

# **BANKRUPTCY INFORMATION WORKSHEETS**

**INSTRUCTIONS:** The questions in these worksheets should be answered by the person who is considering a bankruptcy filing. In most cases, this means an individual, or an individual and their spouse. When a corporation is considering a filing, the term “you” in these worksheets refers to the corporation itself.

Answer each question completely and truthfully. If more space is needed to completely answer a question, complete the answer on a separate sheet of paper, or on the back of the worksheet. If you do not understand a question, write “Don't Understand” after the question so you can discuss it with an attorney at a later time. Do not guess at the answer to any question. If a question doesn't apply to you, write “Not Applicable” after the question.

The value listed for any item should be the estimated present fair market value of the item without regard to any lien, mortgage, or encumbrance. To value any item, consider what you could get for it if you sold “as is” through a broker, classified ads, or at a garage sale. Remember that many times the present fair market value of an item is many times much less than the amount it's purchase price.

**WARNING:** You should be as accurate as possible in filling out these worksheets. They may later be used to prepare official bankruptcy forms which will be submitted to the Court. Failure to disclose assets in a bankruptcy case is federal crime punishable by imprisonment for up to five years and by a fine of up to \$5,000. In addition, if the bankruptcy forms do not contain complete and accurate information, your case may be dismissed or converted by the Bankruptcy Court.

## **I. PRELIMINARY INFORMATION**

Fill in the following chart which provides general information about yourself and your spouse (if applicable):

YOUR NAME (First, Middle, Last):	SPOUSES NAME (First, Middle, Last):
ALL OTHER NAMES used in the past 6 years:	ALL OTHER NAMES used by spouse in the past 6 years:
SOCIAL SECURITY / TAX I.D. NOS. (If more than one, list all.):	SPOUSE'S SOCIAL SECURITY / TAX I.D. NOS. (If more than one, list all.):
STREET ADDRESS:	SPOUSE'S STREET ADDRESS (if different from yours):

YOUR NAME (First, Middle, Last):	SPOUSES NAME (First, Middle, Last):
MAILING ADDRESS (if different from street address):	SPOUSE'S MAILING ADDRESS (if different from street address):
IN WHAT COUNTY HAVE YOU LIVED, OR CONDUCTED BUSINESS, FOR THE GREATER PART OF THE LAST 180 DAYS?	IN WHAT COUNTY HAS YOUR SPOUSE LIVED, OR CONDUCTED BUSINESS, FOR THE GREATER PART OF THE LAST 180 DAYS?
IF YOU ARE A SOLE PROPRIETOR OF A BUSINESS, briefly describe the nature of the business:	IF YOUR SPOUSE IS A SOLE PROPRIETOR OF A BUSINESS, briefly describe the nature of the business:
PRIOR BANKRUPTCIES: If you have previously filed a bankruptcy petition, list the case number, date and location of that filing:	PRIOR BANKRUPTCIES: If your Spouse has previously filed a bankruptcy petition, list the case number, date and location of that filing:
PENDING BANKRUPTCIES: If any immediate family member or business partner has a bankruptcy pending, list the case name and number, where and when it was filed, and their relation to you:	PENDING BANKRUPTCIES: If any immediate family member or business partner of your Spouse has a bankruptcy pending, list the case name and number, where and when it was filed, and their relation to your Spouse:

## **II. YOUR ASSETS**

### **A. REAL PROPERTY**

If you own or have any interest in any real estate, complete the following showing each parcel of real estate in which you own or have an interest. If you do not own any assets of this type, write "NONE" in the first box of the chart.

DESCRIPTION AND LOCATION OF PROPERTY	NATURE OF YOUR INTEREST IN THE PROPERTY (Joint tenancy, tenancy in common, life estate, etc.)	DATE ACQUIRED AND PURCHASE PRICE	CURRENT MARKET VALUE	AMOUNT OF EACH MORTGAGE OR LIEN AGAINST THE PROPERTY

DESCRIPTION AND LOCATION OF PROPERTY	NATURE OF YOUR INTEREST IN THE PROPERTY (Joint tenancy, tenancy in common, life estate, etc.)	DATE ACQUIRED AND PURCHASE PRICE	CURRENT MARKET VALUE	AMOUNT OF EACH MORTGAGE OR LIEN AGAINST THE PROPERTY

