Bankruptcy Documents and Information Checklist

Our job is to make your bankruptcy proceed as smoothly and trouble-free as possible. A major step towards achieving that goal is to prepare an accurate and complete bankruptcy petition. You can help us tremendously by promptly providing us with the documents and information listed below, and by promptly responding to questions from me or my staff. Official Bankruptcy Forms will be completed using the information that you provide and you will be required to sign a declaration stating under penalty of perjury that the information is true and correct. ***A failure to disclose assets in a bankruptcy case is a federal crime punishable by imprisonment for up to five years and by a fine of up to $5,000.*** *In addition, a failure to provide complete and accurate information on your bankruptcy forms may result in the dismissal of your bankruptcy case or in a denial of your bankruptcy discharge, which means that your debts will not be discharged. Please take the preparation of your petition seriously.*

Provide the following documents:

- ☐ **Pay stubs** - Please provide pay stubs for the last 6 months.
- ☐ **Tax returns** - Please provide your **state** and **federal** returns for the last two (2) years with W2s.
- ☐ **Bank account/Financial account statements** - Please provide your bank statements for each and every account you have for the last **six (6) months**.
- ☐ **Retirement, pension, profit-sharing plans** - Please provide your most recent statements for every account.
- ☐ **Vehicles, boats & motors, housetrailers, motorcycles, etc.** - Please provide copies of all of your titles.
- ☐ **Real Property** - Please provide the *Deeds* for every parcel of real property owned by you, whether legal or equitable. This includes your homestead, land, oil & gas interests, lake lots, rental, etc.
- ☐ **Claims** - Please provide us with information regarding any claims or causes of action you have, or may have, against another that might be worth some money to you. *There have been court decisions which have determined that you lose any claim or rights, which are not listed in your bankruptcy.*
- ☐ **Life insurance policies** - Provide us with the fact sheet of each policy that you own and identify each policy by policy number, owner, name of insurance company, amount of death benefit, and name of beneficiaries, and list the cash surrender or refund value of each policy. If any of the policies are term insurance only, provide the fact sheet to verify the same.
- ☐ **Credit card statements** - Provide us the last **six (6) statements** for every credit card you have. Remember, you will be swearing under oath that you have listed all your creditors; you do not get to pick and choose which you want to file "against."
  - ☐ If you don't have a statement for a specific account, provide us with the name, address, account number, date the majority of the debt was incurred, and approximate balance of the account.
  - ☐ For each account, provide your best estimate of when the account was opened, and when it was last used.
  - ☐ List any and all cash advances taken against any credit card for the past six (6) months.
- ☐ **Mortgages, Home Equity Loans and Car Loans** - Provide us the most recent statement(s) you have.
  - ☐ If you don't have a statement, provide us with the name, address, account number, and approximate balance of the loan.
  - ☐ For each loan, provide your best estimate of the date the loan was opened/created.

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- ☐ **Other personal loans/lines of credit** - (Example - CitiFinancial, Beneficial, Household Finance Corporation, Snap On Tools, Credit Union Loans) Please provide the original loan documents reflecting collateral pledged, if any, and the most recent statement(s) you have.
  - ☐ If you don't have the original loan documents, provide a list of collateral pledged on the account, if any.
  - ☐ If you don't have a statement, provide us with the name, address, account number, and approximate balance of the loan.
  - ☐ For each loan, provide your best estimate of when the loan was opened, and when it was last used.

- ☐ **Medical Bills** - All medical bills must be listed in your bankruptcy. Please provide us with a copy of the unpaid bills. If you don't have a statement for a specific account, provide us with the name, address, account number, and approximate balance of the account and the date(s) the services were incurred.

- ☐ **Personal loans from individuals (parent, friend, etc. a/k/a "Insiders")-** These people are your creditors too, and you are required to provide their complete name, address, amount owed and date incurred.

- ☐ **Student Loans** - Provide us the most recent statement(s) you have.
  - ☐ If you don't have a statement, provide us with the name, address, account number, and approximate balance of the loan and date incurred.
  - ☐ For each loan, provide your best estimate of when the loan was opened or created.

- ☐ **Unpaid taxes** - It is **absolutely necessary** that you provide us with the most recent statement(s) (including IRS or Oklahoma Tax Commission assessments) you have.
  - ☐ If you don't have a statement, provide us with the name of the taxing authority, address, account number, and approximate balance of the debt.
  - ☐ Provide your best estimate of when the tax liability occurred.

- ☐ **Collection letters** - Provide all of these.

