

## **CLIENT DOCUMENT CHECKLIST**

1. Pre-filing credit counseling certificate ([www.bigsteptraining.org](http://www.bigsteptraining.org))
2. Post-filing financial mgmt. certificate ([www.bigsteptraining.org](http://www.bigsteptraining.org))
3. Copy of driver's license
4. Copy of SS card or official document with entire number
5. Pay stubs for last 6 full months before filing
6. Proof of income for last 6 full months before filing (unemployment,
7. Social Security, pension, rent, state aid, support from others, etc.)
8. 3 months of bank statements for all accounts
9. Most recent retirement account statement
10. 2013 & 2012 tax returns (including W-2, 1099)
11. Copy of vehicle registration
12. Copy of child support/alimony order
13. CMA for each real property
14. Worksheets
15. P&Ls for last 6 full months before filing if own a business
16. Business budget
17. Balance sheet if own a business
18. Copy of sales contract for vehicle if purchased within 90 days of filing  
bankruptcy