

PLEASE BRING, MAIL, EMAIL OR FAX THE FOLLOWING INFORMATION TO US IF YOU HAVE NOT ALREADY DONE SO, WE WILL NEED IT TO COMPLETE YOUR CASE.

**Fax 256-718-2377 Email: legal@smithbankruptcy.com Mail: 126 E. Tennessee St. Florence, AL. 35630
www.smithbankruptcy.com**

1. Please provide **Driver License and Social Security Cards** for you and your spouse if you are filing jointly. (Replacement Social Security cards can be obtained at 203 S. Walnut St. Florence, AL if needed)
2. Please provide the **2 most recent pay stubs** received by you or your spouse. We will need your spouse's information even if they are not filing with you because the Court requires us to show household income. **If you or your spouse receive SSI, SSD, VA disability, a pension or unemployment please bring any document showing how much you or your spouse receive monthly.**
3. Please provide your **last two years of tax returns**. If you do not have them, we can order your transcripts for a fee of \$15. They may also be obtained for free by going to the IRS office located at 204 South Walnut Street Florence AL. 35630 or by going online at www.irs.gov/Individuals/get-transcript. Also, if you have not filed taxes and had taxable reported income, please go file your last 4 years of taxes immediately because the case will be dismissed after the meeting of creditors if they are not filed.
4. Please provide one recent bank statement for any **checking** and **savings** accounts in your name(s). Please provide most recent statement for any **cash app, venmo, paypal etc.** that deposits into your checking account.
5. If you can or are suing anyone or will be receiving a financial settlement check for any reason. we will need the case number and attorney address if any. (Car wrecks, insurance payments etc.) Also, if you have or will receive an inheritance, I will need to know details including the value and type of property to be received.
6. If you are paying child support, we will need your ex-spouses name and address.
7. If anyone has sued you or garnished your wages we will need a copy of the documents you or your employer received from the court to stop the lawsuit or garnishment. If you own or are buying land and you have been sued and a Court Judgement has been issued, you must bring in any judicial liens to enable us to avoid the Liens if possible. If you think you might have any judicial liens go to your county courthouse in the county where you live and any other counties where you have real property, land or a house and ask the Probate office whether there are any judicial liens against you. Please ask the probate office to look this information up and to provide you with a copy of any judicial liens with the plat and page number stamped on them.
The reason we are bringing this to your attention is that if any judicial liens are not taken care of now, then your real property can be encumbered down the road and the debt would have to be paid either when the property is sold, or the creditor could also try to seize your real property to try to satisfy the lien.
8. If you have a 401k Loan, please provide the Balance Owed \$_____ How much comes out of your check \$_____ And the loan payoff date Month_____ Year_____
9. **PLEASE MAKE A LIST OF DEBTS THAT MAY NOT APPEAR ON YOUR CREDIT REPORTS AND ATTACH THEM TO THIS PAGE.** Examples: Leases, Pay Day Loans, Check Cashing Loans, Small Loan Companies, Title Loans, Debts made recently. Please also add information showing any child support payees name & address, inheritances you expect to receive, potential recoveries from car wrecks or personal injury cases or settlements. **PLEASE LIST ANY REAL ESTATE OR AUTOMOBILES ON THE BACK OF THIS PAGE IN THE SPACES PROVIDED.**
10. To get the case filed I will need the following:
CH 13 _____ \$90
CH 7 _____ \$1328 or \$1076 + 3 monthly payments of \$84 installments for filing fees.

Please read the backside of this page it is extremely important!!!

Do's and Don'ts prior to your case being filed!

1. If you have a bank account and you owe money to that bank for a loan etc. the bank can offset or take any funds you have deposited in that bank and apply them to your debt with that bank. This is also true of any joint accounts you are on with a spouse or relative etc. My suggestion would be to remove any deposited funds today or first thing in the morning.
2. If you have Payday or Check cashing loans, I suggest you either go to your bank and have them discontinue any electronic payments or open a new bank account in a new bank. I suggest this because the check cashing company has any actual check and even though the case is filed, they may try to cash the check anyway and if successful it is very difficult to get the money back.
3. I would suggest you **not** call any automobile creditors and ask them questions or otherwise inform them you are filing a case because the unintended result may be they come and reposes your car before I can file the case and stop them from doing so.
4. If non automobile creditors call you can simply tell them, you have hired us to file a case and they will receive a notice from the court. You may give them our name and phone number.
5. If you have or will receive any money from Inheritance, Lawsuit Settlement, Insurance payment etc. Do not spend the funds and immediately inform us of the details if you have not done so.
6. **If after your case is filed a creditor calls you record it if possible. If they write you keep the letter. If they try to repossess anything or sue you, please let us know and we will file a AP Claim against them if possible and you may receive money that would be applied to your case or paid directly to you !!!**

HOME OR LAND:

How much do you owe on it? \$	What do you believe it is worth? \$
Address of property?	What is the creditor/mortgage co. name/ address?

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CARS/TRUCKS/MOTORCYCLES/ATVS/BOATS/ETC.:

How much do you owe on it? \$	What do you believe it is worth? \$
Describe vehicle: make, model, year	What is the creditor name/address?

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Leases, RENT-TO-OWN (i.e. Aarons, Rent-A-Center)

Payoff Amount \$	Monthly Payment \$	Payoff Date? Month	Year
Describe Collateral:		What is the creditor name/address?	

Please add an extra sheet of paper with the name and address of any debts that might not be on your credit reports. Examples: Pay Day Loans, Check Cashing Loans, Small Loan Companies, Title Loans, Debts to an individual, Debts made recently. (example Republic Finance, 126 E. Tennessee St. Florence AL 35630, about \$500)

Please also add information showing any child support payees (parent) name & address. Please also add a sheet showing any inheritances you expect to receive, potential recoveries from car wrecks or personal injury cases with the name & address of your attorney if any and any Insurance proceeds or other funds you expect to receive.

Thank you very much for using me as your Attorney! If you have questions, please feel free to call me.