- ☐ **Court papers - Lawsuits** - Provide us with <u>all court papers</u> you have relating to <u>any and all</u> lawsuit(s) you have been involved in within the last 12 months.

- ☐ **Co-signers** - If anyone else is liable on any of your debts, provide the name and address of the co-signer, as well as the name, account number and balance of the creditor. If you have signed as a co-signor for someone else, provide the name of the person you signed for, and the name, account number and balance of the creditor and the date you obligated yourself to the debt.

- ☐ **Loans against 401K or Retirement Accounts** - Please provide the original loan documents and the most recent statement(s) you have.
  - ☐ If you don't have the loan documents or a statement, provide us with the name, address, account number, and approximate balance of the loan.
  - ☐ For each loan, provide your best estimate of when the loan was opened, and when it was last used.

- ☐ **Divorce Decree** – If you have been previously divorced, please provide a copy of your divorce decree.

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DEBTOR

Legal Name: ____________ ____________ ____________
First Middle Last

How you sign your name: ______________________________
(i.e. John Lee Doe, John L. Doe, or John Doe)

All other names used by you in the last six years (married, maiden, & trade names):

____________________ ____________________

____________________ ____________________

Social Security Number: ____________________

Taxpayer Identification Number: ____________________ (if more than one, list all)

Street Address: ______________________________

____

Mailing address (if different from street address): ____________________

____

County of Residence: ______________________________

Prior Bankruptcies (if more than 2, attach additional sheets)

Location of Filing: ______________________________

Case Number: ____________ Date Filed: ____________

Location of Filing: ______________________________

Case Number: ____________ Date Filed: ____________

Pending Bankruptcy (filed by an spouse, partner or affiliate)
(if more than 1, attach additional sheets)

Debtor Name: ______________________________

Case Number: ____________ Date Filed: ____________

District: ______________________________

Relationship: ______________________________

Judge: ______________________________

List all Telephone numbers: ______________________________

SPOUSE

Legal Name: ____________ ____________ ____________
First Middle Last

How you sign your name: ______________________________
(i.e. John Lee Doe, John L. Doe, or John Doe)

All other names used by you in the last six years (married, maiden, & trade names):

______________________ ______________________

______________________ ______________________

Social Security Number: ______________________

Taxpayer Identification Number: ______________ (if more than one, list all)

Street Address: ______________________________

____

Mailing address (if different from street address): ______________

____

County of Residence: ______________________________

Prior Bankruptcies (if more than 2, attach additional sheets)

Location of Filing: ______________________________

Case Number: ____________ Date Filed: ____________

Location of Filing: ______________________________

Case Number: ____________ Date Filed: ____________

Pending Bankruptcy (filed by an spouse, partner or affiliate)
(if more than 1, attach additional sheets)

Debtor Name: ______________________________

Case Number: ____________ Date Filed: ____________

District: ______________________________

Relationship: ______________________________

Judge: ______________________________

List all Telephone numbers: ______________________________

REAL PROPERTY

Please either provide a copy of the Deed(s) or the legal description(s) of all real property you own.	**Estimated value of each piece of real property**
	$____________________
	$____________________
	$____________________

PERSONAL PROPERTY

TYPE OF PROPERTY	**DESCRIPTION OF PROPERTY**	**ESTIMATED VALUE OF PROPERTY**
Security Deposits with public utilities, telephone companies, landlords, etc.		
A complete list of your household furnishings, including all furniture, audio, video, & computer equipment **(List on separate sheet if necessary)**		
Books, pictures, and other art objects, antiques, stamp, coin, record, tape, compact, disc, and other collections or collectibles		
Wearing Apparel	I will just list this as **"clothing & shoes"**	But I need an estimated value **$**______________
Furs and Jewelry		
Firearms and sports, photographic, and other hobby equipment.		
Automobiles, trucks, trailers, and other vehicles and accessories	(make, model & year)	

TYPE OF PROPERTY	DESCRIPTION OF PROPERTY	ESTIMATED VALUE OF PROPERTY
Boats, motors, and accessories		
Annuities, Itemize and name each issuer		
Stock and interests in incorporated and unincorporated businesses. Itemize		
Interests in partnerships or joint ventures. Itemize		
Government & corporate bonds and other negotiable instruments		
Accounts receivable.		
Alimony, maintenance, support, and property settlements to which the debtor is or may be entitled. Give particulars		
Other liquidated debts owing debtor including tax refunds. Give particulars.		
Equitable or future interests, life estates, & rights or powers exercisable for the benefit of the debtor other than those listedin Schedule of Real Property		
Contingent and noncontingent interests in estate of a decedent, death benefit plan, life insurance policy, or trust		
Other contingent and unliquidated claims of every nature, including counterclaims & rights of setoff. Give estimated value of each.		
Patents, copyrights, and other intellectual property. Give particulars.		
Licenses, franchises, and other general intangibles. Give particulars.		
Aircraft & accessories		
Office equipment, furnishings, & supplies		
Machinery, fixtures, equipment & supplies used in business		
Inventory		
Animals		
Crops – growing or harvested		
Farming Equipment and implements		
Farm supplies, chemicals & feed		
Other personal property of any kind not already listed.		

