

INFORMATION NEEDED TO PREPARE BANKRUPTCY CASE

(Please call 706-253-7701 if you have any questions.)

Proof of Income

- If you work for someone else – bring all pay stubs for the last 6 months (or bring as many as are available).
- Self-employed –
 - Please complete the attached work sheets.
 - If you keep computerized records, please run a month-by-month P&L for the past six months. Please do not worry if you do not have this as many of our clients simply use their checkbooks to keep their records.
 - Bring 6 months of all bank statements – personal and business.
- Retired or disabled – bring last 3 months of pay stubs or 3 months of bank statements if directly deposited in the accounts
- Note: If you are married and your spouse is not filing, your spouse's proof of income is also needed since he/she contributes to the household income.

Tax Returns

- For the 2012 and 2013 (if completed)
- If you have not filed taxes in the last 2 years, bring the last taxes that you did file along with numbers of what your income was for the last 2 years

Creditor Information

- Please bring the last statement/invoice received from each of your creditors, as the original statements provide a number of different addresses that can be helpful for us to have.
- Bring any collection letters you may have received.
- If you pull your credit reports from annualcreditreport.com – please make a list of each account with address and approximate amount owed. We do not need the complete reports.
- There is no need to prepare a spreadsheet.
- We do not need multiple copies for the same account.

Online Credit Counseling (at DebtHelper.com)

- You must complete a pre-filing credit counseling session before the case can be filed.
- Web address: www.mybkcourse.com
- Partner code: GA0042
- Once you have completed the course, DebtHelper will automatically send the completed certificate to us.
- Note: After the case has been filed, there will be a 2nd course called Predischarge Education that must be completed before the end of your case.