**B. PERSONAL PROPERTY**

**NOTE:** If you do not own any assets of the type mentioned in each question, write “NONE” in the box which follows.

- How much cash will you have on hand when this case is filed? \$ \_\_\_\_\_
- If you have any accounts, deposits, or shares in any bank, credit union or financial institution, provide the following information:

TYPE OF ACCOUNT (Checking, savings, CD, etc.)	NAME OF BANK OR FINANCIAL INSTITUTION	AMOUNT OF DEPOSIT OR BALANCE IN ACCOUNT

TYPE OF ACCOUNT (Checking, savings, CD, etc.)	NAME OF BANK OR FINANCIAL INSTITUTION	AMOUNT OF DEPOSIT OR BALANCE IN ACCOUNT

3. If you have any security deposits with a landlord, telephone company, utility company, or anyone else, provide the following information:

WHO HAS DEPOSIT (Landlord, power company, etc?)	AMOUNT OF DEPOSIT

4. If you own any household goods or furnishings, including audio, video, or computer equipment, provide the following information:

GENERAL DESCRIPTION AND LOCATION OF ITEMS	MARKET VALUE IF SOLD

5. If you own any books, pictures, art objects, antiques, stamp, coin, record, tape, compact disc, or other collections or collectibles provide the following information:

GENERAL DESCRIPTION AND LOCATION OF ITEMS	MARKET VALUE IF SOLD

6. If you own any clothes or wearing apparel, provide the following information:

GENERAL DESCRIPTION AND LOCATION OF ITEMS	MARKET VALUE IF SOLD

7. If you own any furs or jewelry, provide the following information:

GENERAL DESCRIPTION AND LOCATION OF ITEMS	MARKET VALUE IF SOLD

8. If you own any firearms, sports equipment, photographic equipment, or other hobby equipment, provide the following information:

GENERAL DESCRIPTION AND LOCATION OF ITEMS	MARKET VALUE IF SOLD

9. Do you own any interests in any type of life insurance, provide the following information:

NAME OF INSURANCE COMPANY AND DESCRIPTION OF POLICY	SURRENDER VALUE OF POLICY

10. If you have an interest in an annuity, provide the following information:

NAME OF ISSUER AND DESCRIPTION OF ANNUITY	VALUE OF ANNUITY

11. If you own an interest in an IRA, Keogh, ERISA qualified, or other type of pension or profit

sharing, provide the following information:

DESCRIPTION OF PLAN	PRESENT VALUE OF PLAN

12. If you own any stock in a corporation or other business, provide the following information:

DESCRIPTION OF STOCK OR BUSINESS INTEREST	PRESENT VALUE OF STOCK OR BUSINESS INTEREST

13. If you own an interest in any partnership, joint venture or other business, provide the following information:

DESCRIPTION OF BUSINESS INTEREST	PRESENT VALUE OF BUSINESS INTEREST

14. If you own any government or corporate bonds or any negotiable or non-negotiable instruments provide the following information:

DESCRIPTION OF BOND OR INSTRUMENT	PRESENT VALUE

15. If you own any accounts receivable or does anyone owe you any money, provide the following information:

DESCRIPTION OF RECEIVABLES OR NAME OF PERSON WHO OWES YOU MONEY	VALUE OR AMOUNT DUE

16. If you are owed any accrued and unpaid spousal or child support, or property settlement payments provide the following information:

NAME OF PERSON WHO OWES YOU MONEY AND DESCRIPTION OF MONEYS DUE	AMOUNT DUE

17. If you are you owed any tax refunds or payments, provide the following information:

DESCRIPTION OF REFUND DUE	AMOUNT DUE

18. If you have an interest in any trusts or security interests or future interests in any property, provide the following information:

DESCRIPTION OF EACH INTEREST	PRESENT VALUE

DESCRIPTION OF EACH INTEREST	PRESENT VALUE

19. If you own or have an interest of any kind in the estate of a deceased person, in a death benefit plan, in the death benefits in a life insurance policy, or in a trust, provide the following information:

DESCRIPTION OF EACH INTEREST	PRESENT VALUE

20. If you have any contingent and unliquidated claims of any kind, including counterclaims or rights to a setoff, provide the following information:

DESCRIPTION OF EACH SUCH CLAIM	PRESENT VALUE

21. If you own or have interest in any patents, copyrights, or other intellectual property, provide the following information:

