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Documentation Requirement Checklist

Upon return of the Bankruptcy Questionnaire, please bring with you the following items (unless they don't apply to you):

- Government issued picture identification card and Social Security card or other document containing your social security number (bring these with you to our next meeting. If you do not have a Social Security Card, now is the time to get one)
- Deeds and mortgages on your house or other real estate, including any agreements you later entered into to modify any mortgage loans
- Any life insurance policies
- Any papers relating to past bankruptcies you or your spouse have filed or that concerned any of your property, including chapter 13 cases
- Copies of your most recent filed tax returns for the past **two (2) years**, including W-2 statements
- Copies of your pay check stubs for the most recent **six (6) months prior to filing**, for both you and your spouse, even if your spouse is not filing bankruptcy with you (and continue to save your pay stubs going forward, as we will likely need to provide updates to the trustee). If you are self-employed, we need a month-by-month Profit and Loss Statement showing Gross revenue for each month and expenses paid in that month
- Copies of your most recent **three (3) months** of statements for each bank, credit union, and investment or brokerage account, and copies of statements for any retirement or savings accounts, including IRAs, Roth IRAs, education IRAs, 401(k)s, tuition credit programs and medical savings plans (and you should keep the first bank statement you receive after your case is filed as we may need to provide it to the trustee)
- Legal papers, lawsuits, foreclosure notices, tax sale notices, repossession notices, garnishment notices, eviction notices, divorce papers, separation agreements, alimony orders, and child support orders

- Notices of federal tax lien, notices of levy, or other collection notices from the Internal Revenue Service (IRS) or state or local taxing authorities
- If your mortgage is in foreclosure, any notices you received from your mortgage company or its attorney showing the total amount you owe, the amount needed to get current, and the date of any scheduled foreclosure sale
- Any notices informing you that a new company has taken over the ownership or servicing of your mortgage
- Any appraisals or tax assessment papers for your real property (*i.e.*, your home)
- The **most recent** statements for any other papers you have concerning any of your debts
- Any lease or installment sale (“lease purchase” or “rent-to-own”) agreements for housing (apartment, house, mobile home) or other property (cars, televisions, etc.) that you have signed and that are still in effect or not fully paid
- Any documents showing that someone else regularly contributes to your household expenses