

DAVID C. HOSKINS, Attorney at Law

Required Documents-Worksheet

Your Name(s): _____ Date: _____

BRING ONLY COPIES. YOUR DOCUMENTS WILL NOT BE RETURNED

Check off those documents you are providing; **Mark N/A** for those that do not apply to your financial situation.

Husb	Wife	Required documents:
		Authorization for Credit Report – SIGNED; Signature required for each person filing.
		Proof of Social Security Number (Social Security Card preferred) To obtain a replacement, visit ssa.gov and search for replacement social security card.
		Picture I.D – provide clear copy – a faxed copy cannot be read.
		Certificate of Credit Counseling and Debt Repayment Plan
		Paystubs for previous 6 months (if employed for wages) . Required for both spouses , even if only one is filing (unless separated). If you cannot find paystubs, ask your employer for a pay history, including a detailed history and explanation of all payroll deductions . Include paystubs for any bonus or commission pay received during the previous 6 mos.
		Profit and Loss Statements for each of the previous 6 months before filing . (if self-employed, or employed by own business). Required for both spouses, even if only one is filing (unless separated).
		Previous 3 years tax returns (personal and business) or, if not filed, W-2s and 1099s. Please provide both Federal & State, personal and business (if applicable) returns. <u>DO NOT PROVIDE ORIGINALS; THEY WILL NOT BE RETURNED.</u> To obtain copies of your federal returns, you may order transcripts by mail using IRS form 4506-T available at http://www.irs.gov/pub/irs-pdf/f4506t.pdf or call (800) 829-1040. Colorado returns may be ordered by mail using form DR 5714 available at http://www.revenue.state.co.us/PDF/dr5714.pdf . If you filed tax returns in another state, contact the Department of Revenue for that state.
		Un-filed tax returns . Prepare these and file them as soon as possible. Bring signed copies to us.
		Lawsuit documentation. Include one document including case # for any lawsuit you are a part of within the last four years, including divorce and arbitrations. IMPORTANT: If the document does not have a case #, contact the court or plaintiff’s attorney for one. If you have judgments or garnishments, please provide copies of the transcript of judgment or writ of garnishment.
		Bank statements for all bank accounts, for 3 months before filing
		List of Personal property with values – completed worksheet, pages 9 - 18
		Budget – income & expense form – completed worksheet, pages 1 - 8
		Statement of Financial Affairs – completed worksheet, pages 19 - 23
		Pension, IRA, 401(k) or other retirement benefits currently being received & most recent account statements.
		Educational IRAs, Coverdell Accounts, tuition savings accounts, or other college planning devices.
		Unemployment or Social Security compensation. (If received in previous six months.)
		Child or Spousal Support that you receive (i.e. Court Orders).
		Documentation for any other income . Specify:
		Life Insurance . Provide declaration page and most recent premium statement of any life insurance policies you own personally.
		Court Orders requiring you to pay Spousal or Child Support Obligations, Fees, Fines, restitution, or any other court-ordered payment.
		Home or Residential Information. ___(H) ___(W) Lease Agreement (if applicable) ___(H) ___(W) Closing Settlement Sheet (If home purchased, sold, or refinanced within last 2 years) ___(H) ___(W) Foreclosure Documents (if applicable)
		Automobile Information. ___(H) ___(W) Purchase Agreement (if purchased within the last 2 years) or ___(H) ___(W) Lease Agreement (if applicable) ___(H) ___(W) Proof of Insurance
		Letters, bills, statements from Creditors & Collection Agencies not listed in Credit Report (include Attorneys)
		Other:
		Other: