

# Bankruptcy & Immigration Law Center

## Wallace Law Firm, P.C.

PROTECTING YOUR LEGAL RIGHTS

1112 SW 59<sup>th</sup> Street  
Oklahoma City, OK 73109

*Timothy L. Wallace, Esq.*

Phone: (405) 688-4444  
Fax: (405) 622-5650

### CHECKLIST OF ITEMS NEEDED FOR BANKRUPTCY

<input type="checkbox"/>	<b>TAX RETURNS:</b> Three (3) years of Federal and State Tax Returns (five years of returns may be requested by the Trustee). <u>This includes W-2's and/or 1099's.</u> If you are unable to obtain the returns, you should contact your tax preparer, or the IRS at 1-800-TAX-1040, or submit a Tax Transcript request to the IRS, (form 4506-T); and the Oklahoma Tax Commission (Taxpayer Assistance) at 405-521-3160.
<input type="checkbox"/>	<b>CREDIT REPORTS:</b> You should obtain a free copy of each of your three credit reports from <a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a> , and bring them to your initial consultation. You should save these as a pdf. As an alternative to printing your reports, you may email them to us at <a href="mailto:wallacelawfirmpc@gmail.com">wallacelawfirmpc@gmail.com</a> , no more than 24 hours before your appointment. <b><i>Receipt of the report does not constitute an attorney-client relationship.</i></b>
<input type="checkbox"/>	<b>Drivers License or Other State Issued Photo I.D. and Verification of Social Security Number.</b>
<input type="checkbox"/>	<b>TITLES:</b> All automobile, boat and/or mobile home titles that you own or which bear the name of the filer(s), and document(s) reflecting the legal description to any real property owned, including legal description for oil/gas royalties.
<input type="checkbox"/>	<b>PAY STUBS:</b> Six (6) months of pay stubs (pay stubs or pay runs from employer) for each debtor. If you have income other than from a job (like Social Security, disability, or retirement), you will need to provide your annual benefits statement, bank statements, or other evidence of income. If self-employed, a six-month profit and loss statement for your business, broken out by month.
<input type="checkbox"/>	<b>BANK STATEMENTS:</b> Three (3) months of bank statements for the three months before filing for ALL bank accounts, including savings accounts, money market accounts, and retirement accounts.
<input type="checkbox"/>	<b>BANK BALANCES:</b> So we may preserve your exemption protecting any money on deposit in your bank accounts, you should check your bank account(s) <b>balance on the day you come to sign your Bankruptcy Petition</b> , and provide the balance for each account on that day.
<input type="checkbox"/>	<b>PENSION ACCOUNTS:</b> Copies of any 401(k), retirement, IRA, or annuity account statements.
<input type="checkbox"/>	<b>FINANCIAL INSTRUMENTS:</b> Copies of any stocks, bonds, certificates of deposit, etc.
<input type="checkbox"/>	<b>DOMESTIC SUPPORT ORDERS:</b> Copies of any domestic support order (child support, alimony). We also need the address for any recipients of payments from a domestic support order.
<input type="checkbox"/>	<b>INSURANCE:</b> Copies of insurance face sheets reflecting coverage and premiums for all homes, vehicles, life insurance or any other insurance not paid for by payroll deduction.
<input type="checkbox"/>	<b>CREDIT COUNSELING CERTIFICATE:</b> We must receive your credit counseling certificate before filing your Chapter 7 or Chapter 13 Bankruptcy.
<input type="checkbox"/>	<b>UTILITY BILLS:</b> You should provide copies of your last two (2) utility bills for electric, gas, phone, cable, cell phone, internet, garbage, and other regular monthly expenses.

<input type="checkbox"/>	<b>CONTRACTS and BILLS:</b> You should provide your most recently received credit card, signature loan statements, and any other loan statements for all of your debts (especially for your house and/or car). <b>Please provide us with only the most recent copy of each of these.</b>
<input type="checkbox"/>	<b>LAWSUITS:</b> All court papers where you have sued or have been sued for the past two years (for example Divorce Decrees, Small Claims Petitions, Foreclosures and Tax Notices).
<input type="checkbox"/>	<b>DOWN PAYMENT:</b> We must receive a minimum of \$250, and you must sign the Bankruptcy Disclosure Notice, before we will begin working on your case, and before you can begin telling your creditors you have retained <b>Timothy L. Wallace, Esq.</b> , as your Bankruptcy Attorney. You should bring this payment to your initial consultation if you want us to begin working on your case.
<input type="checkbox"/>	<b>DELINQUENT TAX NOTICES:</b> If you have received any delinquent tax notices or liens from the IRS, OTC, City or County, you should bring those to your initial consultation.
<input type="checkbox"/>	<b>FINANCIAL MANAGEMENT COURSE.</b> You are required to attend a debtor education <b>post-filing</b> credit counseling session as well. If you fail to do this, you will be <b>denied a discharge.</b>
<input type="checkbox"/>	You will be required to bring your most recent bank statement and any pay stubs dated from the last ones provided to our office up to the date of the "341" creditors meeting, which will take place 30 to 40 days from the date we file your case.
<input type="checkbox"/>	<b>(CHAPTER 13 ONLY):</b> Your first payment is due <b><i>in the Chapter 13 Trustee's office 30 days</i></b> from the date of filing. This means you should start planning for this payment as soon as your case is filed. <b>Your case can not be confirmed unless it is current on the day of your confirmation hearing.</b>

Please do not submit any of these documents to our office unless you have already engaged our office to represent you, or unless we have otherwise instructed you to do so.

We ask for all of this information because we must have it in order to assure you get to keep all of the property you are entitled to keep, and avoid objections to your discharge from the trustee or your creditors because you failed to disclose important facts on your Petition.

If you receive additional pay stubs from the time of your bankruptcy intake, but prior to the date your case is filed, you must provide these to the office. Your case can not be filed unless, on the date of filing, we have your most recent 60 day's of pay stubs.

If you fax any of these items to our office, be aware many of these items must be filed with the court, and therefore must be scanned. Faxed documents are commonly not clear enough to result in a good scanned image. In the event of an unclear faxed document, we may have to ask you to provide an original.

**Failure to disclose all information concerning your income, assets, and debts, could result in the loss of your discharge, costly litigation, requirements to repay portions of your debt, investigation by the FBI, and prosecution by the United States Department of Justice for Bankruptcy fraud.**

*We are a debt relief agency. We help people file for bankruptcy under Federal Bankruptcy Law.*