DESCRIPTION OF EACH PATENT OR COPYRIGHT	PRESENT VALUE

22. If you own or have interest in any licenses, franchises or other general intangibles, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE



23. If you own or have an interest in any automobiles, trucks, trailers, vehicles or accessories, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

24. If you own or have an interest in any boats, motors or accessories, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

25. If you own or have an interest in any aircraft or accessories, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

26. If you own or have an interest in any office equipment, furnishings and supplies, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

27. If you own or have an interest in any machinery, fixtures, equipment or supplies used in business, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

28. If you own or have an interest in any inventory, provide the following information:

DESCRIPTION AND LOCATION OF INVENTORY	PRESENT VALUE

29. If you own or have an interest in any animals, provide the following information:

DESCRIPTION AND LOCATION OF EACH ANIMAL	PRESENT VALUE

30. If you own or have an interest in any growing or harvested, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

31. If you own or have an interest in any farming equipment or implements, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

32. If you own or have an interest in any farm supplies, chemicals or feed, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

33. If you own or have an interest in any other property or assets not already listed, provide the following information:

DESCRIPTION OF EACH ITEM	PRESENT VALUE

## **II. YOUR DEBTS**

### **A. SECURED DEBTS**

Secured debts are home loans, home equity loans, second mortgages, car loans, or other loans where an asset has been pledged as security for repayment of a debt. All other loans are usually considered unsecured. If you have any secured loans, provide the following:

NAME AND ADDRESS OF CREDITOR	ACCOUNT NO. AND DATE LOAN WAS INCURRED	DESCRIPTION OF PROPERTY SUBJECT TO LIEN	TOTAL AMOUNT DUE ON LOAN

### **B. PRIORITY DEBTS**

Priority debts usually get paid before others and many are times are nondischargeable in a bankruptcy. For most, this means taxes and support payments. If you have any such debts, complete the following:

FOR TAXES:

NAME AND ADDRESS OF CREDITOR	DATE CLAIMS WAS INCURRED	AMOUNT DUE



CREDITOR'S NAME, ADDRESS AND ACCT. NUMBER	TYPE OF DEBT (Credit card, personal loan, lawsuit, etc.) and DATE DEBT WAS INCURRED	AMOUNT DUE

**C. EXECUTORY CONTRACTS AND UNEXPIRED LEASES**

If you have any such debts, complete the following:

NAME, ADDRESS AND ACCOUNT NUMBER OF CONTRACT OR LEASE	DESCRIPTION OF CONTRACT OR LEASE

**D. CODEBTORS**

If anyone else besides you and your spouse are liable for any of your debts, complete the following:

NAME, AND ADDRESS OF CODEBTOR	NAME, AND ADDRESS OF CREDITOR

NAME, AND ADDRESS OF CODEBTOR	NAME, AND ADDRESS OF CREDITOR

### **III. YOUR INCOME**

#### YOUR DEPENDENTS:

NAME	AGE	RELATIONSHIP TO YOU

#### YOUR EMPLOYMENT:

	YOU	YOUR SPOUSE
OCCUPATION		
NAME OF EMPLOYER		
HOW LONG EMPLOYED		
ADDRESS OF EMPLOYER		

#### MONTHLY INCOME: (Estimate of average monthly income.)

	YOU	YOUR SPOUSE
<b>GROSS MONTHLY WAGES</b> and COMMISSIONS, INCLUDING OVERTIME		
LESS:		
Payroll taxes		
Insurance		

<b>GROSS MONTHLY WAGES</b> and COMMISSIONS, INCLUDING OVERTIME		
Union Dues		
Other		
<b>NET MONTHLY INCOME</b>		
OTHER INCOME:		
NET REGULAR INCOME FROM OPERATION OF BUSINESS		
INCOME FROM REAL PROPERTY		
INTEREST AND DIVIDENDS		
CHILD AND SPOUSAL SUPPORT		
SOCIAL SECURITY AND OTHER GOV'T. ASSISTANCE		
PENSION OR RETIREMENT		
OTHER MONTHLY INCOME		
<b>TOTAL MONTHLY INCOME</b>		

### **III. YOUR EXPENSES**

(If spouses are separated, but filing together, each should fill out a separate expense schedule.)

AMT.

