

BANKRUPTCY OFFICE
MONTPELIER, VERMONT 05602

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Montpelier, Vermont
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Document List: Documents needed to prepare your case.

- PHOTO ID and SOCIAL SECURITY CARD (or something with your SS number on it).
- PAYSTUBS for the last sixty (60) days.
- PROOF OF INCOME for the last six (6) months. This may include copies of paychecks, pay stubs, bank statements, books, etc. (If self employed, provide profit and loss statement).
- TAX RETURNS for the last two (2) years. (Both State and Federal Returns)
- BANK STATEMENTS for the last three (3) months for ALL accounts (individual, joint or business) on which your name appears.
- VEHICLES: Copy of TITLES (if none a copy of current registration), STATEMENTS OF BALANCE DUE and PROOF OF VALUES for all automobiles, motorcycles, boats, snowmobiles, ATVs, trailers, etc., on which your name appears; (valuations may be obtained from any reliable source including one of the following websites:

NADA: <http://www.nada.com>

Kelley Blue Book: <http://www.kbb.com>

- PENSIONS, ANNUITIES or RETIREMENT PLANS statement showing the current value.
- LIFE INSURANCE statement for all policies owned by you showing the current value.
- DEEDS, MORTGAGES, PAYOFF STATEMENTS and PROPERTY TAX BILLS for any real property on which your name appears (Copy of the *RECORDED* deed and mortgage with the town clerk stamp showing date of recording) (ALSO all appraisals done within last three (3) years).
- TRANSFER DOCUMENTS for any property sold or transferred by you within two (2) years prior to filing bankruptcy.
- PERSONAL INJURY CLAIMS. Copy of the complaint for any personal injury lawsuit or cause of action in which you have an interest.
- CREDIT REPORT. Copy of any recent credit report that you have obtained.
- LAWSUITS. Copy of any lawsuit or small claims action in which you have been named.
- DEBTS. Copies of any bills, invoices, statements, collection letters, etc. for any of your debts.
- DOMESTIC SUPPORT ORDERS. Copies of any child support order or other domestic support order.

Please note. Everyone's financial situation is different. We have listed a number of the types of documents people will commonly have. The list is not meant to be exhaustive. If you have other documents that relate to your financial situation please bring them in so we can review them while we prepare your bankruptcy paperwork. The best advise we can give you is "If in doubt. Bring it in."