

BANKRUPTCY SUPPORT SERVICES, INC.

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PLEASE NOTE: THIS FORM MUST BE COMPLETED AND RETURNED AT LEAST THREE (3)

BUSINESS DAYS PRIOR TO THE SIGNING OF YOUR PETITION

****THE BANKRUPTCY COURT REQUIRES INFORMATION REGARDING YOUR SPOUSE WHETHER THE
SPOUSE IS FILING OR NOT****

IS THIS A JOINT BANKRUPTCY FILING? YES _____ NO _____

CLIENT INFORMATION WORKSHEET

DEBTOR

JOINT DEBTOR**

FULL NAME:	_____	_____
STREET ADDRESS:	_____	_____
	_____	_____
	_____	_____
MAILING ADDRESS:	_____	_____
	_____	_____
	_____	_____
COUNTY:	_____	_____
HOME PHONE:	_____	_____
CELL PHONE:	_____	_____
WORK PHONE:	_____	_____
SOCIAL SECURITY:	_____	_____

LENGTH OF TIME AT ABOVE ADDRESS: _____

PREVIOUS ADDRESS (IF MOVED WITHIN LAST 2 YEARS)

WHAT OTHER PERSONAL AND/OR BUSINESS NAMES HAVE YOU USED IN THE LAST SIX (6) YEARS?

MARTIAL STATUS:	_____	_____
AGE:	_____	_____
OCCUPATION:	_____	_____
LENGTH OF EMP.:	_____	_____
EMPLOYER NAME:	_____	_____
EMPLOYER ADD.:	_____	_____
	_____	_____

DEPENDENTS

NAME: _____

AGE: _____

RELATIONSHIP: _____

NAME: _____

AGE: _____

RELATIONSHIP: _____

PRIOR BANKRUPTCIES: If any immediate family member or business partner has a Bankruptcy pending, please list the case number, name of debtor, relation to you, date & location where filed and the bankruptcy judge:

PENDING BANKRUPTCIES: If any immediate family member or business partner has a Bankruptcy pending, please list the case number, name of debtor, relation to you, date & location where filed and the bankruptcy judge:

THE FOLLOWING QUESTION MUST BE ANSWERED

WERE YOU SUED/ HAVE YOU SUED ANYONE IN THE LAST YEAR (12 MONTHS) FOR ANY REASON
(Including domestic, personal injury, workmen's comp, social security disability, criminal, civil)
YES _____ NO _____

IF YOU ANSWERED YES TO THIS QUESTION, YOU MUST PROVIDE US WITH THE NATURE OF THE SUIT, NAME AND ADDRESS OF THE COURT CASE WHERE IT WAS FILED, CAPTION & CASE NUMBER & STATUS OF CASE:

HAVE YOU TRANSFERRED ANY PROPERTY IN THE LAST FOUR YEARS?
YES _____ NO _____

TYPE OF PROPERTY _____ DATE OF TRANSFER: _____

TYPE OF PROPERTY _____ DATE OF TRANSFER: _____

YOUR PROPERTY

Real Property is land and things permanently attached to land. Included is unimproved land, vacation cabins, condominiums, duplexes, rental property, business property, mobile home park spaces, agricultural land, airplane hangers, and any other building permanently attached to land. It also includes property you are entitled to by a trust and all property in which you have legal, equitable, or future interest. If you are in a community property state, you also own your spouse's real estate. All leases and time-shares should be listed on the worksheet for Schedule G.

REAL ESTATE (SCHEDULE A)

WHAT IS IT?: _____ WHO OWNS IT? _____

ADDRESS: _____

MARKET VALUE: _____ VALUE OF LIENS: _____

WHAT IS IT?: _____ WHO OWNS IT? _____

ADDRESS: _____

MARKET VALUE: _____ VALUE OF LIENS: _____

WHAT IS IT?: _____ WHO OWNS IT? _____

ADDRESS: _____

MARKET VALUE: _____ VALUE OF LIENS: _____

Have you sold or purchased real estate within the last twelve (12) months? _____

What was purchased/sold? _____

Address of property purchased/sold: _____

Amount of purchase/sale: _____

PERSONAL PROPERTY (SCHEDULE B)

1.) Deposits of money (indicate sources). You must list any/all bank accounts. Also, list the name of bank, address and balance of account.

