



CONSUMER BANKRUPTCY CONSULTATION CHECKLIST

Please bring the following items for your initial consultation. Please note that each of the items set forth below (except #1 and #2) can be sent to us prior to your initial consultation either by uploading through your MyCase Client Portal, sending by e-mail at info@ctsattorneys.com, or by fax at (832) 975-7301. Please navigate to our website at www.ctsattorneys.com for additional resources and information.

1. Picture Identification (i.e., driver's license)
2. Social Security Card or Taxpayer Identification (TIN)
3. CTS Consumer Bankruptcy Homework Packet (completed)
4. CIN Legal Data Services' Consumer Authorization and Release Form
5. Income Information:
 - (a) Bank Statements for the past 6 months (for all accounts with your name)
 - (b) Voided Check or Direct Deposit Authorization Form
6. Proof of Income:
 - (a) Pay Stubs for the past 6 months (from all employers)
 - (b) Pay Stubs for the past 6 months for your spouse (if married) (from all employers)
 - (c) Pension or Retirement Income
 - (d) Social Security Income (i.e., letter from Social Security Administration)
 - (e) Child Support and/or Court Order for Alimony
 - (f) Unemployment Compensation
7. Tax Returns for the past 3 years (2015, 2016, and 2017)
8. Property Information:
 - (a) Mortgage Statement (most current), as well as the following:
 - (i) Property Tax Statements
 - (ii) County Appraisal District Valuation
 - (iii) Homeowners Insurance
 - (iv) Homeowners Association Dues Statement (if applicable)
 - (b) Vehicle Statement (most current which also reflects balance on loan), as well as the following:
 - (i) Auto Insurance (reflecting full coverage and lienholder as loss payee)
 - (ii) Vehicle Valuation (Edmunds | Kelley Blue Book | NADA)
9. If you own a DBA or a business, each of the following:
 - (a) Profit and Loss Statements for the past 6 months
 - (b) Business Bank Statements for the past 6 months
 - (c) List of Monthly Business Income
 - (d) List of Monthly Business Expenses
 - (e) Copy of 940/941 Tax Returns (if applicable)
 - (f) Copy of all Business Delinquent Taxes (i.e., sales tax; franchise tax; TABC)
10. Copy of all agreements which you are personally obligated
11. Credit Counseling Certificate (can be taken after initial consultation)