



LAW OFFICE OF DAVID A. BHAERMAN

BANKRUPTCY INFORMATION CHECKLIST

IMPORTANT INSTRUCTIONS:

- Before I can prepare and file your case, you must provide ALL of the items below.
- Please make copies of all documents as **ORIGINALS WILL NOT BE RETURNED.**
- If you provide originals, the minimum charge for our office to make copies is \$50.00.
- The policy of this office is to destroy many paper files, including some original documents, upon filing of your case.

Please initial when you have provided each item below

- _____ **PAY STUBS for the past SEVEN MONTHS.**
If you do not have ALL of your pay stubs, you will need to get them from your payroll/HR department. If you are married, you must provide income evidence for both spouses, even if one spouse is not filing.
You must update pay stubs until the date of your filing.
- _____ **EVIDENCE OF OTHER INCOME** for the past SEVEN MONTHS.
This includes profit and loss statements for businesses and gig jobs (like Uber and DoorDash), social security for you and your children, retirement pensions, child support or alimony, unemployment compensation, workers compensation, rental income, and regular contributions to you. If you are married, you must provide income evidence for both spouses, even if one spouse is not filing.
- _____ **TAXES:** Federal and state tax returns for the past TWO YEARS.
If you are married and file separately, please provide returns for both parties.
If you cannot locate, you will need to order tax transcripts from the IRS web site (www.irs.gov). **Please provide copies as originals are not returned.**
- _____ **BANK STATEMENTS:** Checking/savings statements for THREE MONTHS.
You must provide the most recent statements for ALL accounts that your name is on, as well as the most recent transaction histories for all other financial accounts that you use (such as Cash App, Venmo, and PayPal).
You must update statements until the date of your filing.
- _____ **VEHICLES:** Title or memorandum of title for every motor vehicle you own.
This includes cars, trucks, motorcycles, boats, trailers, mobile homes, ATVs, etc.
If you cannot find a title, you must obtain a duplicate from the BMV.
- _____ **IDENTIFICATION:** A copy of your driver's license and social security card.
If you can't find your card, you must order a new one from Social Security.
- _____ **RETIREMENT ACCOUNTS:** The most recent statement for every 401K, 403(B), public employee retirement (such as state, city, school, police and fire), IRA, or any other retirement account you own.
- _____ **INSURANCE INFORMATION:** A copy of your current vehicle insurance card and homeowners insurance statement showing agent contact information, effective dates, and policy number.

- _____ **LIFE INSURANCE:** A copy of all life insurance policy declaration pages.
This must include evidence of the cash surrender value and beneficiary.
This is not needed if your only life insurance is provided by your employer.
- _____ **DIVORCE/DISSOLUTION:** If your marriage ended within the last EIGHT YEARS, a
copy of your divorce or dissolution decree and separation agreement.
- _____ **CHILD SUPPORT:** A copy of the most recent child support order that you are required
to pay, and the name, address and phone number of each person who receives the support.
Also provide the name and address of each Child Support Enforcement Agency for which
there is a support order.
- _____ **INTEREST INCOME:** The most recent statements for any interest-bearing account you
own (such as annuities, stocks or mutual funds, certificates of deposit, money market
accounts, cryptocurrency, and royalties).
- _____ **LOAN DOCUMENTS:** A copy of all loan agreements secured by property.
This includes vehicle leases, new car loans, loans for which personal property was listed
as collateral, and rent-to-own agreements.
- _____ **POTENTIAL LAWSUITS/CLAIMS:** Information about any potential claim you may
have (such as auto accident, medical malpractice, workers compensation, employment,
class action lawsuit) during the past FOUR YEARS.
- _____ **BILLS:** The most recent bill with account number and creditor address.
Please remove from envelopes and discard all inserts.
- _____ **LAWSUITS:** A copy of ALL lawsuits filed against you, including foreclosures.
- _____ **BANKRUPTCY:** A copy of your discharge if you have EVER filed bankruptcy.
- _____ **REAL ESTATE:** The recorded deed (title to your home, available at the county
recorder's office), and the recorded mortgage(s) (the lien the money lender filed on your
home, also available at the county recorder's office). The recorder's offices for many
Ohio counties are online and I may obtain these documents for you. If you own any
property outside Ohio, including timeshares and other vacation property, you must obtain
and provide these documents.

ADDITIONAL NOTES: _____

Pickerington Office (Mailing Address):
10400 Blacklick Eastern Road, Suite 110
Pickerington, Ohio 43147-7702
Lancaster Office:
117 West Main Street, Suite 209
Lancaster, Ohio 43130-3799

Pickerington Telephone: 614-834-7110
Lancaster Telephone: 740-689-1372
Facsimile: 614-417-1393
E-mail: dablaw@bhaerman.com
Web: www.bhaerman.com