A. Checking/Savings: _____ Who owns it? _____

Balance in Account: _____ Account Number: _____

Name & Address of Bank: _____

B. Checking/Savings: _____ Who owns it? _____

Balance in Account: _____ Account Number: _____

Name & Address of Bank: _____

2.) List each safe deposit or other box/depository in which you have had valuables within the past year: _____

Who has access? (name & address) _____

Description of contents: _____

3.) Annuities:

What is it? _____ Who owns it? _____ Market Value: _____

Name & Address of Company holding Annuity: _____

4.) Pension or Profit Sharing Plans:

What is it? _____ Who owns it? _____ Market Value: _____

Name & Address of Company holding Pension/Profit Sharing: _____

5.) Stocks (Bonds) and interests, Incorporated and Unincorporated Companies:

What is it? _____ Who owns it? _____ Market Value: _____

Number of Shares: _____ Value of Liens: _____

Amount of Equity: _____

Name & Address of Company holding Stocks/Bonds: _____

6.) Security Deposits:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

7a.) Automobiles, Trucks, Trailers and other vehicles:

Year, Make & Model: _____

Who owns it? _____ Market Value: _____

Value of Liens: _____ Fair Market Value: _____

7b.) Automobiles, Trucks, Trailers and other vehicles:

Year, Make & Model: _____

Who owns it? _____ Market Value: _____

Value of Liens: _____ Fair Market Value: _____

8.) Interests and Partnerships:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

9.) Government and Corporate Ads & other Negotiable and Non-Negotiable Instruments:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

10.) Accounts Recievable:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

11.) Family Support (to which you are entitled):

What is it? _____ Who owns it? _____ Market Value: _____

12.) Other Liquidated debts owing debtor, including Tax Refunds:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

13.) Equitable and future interests, Life Estates and Rights or Powers:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

14.) Interest in an Estate of a Decedent:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

15.) Other Contingent and Unliquidated Claims:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

16.) Patents, Copyrights and other Intellectual Property:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

17.) Licenses, Franchises and other General Intangibles:

What is it? _____ Who owns it? _____ Market Value: _____

Your Ownership Share (% , \$): _____ Value of Liens: _____

Amount of Equity: _____

YOUR DEBTS – SECURED AND PRIORITY

PLEASE NOTE: Kindly list the name, address, phone number and Account Number of each creditor along with your current balance and/or payoff figure.

Secured debts are car loans, home equity loans, second mortgages, or any loans where property is pledged as security. All other types of debts are unsecured.

