for the past two years.
17. Copy of any Financial Statement(s) given to a creditor.

## MONTHLY EXPENSES

Estimate the average monthly expense for you and your family

Rent or Home Mortgage Payment	
Utilities	
Electric & Gas	
Water & Sewer	
Cable, Satellite TV, Internet, Etc	
Telephone (Cell, Home Phone, Business Line)	
Food & Housekeeping Supplies	
Daycare and Children's Education Costs	
Clothing, Shoes & Wearing Apparel	
Laundry & Dry Cleaning	
Personal Care Products & Services	
Medical & Dental Expenses	
Transportation (Gas, Oil, Maintenance, Bus, Etc) Not including car payment	
Entertainment, Recreation, Clubs, Newspapers, Magazines, Etc	
Charitable Contributions and Religious Donations (Tithes & Offerings)	
Insurance	
Homeowner's or Renters (Not included with mortgage payment)	
Life (Not deducted from wages)	
Health (Not deducted from wages)	
Vehicle	
Taxes (Not deducted from wages)	
Personal Property Taxes on Vehicles	
Real Estate (Not included with mortgage payment)	
Tax Arrangements with IRS or State	
Installment Loans or Lease Payments	
Auto	
Auto	
Student Loans	
Other Rental or Leased Property	
Alimony, Maintenance & Support Paid to Others	
Payments for support of others who do not live with you	
Regular Business Expenses (Attach Detailed List)	
Other Monthly Expenses	