

The Law Office of Karen E. Hamilton
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DOCUMENTS TO BE PROVIDED TO ATTORNEY TO PREPARE YOUR CASE

Verification of Income

- ___ Copy of all paychecks for the last 7 months for both spouses (even if spouse is not filing)
- ___ Verification of any Unemployment benefits received in last 7 months
- ___ Verification of any Workers Compensation benefits rec'd in last 7 months.
- ___ Verification of any Child Support received in last 7 months
- ___ Award letter for pension benefits received in last 7 months or check stubs
- ___ Social Security Award letters
- ___ Documentation of any lease or rental income rec'd in last 7 months
- ___ List of any money contributed to the household or living expenses by other members of the household even if not related to you or your spouse.

Deductions from your Income

- ___ Information regarding 401k loans, balance due and date it will be paid
- ___ documentation of any wage garnishments
- ___ Documents/information regarding any other deductions
- ___ Copy of Divorce decree, divorce settlement, child support orders
- ___ name, address and phone number of anyone you are legally required to pay child or spousal support to.
- ___ Utilities bill for last 2 months

SELF EMPLOYED OR SMALL BUSINESS

- ___ Monthly P&L statements for last 7 months; include gross income and itemized breakdown of all expenses.

FINANCES

- ___ Bank Statements for the last 3 months for all bank accounts, money market accounts, brokerage accounts, IRA
- ___ Most recent 401k statement
- ___ We will be pulling all 3 credit report while preparing your case,
You may access your credit reports for free each year from
www.annualcreditreport.com; I also recommend signing up for CreditKarma.com after your case to start rebuilding your credit.
- ___ All of your bills and collection letters
- ___ A list of all addresses you have lived at for last 3 years
- ___ Last 2 years of Federal and State Tax Returns
- ___ Copy of all lawsuits you are a party in or have been involved in during the past 3 years.
- ___ Copy of all car titles (white memorandum title is you are still paying on it); boat titles or registrations.
- ___ Copy of all Life Insurance showing type of policy, cash value and verification of beneficiary.
- ___ Proof of insurance for car and house
- ___ Documentation of any timeshare you have an interest in
- ___ Papers regarding any Inheritance you may have coming to you.
- ___ You also must complete for Pre-filing Credit Counseling

At the court hearing you will have to have with you:

a photo id card, such as State ID or Driver's License or Passport; and

Your Social Security Card or another government form that contains your social security number. If you need a replacement you can go to www.socialsecurity.gov/online/ss-5.html or call 1 800 772-1213

To obtain a copy of your tax transcript you can call the IRS transcript line and they will mail a copy to you. 1 800 829-0922 or go to www.irs.gov/individual/get-transcript.