1.) Name of Primary Mortgage Company: _____

Address : _____

Phone Number: _____ Account Number: _____

Date Debt Incurred: _____ Monthly Mortgage Payment: _____

Who is liable for debt?: _____ Market Value of Property: _____

Balance Owned: _____ Is Anyone Else Liable?: ____ If so, who? _____

Are Payments Current?: _____ If not, how far behind?: _____

Has Mortgage Company begun a Foreclosure Action?: _____

Is a Sheriff Sale scheduled?: _____ If yes, when?: _____

2.) Name of Secondary Mortgage Company: _____

Address : _____

Phone Number: _____ Account Number: _____

Date Debt Incurred: _____ Monthly Mortgage Payment: _____

Who is liable for debt?: _____ Market Value of Property: _____

Balance Owned: _____ Is Anyone Else Liable?: ____ If so, who? _____

Are Payments Current?: _____ If not, how far behind?: _____

Has Mortgage Company begun a Foreclosure Action?: _____

Is a Sheriff Sale scheduled?: _____ If yes, when?: _____

3.) Name of Additional Loan Co. Secured against Residence: _____

Address : _____

Phone Number: _____ Account Number: _____

Date Debt Incurred: _____ Monthly Mortgage Payment: _____

Who is liable for debt?: _____ Market Value of Property: _____

Balance Owned: _____ Is Anyone Else Liable?: ____ If so, who? _____

Are Payments Current?: _____ If not, how far behind?: _____

Has Mortgage Company begun a Foreclosure Action?: _____

Is a Sheriff Sale scheduled?: _____ If yes, when?: _____

1.) Name of Car Loan Company: _____

Address : _____

Phone Number: _____ Account Number: _____

Date Debt Incurred: _____ Monthly Loan Payment: _____

Who is liable for debt?: _____ Market Value of Property: _____

Balance Owned: _____ Is Anyone Else Liable?: _____ If so, who? _____

Are Payments Current?: _____ If not, how far behind?: _____

2.) Name of Additional Car Loan Company: _____

Address : _____

Phone Number: _____ Account Number: _____

Date Debt Incurred: _____ Monthly Loan Payment: _____

Who is liable for debt?: _____ Market Value of Property: _____

Balance Owned: _____ Is Anyone Else Liable?: _____ If so, who? _____

Are Payments Current?: _____ If not, how far behind?: _____

OTHER SECURED LOANS

1.) Name of Loan Holder: _____

Address : _____

Phone Number: _____ Account Number: _____

Date Debt Incurred: _____ Who is liable for debt?: _____

Market Value of Property: _____ Balance Owned: _____

Is Anyone Else Liable?: _____ If so, who? _____

2.) Name of Loan Holder: _____

Address : _____

Phone Number: _____ Account Number: _____

Date Debt Incurred: _____ Who is liable for debt?: _____

Market Value of Property: _____ Balance Owned: _____

Is Anyone Else Liable?: _____ If so, who? _____

TAXES DUE AND OWING

FEDERAL TAXES

Describe Tax Due: _____

Date Incurred: _____ Balance Due: _____

STATE TAXES

Describe Tax Due: _____

Date Incurred: _____ Balance Due: _____

TAXES DUE ON REAL ESTATE

1.) Describe Tax Due: _____

Folio #: _____ Property Address: _____

Date Incurred: _____ Balance Due: _____

2.) Describe Tax Due: _____

Folio #: _____ Property Address: _____

Date Incurred: _____ Balance Due: _____

3.) Describe Tax Due: _____

Folio #: _____ Property Address: _____

Date Incurred: _____ Balance Due: _____

4.) Describe Tax Due: _____

Folio #: _____ Property Address: _____

Date Incurred: _____ Balance Due: _____

DO ANY OF THE ABOVE TAX ENTITIES HAVE A LIEN AGAINST YOUR PERSONAL OR REAL PROPERTY?

If yes, please provide us with the date of the lien and amount of lien, etc.:

YOUR DEBTS – UNSECURED

PLEASE NOTE: We must have your Account Number, the address and phone number of each creditor along with your current balance. You **MUST** supply our office with invoices.

Secured debts are car loans, home loans, equity loans, second mortgage, or any other loans where property is pledged as security. All other types of debts are unsecured.

HAVE ANY OF YOUR UNSECURED CREDITORS FILED A LAWSUIT AGAINST YOU?

YES: _____ NO: _____

If yes, you **MUST** provide us with a copy of the Complaint served upon you from the Court. in the event a judgment has already been entered against you, you **MUST** provide a copy of the judgment.

List All Unsecured Debts Below:

1.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

2.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

3.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

4.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

5.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

Unsecured Creditors – Continued

6.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

7.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

8.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

9.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

10.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

11.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

Unsecured Creditors – Continued

12.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

13.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

14.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

15.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

16.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

17.) Name & Address of Creditor: _____

Account No.: _____ Type of Debt: _____

Who is liable for debt? _____ Balance Owed: _____

Date of last use? _____

LEASES OR CONTRACTS: Are you a party to any leases or contracts? (This includes rental agreements and car leases, etc.) Yes: _____ No: _____

If yes, list the parties involved and their addresses. If you owe money on these contracts, they should be listed on the previous Schedules.

NAME AND ADDRESS OF THE LEASE/CONTRACT HOLDER & ACCOUNT NUMBER:

MISCELLANEOUS

1a.) Have you taken a cash advance within the last six months? _____

1b.) Have you taken a cash advance within the last year? _____

If you answered yes to the question (s) above, please provide name of Creditor, date of cash advance and amount of ash advance: _____

2a.) Have you made a major purchase within the last six months? _____

2b.) Have you made a major purchase within the last year? _____

If you answered yes to the question (s) above, please provide name of Creditor, date of cash advance and item purchased, as well as the amount: _____

3.) When is the last time you used a credit card? _____

Name of Creditor: _____

What was purchased?: _____

Amount of purchased: _____

YOUR INCOME

YOU MUST SUPPLY OUR OFFICE WITH PAYSTUBS

	DEBTOR	JOINT DEBTOR
Current monthly gross wages, salary Omissions (pro-rate if not paid monthly)	_____	_____
Estimated monthly overtime	_____	_____
Subtract payroll taxes & Social Security	_____	_____
Subtract Union Dues	_____	_____
Other payroll deductions (specify)	_____	_____
Regular monthly income from business or profession	_____	_____
Monthly income from real property	_____	_____
Monthly interest & dividends	_____	_____
Alimony, maintenance or support payments (amt received monthly for debtor's or debtor's dependent's use)	_____	_____
Social Security or Government Assistance	_____	_____
Pension or Retirement	_____	_____
Other Monthly Income	_____	_____