RENT OR MORTGAGE PAYMENT	
Are real estate taxes included?      Yes      No	
Is property insurance included?      Yes      No	
UTILITIES: Electric and heating fuel	
Water and Sewer	
Telephone	
Other	
HOME MAINTENANCE	
FOOD	
CLOTHING	
LAUNDRY AND DRY CLEANING	
MEDICAL AND DENTAL EXPENSE (not including insurance pmts.)	
TRANSPORTATION (not including car pmts.)	
RECREATION, NEWSPAPERS, AND MAGAZINES	
CHARITABLE CONTRIBUTIONS	

RENT OR MORTGAGE PAYMENT	
INSURANCE: Homeowner's or renter's	
Life	
Health	
Auto	
Other	
TAXES (not deducted from your wages)	
INSTALLMENT PAYMENTS: Auto	
Other	
CHILD OR SPOUSAL SUPPORT	
OTHER SUPPORT PAYMENTS	
<b>TOTAL MONTHLY EXPENSES</b>	

#### **IV. STATEMENT OF FINANCIAL AFFAIRS**

**NOTE:** If your answer to any question is "none," write "NONE" in the box which follows the question.

- List your **gross income** for each of the past three years.

	YOU	YOUR SPOUSE
INCOME SO FAR THIS YEAR		
LAST YEAR		
YEAR BEFROE LAST		

- If you have received any income other than from sources other than from your employment or business in any of the past three years, provide the following information:

	YOU	YOUR SPOUSE
INCOME SO FAR THIS YEAR		
LAST YEAR		
YEAR BEFROE LAST		

- 3a. If you have paid any creditor more than \$600 in the last 90 days, provide the following information:



NAME AND ADDRESS OF CREDITOR	DATES OF PAYMENT	AGGREGATE AMOUNT PAID IN LAST 90 DAYS	AMOUNT STILL OWING

3b. If you have paid any creditor who was an “insider” (family members, business associates, partners, or corporations which you or your family or business associates own or control) in the last 365 days, provide the following information:

NAME AND ADDRESS OF CREDITOR, AS WELL AS RELATIONSHIP TO YOU	DATES OF PAYMENT	TOTAL AMT. PAID IN LAST 90 DAYS	AMOUNT STILL OWING

4a. If you been a party to a lawsuit in the past 365 days, provide the following information:

NAME OF CASE AND CASE NUMBER	NATURE OF CASE	COURT LOCATION	CASE STATUS

4b. If any of your property been attached, seized or garnished in the past 365 days, provide the following information:

NAME AND ADDRESS OF CREDITOR	DATE OF SEIZURE	DESCRIPTION OF PROPERTY SEIZED	VALUE OF PROPERTY

5. If you have had any repossessions, foreclosures or returns in the past 365 days, provide the following information:

NAME AND ADDRESS OF CREDITOR	DATE OF REPOSSESSION, FORECLOSURE OR RETURN	DESCRIPTION OF PROPERTY	VALUE OF PROPERTY

6a. If you have assigned any assets to creditors in the past 365 days, provide the following information:

NAME AND ADDRESS OF CREDITOR	DATE OF ASSIGNMENT	DESCRIPTION OF ASSETS	VALUE OF ASSETS

6b. If any of your property has been held by a custodian, receiver, or other court appointed official during the last 365 days, provide the following information:

NAME AND ADDRESS OF CUSTODIAN	DATE OF ORDER	LOCATION OF COURT AND CASE NO.	DESCRIPTION AND VALUE OF ASSETS

7. If you have made any gifts in the past 365 days, provide the following information:

NAME, ADDRESS AND RELATION OF RECIPIENT TO YOU	DATE OF GIFT	DESCRIPTION OF GIFT	VALUE OF GIFT

8. If you have had any losses from fire, theft, other casualty, or gambling in the past 365 days, provide the following information:

TYPE OF LOSS AND DESCRIPTION OF ASSET LOST	DATE OF LOSS	AMOUNT OF LOSS	COVERED BY INSURANCE?

