Date: ____________________ **PLEASE FILL OUT COMPLETELY** **Form I**

CLIENT INFORMATION

Primary Client: H W

Name: ______________________ **E-Mail Add:** ______________________

*** Other Names:** ______________

Marital Status: ________ **Age:** _____ **Date of Birth:** ___ / ___ / ___ **Social Security #:** _____ - _____ - _____

Is This Appointment to discuss (Circle one): My spouse and I/ Individual / Corporation

If in a business will it continue? __________

Do you have any children that you support? ______ **How many?** ______

Street: ______________________ **Home Phone:** ______________

City: ____________ **State:** ________ **Zip:** ______ **How Long At Address?** ________

County: ______________ **Income Per Month:** ______employment ______ ss

Occupation: ______________ ______ disability ______ pension ______ wc

Length At Job: ________ **Take Home Pay:** ________ **(Circle one)** Weekly / Bi-Weekly / 2 Monthly / Monthly

Employer: ______________________ **Work Phone:** ______________

Street: ______________________ **Do you pay/ receive child support?**

Amount: ____________

City: ____________ **State:** ________ **Zip:** ________

SPOUSE INFORMATION

If spouse is not included, why? ________

Name: ______________________ **E-Mail Add:** ______________________

*** Other Names:** ______________

Age: ____ **Date of Birth:** ___ / ___ / ___ **Social Security #:** _____ - _____ - _____

Street: ______________________ **Home Phone:** ______________

City: ____________ **State:** ________ **Zip:** ______ **How Long At Address?** ________

County: ______________ **Income Per Month:** ______employment ______ ss

Occupation: ______________ ______ disability ______pension ______wc

Length At Job: ________ **Take Home Pay:** ________ **(Circle one)** Weekly / Bi-Weekly / 2 Monthly / Monthly

Employer: ______________________

Street: ______________________ **Work Phone:** ______________

City: ____________ **State:** ________ **Zip:** ________

Can we send you e-mail regarding special offers? Yes / No

Please let us know how you heard of us so we might be able to help others. ***Please be specific.***

____

Did you get our newsletter? ________ **If yes, how would you rate it?** Excellent / Good / Fair / Not Good

Have you received any mailings from us? (circle one) Yes / No

List Husband and Wife Expenses Separately if Living Apart

Budget Monthly Expenses:

	Husband	Wife
Rent / Mortgage / Lot-Rental (T=tax / I=insurance included)	$	$
Electricity and Heating Fuel	$	$
Water and Sewer	$	$
Telephone	$	$
Cable	$	$
Other Utility: **(specify)**	$	$
Other Utility: **(specify)**	$	$
Home Maintenance	$	$
Food	$	$
Clothing	$	$
Laundry and Dry Cleaning	$	$
Medical and Dental Expenses	$	$
Transportation (not including car payments)	$	$
Recreation, Clubs & Entertainment, Newspapers, Magazines	$	$
Charitable Contributions	$	$
Homeowner's or Renter's Insurance	$	$
Life Insurance	$	$
Health Insurance	$	$
Auto Insurance	$	$
Other Insurance **(specify)**	$	$
2[nd] Mortgage	$	$
3[rd] Mortgage	$	$
Describe Taxes not included with mortgage or payroll **(specify)** ex. Wage tax	$	$
Auto Installment Payments	$	$
Alimony	$	$
Regular Expenses from Business, Profession or Farm (specify)	$	$
Other Expense **(specify)**	$	$
Other Expense **(specify)**	$	$
Other Expense **(specify)**	$	$
Student Loans	$	$
Auto Maintenance	$	$
Personal Hygiene and Toiletries	$	$
Pet Food and Supplies / Veterinarian Bills	$	$
Child Care Expenses / Daycare	$	$
Tobacco	$	$
Debts to be Reaffirmed (**Debts you are paying back) Specify**	$	$
Debts to be Reaffirmed	$	$

CHECKLIST: Important Documents Necessary to File

A petition cannot be filed as complete until ALL necessary forms are completed and ALL necessary forms are secured. You may begin to gather and organize the information listed below. You will need to bring the following documents to our office when you come in to go over your completed questionnaire. Use these pages as a checklist while gathering the necessary documents. Failure to complete a filing will result in a case dismissal. Failure to provide all the necessary information may delay your case from being filed.

****If you can not secure ALL of the relevant information by the time of your appointment, PLEASE CALL THE OFFICE at least two (2) days prior to the appointment** so that you may be advised if the appointment should be rescheduled.

I. INCOME VERIFICATION

☐ **Pay stubs for the last six (6) months from all employers:** Include all sources of income for the year.

* Note- any new pay stubs received after this next appointment should be brought to each subsequent appointment.

☐ **For self-employed:**
If you are self-employed you must provide a monthly income/expense statement for your business and year-to-date gross/net amounts.

- ☐ Business questionnaire
- ☐ Monthly operating reports

☐ **Unemployment compensation received within past 12 months:**
Information can be secured online at: http://www.dli.state.pa.us Type "unemployment" in the keyword field. You will need your PIN number to secure this information. If you do not have an online account set up, you must do so. If you need further assistance securing this information you must call **Office of Unemployment Compensation Service Centers at** 888-313-7284.

☐ **Partnership agreements or other evidence of interest in business.**

☐ **UCC-1 securing and financing statements.**

☐ **Tax returns for the preceding two (2) years or transcripts of Returns:** You are required to file all of your Federal, state, and local tax returns before filing for bankruptcy. You are not eligible to file for bankruptcy until all of the tax filings are complete. You may order copies of your federal tax transcripts by calling the IRS at (800)-829-1040. **You must also provide all corresponding schedules.**

☐ **W-2's:** If you do not have this information, you must request them from your employer.