How often do you get paid? Please circle one:

Weekly
Bi-Weekly
Monthly
Bi-Monthly

Weekly
Bi-Weekly
Monthly
Bi-Monthly

YOUR EXPENSES

DEBTOR(S)

Total rent or home mortgage payment:	_____
-Does this include real estate taxes? Yes No	
-Does this include property insurance? Yes No	
Electricity and Heating Fuel (average monthly)	_____
Water and Sewer (average monthly)	_____
Telephone (average monthly)	_____
Cable (average monthly)	_____
Other Utilities (average monthly)	_____

Home Maintenance (repairs & upkeep)	_____
Food	_____
Clothing	_____
Laundry & Dry Cleaning	_____
Medical & Dental Expenses (not deducted from wages)	_____
Transportation (not including car payments)	_____
Recreation, Clubs & Entertainment, Newspapers, Etc.	_____
Charitable Contributions	_____
Homeowners/Renters Insurance	_____
Life Insurance	_____
Health Insurance	_____
Auto Insurance	_____
Other Insurance-Specify	_____
Taxes not deducted from wages or in Home mortgage payment	_____
Installment/Auto Payments	_____
Child Care Expenses	_____
Tuition for Private School/College	_____
Alimony, Maintenance, Support to others	_____
Payments for Dependents not living at home	_____
Operation expenses	_____
Other Expenses	_____

STATEMENT OF FINANCIAL AFFAIRS

Income from employment or operation of business, **MUST BE SUPPLIED FOR THE PAST THREE YEARS.** Enter each income course for the past three years. Specify the amount of income and the fiscal year.

1.) Source 2002 (Name and Address)

2.) Source 2003 (Name and Address)

3.) Source 2004 (Name and Address)

Amount (Debtor) 2002: _____

Amount (Debtor) 2003: _____

Amount (Debtor) 2004: _____

Total Amount to Date: _____

4.) Income other than from employment or operation of business.

Enter sources of any other income during the past three years:

5.) List payments made to creditors during the last 90 days. Additionally, list payments made to friends, relatives and insiders within the last year:

Creditor Name & Address:

Date of payment: _____

Amount Paid: _____

6.) List any property garnished, attached or seized during the last year by a creditor:

Creditor Name & Address:

Date of Seizure: _____

Description & Value: _____

7.) List any repossessions, foreclosures and voluntary returns during the last year:

Creditor Name & Address:

Date of Repossession: _____

Description & Value: _____

8.) Describe any assignments of property for the benefit of creditors made within the last 120 days.

Name, Address of Assignee, Date of Assignment and Terms of Assignment or Settlement:

9.) List all property which has been in the hands of a custodian, receiver or court appointed official during the past year. Name & Address of Custodian, Name & Location of Court, Case Title & Number, Date of Order, Description & Value of Property: _____

10.) List all gifts or charitable contributions made during the last year except ordinary & usual gifts to family members totaling less than \$200.00 per family member and \$100.00 per charitable contribution.

Recipient & Address: _____

Relationship (if any): _____ Date of gift: _____

Description and value of gift: _____

11.) List all losses from fire, theft, casualty or gambling during the past year.

Description & value of property, circumstances of loss, if loss was covered by insurance (give particulars) and date of loss: _____

12.) List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys for consultation concerning debt consolidation, relief under the Bankruptcy Law or preparation of a petition in bankruptcy during the past year.

Payee Name & Address: _____

Date of Payment: _____ Payor: _____

13.) List all other property, other than property transferred in the ordinary course of the business or financial affairs of the debtor, transferred either absolutely or as security during the past year to a creditor or family member.

Transferee/Relationship: _____

Date: _____ Describe property transferred & value received: _____

14.) List all financial accounts and instruments held by or for the benefit of the debtor which were closed, sold or otherwise transferred in the past year. Include checking, or other financial accounts, CDs, share accounts held in bank, credit unions, pension funds, brokerage houses, etc.

Institution Name & Address: _____

Account Type & Amount of Final Balance: _____ Amount & Date of Sale/Closing: _____

15.) List all setoffs made by any creditor, including a bank, against a debtor/deposit of the debtor within the past 90 days. Creditor Name & Address: _____

Date of Setoff: _____ Amount of Setoff: _____

16.) List all property OWNED by another person that you/your spouse holds or controls.

Owner Name & Address: _____

Description & Value of Property: _____ Location of Property: _____