9. If you have consulted with, and paid, an attorney or other person regarding filing bankruptcy in the past 365 days, provide the following information:

NAME AND ADDRESS OF PERSON PAID	DATE OF PAYMENT	AMOUNT PAID

10. If you have transferred any money or property (including the granting of a security interest), other than transfers in the course of ordinary business affairs, to any person in the last 365 days, provide the following information:

NAME AND ADDRESS OF TRANSFEREE, AS WELL AS RELATIONSHIP TO YOU	DATES OF TRANSFER	DESCRIPTION OF ASSET TRANSFERRED	VALUE OF ASSET TRANSFERRED

11. If you have closed or transferred any bank accounts in the last 365 days, provide the following information:

NAME AND ADDRESS OF FINANCIAL INSTITUTION	NAME AND TYPE OF ACCOUNT	CLOSING BALANCE	DATE OF CLOSING

12. If you have had any safe deposit boxes in the last 365 days, provide the following information:

NAME AND ADDRESS OF BANK OR DEPOSITORY	NAME ON ACCOUNT	DESCRIPTION OF CONTENTS	DATE OF CLOSING

13. If any creditor, including a bank, made a set off against a debt or deposit of yours in the last 90 days, provide the following information:

NAME AND ADDRESS OF FINANCIAL INSTITUTION	NAME AND TYPE OF ACCOUNT	AMOUNT OF SETOFF	DATE OF SETOFF

14. If you hold or control any asset which really belongs to another person, provide the following information:

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	VALUE OF PROPERTY	LOCATION OF PROPERTY

15. If you have not lived at the same address for the past 24 months, provide the following information:

PREVIOUS ADDRESS	DATES OF OCCUPANCY

**NOTE:** Questions 16 - 21 **ONLY** need to be answered if these forms are being filled out for a corporation, partnership, or an individual who, within the past 2 years, has: (1) been an officer, director, or owner of 5% or more of a corporation, been a partner in a partnership, or (3) been a sole proprietor or otherwise self-employed.

16. If you have been involved in any business in the past two years, provide the following information:

NAME AND ADDRESS OF BUSINESS	NATURE OF BUSINESS	BEGINNING AND ENDING DATES OF OPERATION

17a. List all bookkeepers and accountants who supervised or kept records of the business in the past **6 years:**

NAME AND ADDRESS OF BOOKEEPER OR ACCOUNTANT	DATES SERVICES RENDERED

17b. List all firms or individuals who have audited the books or records, or prepared a financial statement for the business in the past **2 years:**

NAME AND ADDRESS	DATES SERVICES RENDERED

17c. List all firms or individuals who were in possession of the books or records for the business in the past **2 years**:

NAME AND ADDRESS

17d. List all firms, creditors, or financial institutions to whom a financial statement has been issued in the past **2 years**:

NAME AND ADDRESS	DATES ISSUED

18a. If you have taken any inventories of the business, provide the following information for the past **2** inventories:

DATE OF INVENTORY	SUPERVISOR	DOLLAR AMT. (Specify cost, market, or other)

18b. List the name and address of each person who has the records of the inventories listed above:

NAME AND ADDRESS	DATES OF INVENTORY

19a. If these forms are being filled out for a partnership, provide the following information for each partner:

NAME AND ADDRESS	NATURE OF INTEREST	PERCENTAGE OF INTEREST

NAME AND ADDRESS	NATURE OF INTEREST	PERCENTAGE OF INTEREST

19b. If these forms are being filled out for a corporation, provide the following information for each officer, director, and person who owns or controls 5% or more of the stock in the corporation:

NAME AND ADDRESS	TITLE (Officer, director, or shareholder)	PERCENTAGE OF INTEREST

20a. If these forms are being filled out for a partnership, provide the following information for each partner who withdrew from the partnership in the **past year**:

NAME, ADDRESS AND DATE OF WITHDRAWAL	NATURE OF INTEREST	PERCENTAGE OF INTEREST

20b. If these forms are being filled out for a corporation, provide the following information for each officer, director, and person who owned or controlled 5% or more of the stock in the corporation but withdrew in the **past year**:

NAME, ADDRESS AND DATE OF WITHDRAWAL	TITLE (Officer, director, or shareholder)	PERCENTAGE OF INTEREST

21. If these forms are being filled out for a partnership or corporation, provide the following information for every withdrawal or distribution credited or given to an insider in any form, in the **past year:**

NAME , ADDRESS AND RELATIONSHIP TO DEBTOR	DATE AND PURPOSE	AMT. OF MONEY OR DESCRIPTION AND VALUE OF PROPERTY DISTRIBUTED