☐ **Social Security 1099's:** This information may be obtained at your local Social Security Office: 921 Penn Avenue, Pittsburgh, PA 15222 MONDAY - FRIDAY: 09:00 AM - 04:00 PM; or by phone (800)-772-1213.

☐ **Pension 1099's:** If you do not have this information, call your pension provider.

☐ **Distributions from retirement accounts, IRA, 401(k), or 403(b) 1099'S:** If you have taken any distributions from retirement accounts within the last six (6) months you **must also secure your past six (6) months BANK STATEMENTS.**

☐ **Evidence of Other Income: [food stamps, DPA, household contributions, assistance, side job, . . .]** ____________________________________

☐ **Projected income tax return of $**__________, if filing for bankruptcy during a tax-filing period.

ALL FORMS OF INCOME MUST BE DISCLOSED TO THE COURT. If you do not have verification of ANY type of income **YOU MUST INFORM YOUR ATTORNEY,** so that it can be properly disclosed. **Failure to disclose any form of income is perjury and may have severe criminal implications. Failure to provide all relevant information may result in your case being ineligible for completion, resulting in a dismissal of your case.**

II. LEGAL DOCUMENTS

☐ **Tax liens and recorded judgments.**

☐ **Prior bankruptcy (filed within past 8 years) case number and location filed.**

☐ **Lawsuits and judgments against client.**

☐ **Lawsuits, judgments, and other legal claims filed, to be filed, or have the right to be filed by client.**

☐ **Notices of levy, garnishment, repossession, and notice of tax collection agency.**

☐ **Notices of foreclosures, evictions notices, sheriff sale notices, including the sheriff sale writ number, etc. . .**

☐ **Utility shut-off notice.**

☐ **Marital property agreements and/or decrees for recent divorce.**

☐ **Wills & pending probate papers where client will inherit.**

☐ **Child support order(s) along with name and address of recipient(s).**

☐ **Trust documents.**

☐ **Leases & rental agreements.**

III. INSURANCE, DEEDS, TITLES, STATEMENTS & Other

☐ **Life Insurance:** If your life insurance policy or policies have cash value, I will need a current statement of the value(s).

☐ **policy** ☐ **statement**

FOR SECURED CREDITORS:

WHAT IS A SECURED LOAN AND WHO IS A SECURED CREDITOR? A secured loan is one in which you have pledged what you purchased or what you already own as collateral for the loan. Examples may include, but are not limited to: home loan, vehicle loan, land contract agreements, campgrounds, burial plots, vacations homes, time shares, jewelry purchases, electronics, furniture, or major appliances . . .

WHY MUST I DISCLOSE THIS INFORMATION?
ALL assets must be properly disclosed so that your interests can be adequately protected. FAILURE TO DISLOSE THEM WILL RESULT IN CRIMINAL ACTION.

☐ **FOR YOUR HOME AND ANY OTHER REAL PROPERTY:** This information is also needed for any other land, mobile homes, burial plots, campgrounds, etc. . . the relevant information in your 'KIT' must also be filled out.

- ☐ **First Mortgage Loan Agreement and** ☐ **2 most recent statements.**
- ☐ **Second Mortgage Loan Agreement and** ☐ **2 most recent statements.**
- ☐ **Home Equity Loan Agreement and** ☐ **2 most recent statements.**
- ☐ Home owners insurance policy
- ☐ Deed(s)
- ☐ Installment land contracts of any type
- ☐ Burial plot(s)
- ☐ Campgrounds.
- ☐ **Other:** ______________________

☐ **FOR YOUR VEHICLE(S):** The following information is also needed for any boats, recreational vehicles, motorcycles, ATV's, trailers, and the relevant information in your 'KIT' must also be filled out.

- ☐ **Loan Agreement(s) and** ☐ **two (2) most recent statements**
- ☐ **Lease agreement(s) and** ☐ **two (2) most recent statements**
  - ☐ **Lease maturation date:** ___________
- ☐ **Vehicle Insurance:** (Declaration page, showing coverage period and amounts).
- ☐ **Title(s).**

☐ **Copies of loan agreements for ALL other secured loans.**

- ☐ _______________
- ☐ _______________

RETIREMENT, INVESTMENTS, & OTHER LOAN AGREEMENTS:

☐ **Documents establishing annuities and other investments.**

- ☐ Stocks
- ☐ Bonds
- ☐ Other: _____________

☐ **Documents establishing IRA or pension plans along with:**

- ☐ Statement **showing present balance** in account (current pension value/amount) **along with the type of account [ie. 401(k), 403(b), etc. . .]**

☐ **Educational loan agreements and 2 most recent statements.**

☐ **Interest in an education individual retirement account.**

***** IF YOU HAVE TAKEN ANY DISBURSEMENTS FROM ANY RETIREMENT ACCOUNTS WITHIN THE PAST 12 MONTHS then I will need:**

☐ **past 6 months bank statements** ☐ Other _________________________

STATEMENTS CHECKLIST:

- ☐ **Mortgage(s):** Two (2) most recent
- ☐ **Vehicle(s):** Two (2) most recent
- ☐ **Pension, Annuity, other investment(s):** Most recent showing present balance
- ☐ **Utilities:** Two (2) most recent
  - ☐ **Gas** ☐ **Electric**
- ☐ **Bank statements**

☐ **Other** ____