

HANSON & PAYNE, LLC

Document Request Form

Following is a list of the documents or information our office would need to review *before your bankruptcy case can be filed*. If any of the items requested do not apply to you (for example, item 10 does not apply to you if you do not own any real estate), then simply disregard that request. Place a check by the items that do apply to you and gather the documents responsive to that request. The items with blackened check boxes apply to everyone. Please compile the documents below in .pdf format and name each file with a description that identifies what the document is (ex. "tax returns_2020"), then contact our office for the link to the DropBox account into which you'll save all of those records. At any time, you can check the DropBox account to see what you've saved and what's outstanding.

<input type="checkbox"/>	1.	A copy of your license and social security card. If it is a joint filing, we will need a copy of your spouse's license and social security card as well.
1.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	2.	A certificate of credit counseling from a credit counseling agency approved by the Eastern District of Wisconsin. You must complete the credit counseling course within 180 days before the filing of your bankruptcy. Our office will provide you with instructions for completing credit counseling once you've retained us to file a bankruptcy case for you.
2.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	3.	The complete and current address of all of your creditors (the people/companies to whom you owe money), including account number, the approximate amount you owe each of them, and the approximate date(s) you incurred each debt. If a creditor has recently sent you a notice directing where notices should be sent in the event you file a bankruptcy, then you need to provide us with that notice
3.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	4.	A copy of every pay stub (proof of each pay period) you have received over the past seven months. You must provide us with paystubs from every job that paid you during the past seven months. If you receive income but not from paystubs, (ex. Social Security or retirement income) write/type a list of all such monthly income, if any, that you have received in the past seven months.]
4.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	5.	Copies of bank statements covering the past 6 months for all bank accounts you, and/or your spouse if applicable, have held for any part of that 6-month period.
5.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	6.	Copies of state and federal tax returns for the 2 most recent tax years. If you have not filed tax returns for both of the 2 most recent tax years, then provide us with a copy of the tax return for the most recent year for which you filed a tax return. If you have not filed a return for 1 or both of the 2 most recent tax years, please email your attorney to identify the tax year(s) for which you did <i>not</i> file a tax return.

6.) Date rcv'd: _____ . Notes:	
<input type="checkbox"/>	7. The state and federal tax returns for the most recent tax year for any business in which you hold an ownership interest (you do not need to provide us with tax returns for publicly traded companies in which you hold stock and in which you are not also an officer).
7.) Date rcv'd: _____ . Notes:	
<input type="checkbox"/>	8. A copy of the most recent real estate tax bill listing the tax assessed value for each parcel of real estate in which you have an interest. Please contact your City Treasurer's office to determine how to obtain a copy if you need assistance.
8.) Date rcv'd: _____ . Notes:	
<input type="checkbox"/>	9. A copy of each recorded mortgage or recorded land contract on property in which you have an interest (copies of recorded mortgages/land contracts are available at the county courthouse for the county in which each prop. is located).
9.) Date rcv'd: _____ . Notes:	
<input type="checkbox"/>	10. A copy of each promissory note secured by real estate you own, including your home. (The promissory note is the document that states the amount borrowed, interest rate, installment payment amount, and due date of the loan.)
10.) Date rcv'd: _____ . Notes:	
<input type="checkbox"/>	11. The recorded deed to each parcel of real estate in which you have an interest.
11.) Date rcv'd: _____ . Notes:	
FYI	<p>If your real estate is located in Milwaukee County, you can request a copy of your recorded mortgage(s) and deed(s) by emailing the Register of Deeds at researchdeeds@milwaukeecountywi.gov. Please include your name and phone number in the email. Upon receipt of your email, the Register of Deeds will call you to accept the minimal payment over the phone using your debit card.</p> <p>If your real estate is not located in Milwaukee County, please contact your county's Register of Deeds office and make arrangements to obtain the recorded deed(s) and mortgage(s).</p>
<input type="checkbox"/>	12. A copy of the Vehicle Purchase and Finance Agreement (the car note) or lease for each vehicle that you are financing through a lender or leasing.
12.) Date rcv'd: _____ . Notes:	
<input type="checkbox"/>	13. KBB Values for all vehicles titled to your or your spouse's name. Visit KBB.com to search for Car Values → "My Car Values." Print and provide the Private Party Value(s).
13.) Date rcv'd: _____ . Notes:	
<input type="checkbox"/>	14. A written/typed list of the name, address, and phone number of everyone to <u>whom you owe a domestic support obligation</u> (includes alimony, maintenance, or support). Also include the amount you owe, the amount of any arrearage, and the amount of the monthly payment. If an Order has been entered with the court outlining your obligations, please provide a copy of the Order.

14.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	15.	A copy of any divorce decree entered within the last four years, or a divorce decree entered at any time if the property division has not been completed between you and your ex-spouse at the time of our first consultation with you.
15.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	16.	A copy of any marital settlement agreement ("MSA") if divorced in the last 12 months
16.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	17.	Any marital property agreement ("MPA") between yourself and your spouse. (often referred to as a "prenup" or "post-nup").
17.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	18.	A full written/typed description of any <i>personal injury or worker's compensation claim</i> you may have and a copy of all accident reports related to the claim, a written/typed estimate of the value of the claim, and the name of the attorney(s) who represents you regarding such claim.
18.) Date rcv'd: _____. Notes:		
<input type="checkbox"/>	19.	Other Docs.:

If you have any questions regarding how to gather the papers and information responsive to this request, please call our office and our staff can assist you.

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