



4522 W. Village Dr Unit # 1125 Tampa, FL 33625
www.JordanMFinley.com

CHAPTER 13 BANKRUPTCY CHECKLIST

_____ 1. The retainer fee paid for retaining our services

_____ 2. Credit Counseling Course – You can choose any preferred provider; we recommend using www.CCAdvising.com. They will charge a fee of approximately \$9.99. When registering for the class, be sure to enter your email address. You will not have to pay additional fees for the certificate to be faxed or mailed; email delivery is all we require. Select the “Middle District of Florida” when promoted for which certificate you need. The Attorney code is: 3328

_____ 3. *BK Packet* questionnaire – You will be receiving an email from Bk Packet. Please follow the steps to complete the Questionnaire online. The Questionnaire is necessary to help make sure the documents we will be filing with the Court on your behalf are accurate.

_____ 4. Pay stubs or other evidence of earned income for the past six months and the current month. We will need documentation verifying all sources of income, which can include but are not limited to:

- a) Pay Stubs
- b) Social Security Awards Letters
- c) Pension Income Received
- d) Real Estate Income
- e) Child Support - court order or other document establishing the amount of child support
- f) Alimony - court order or other document establishing the amount of alimony received
- g) Profit & Loss Statement for all businesses you own, broken down month by month.

_____ 5. Tax Returns – the most recent two years of tax returns that have been filed.

_____ 6. Bank Statements – the two most recent complete months and the current month statements.

_____ 7. A copy of the current registration for all vehicles in your name.

All documents can be email to:
Jordan@JordanMFinley.com