LIABILITIES (debts you owe)

These sheets do not have to be filled out if you have a copy of the bill.

Type of debt: ☐ Unsecured ☐ Secured ☐ Priority ☐ Notice Only

Creditor Name: ____________________

Address: ____________________

____

Contact: ____________________ Telephone: ____________________

Account Number: ____________________

Responsible Party: ☐ Single Individual [n/a] ☐ Husband ☐ Wife ☐ Joint ☐ Community

Amount Owed: $ __________ If priority debt, amount of priority: $ __________

Date of Claim: *(list the date claim was incurred, nature of lien and any property subject to that lien)*

____

____

____

Your intent: ☐ Surrender ☐ Reaffirm ☐ Redeem ☐ Exempt

Assignees *(list the names and addresses of any parties attempting to collect on behalf of this creditor)*

Name: ____________________

Address: ____________________

____

Contact: ____________________ Telephone: ____________________

Codebtors *(list the names and addresses of any persons that are liable for this debt with you)*

Name: ____________________

Address: ____________________

____

Contact: ____________________ Telephone: ____________________

Name: ____________________

Address: ____________________

____

Contact: ____________________ Telephone: ____________________

Notes

If you are unsure about an answer leave it blank!

(They are basically for debts you owe but do not have a bill.)

If a priority debt, indicate the type of priority:

- ☐ *Domestic Support Obligations*
- ☐ *Extensions of credit in an involuntary case*
- ☐ *Wages, salaries, and commissions*
- ☐ *Contributions to employee benefit plans*
- ☐ *Certain farmers and fisherman*
- ☐ *Deposits by individuals*
- ☐ *Taxes and certain other debts owed to governmental units*
- ☐ *Commitments to maintain the capital of an insured depository institution*
- ☐ *Claims for death or personal injury while debtor was intoxicated*

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LIABILITIES (debts you owe)

Type of debt: ☐ Unsecured ☐ Secured ☐ Priority ☐ Notice Only

Creditor Name: ______________________

Address: ______________________

____

Contact: ______________ Telephone: ______________

Account Number: ______________________

Responsible Party: ☐ Single Individual [n/a] ☐ Husband ☐ Wife ☐ Joint ☐ Community

Amount Owed: $ __________ If priority debt, amount of priority: $ __________

Date of Claim: *(list the date claim was incurred, nature of lien and any property subject to that lien)*

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____

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Name: ______________________

Address: ______________________

____

Contact: ______________ Telephone: ______________

Codebtors *(list the names and addresses of any persons that are liable for this debt with you)*

Name: ______________________

Address: ______________________

____

Contact: ______________ Telephone: ______________

Name: ______________________

Address: ______________________

____

Contact: ______________ Telephone: ______________

Notes

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LIABILITIES (debts you owe)

Type of debt: ☐ Unsecured ☐ Secured ☐ Priority ☐ Notice Only

Creditor Name: ____________________

Address: ____________________

____

Contact: ____________ Telephone: ____________

Account Number: ____________

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Address: ____________________

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Contact: ____________ Telephone: ____________

Codebtors *(list the names and addresses of any persons that are liable for this debt with you)*

Name: ____________________

Address: ____________________

____

Contact: ____________ Telephone: ____________

Name: ____________________

Address: ____________________

____

Contact: ____________ Telephone: ____________

Notes

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- ☐ *Wages, salaries, and commissions*
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- ☐ *Deposits by individuals*
- ☐ *Taxes and certain other debts owed to governmental units*
- ☐ *Commitments to maintain the capital of an insured depository institution*
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______

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Address: ______

______

Contact: ______ Telephone: ______

Notes

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EXECUTORY CONTRACTS

Other Party: ____________________

Address: ____________________

____

Contact: ____________________ Telephone: ____________________

Description:

____

____

____

____

____

Intent: ☐ Assume ☐ Reject *(Chapters 7 and 13 only)*

Additional Parties to Contract

Name: ____________________

Address: ____________________

____

Contact: ____________________ Telephone: ____________________

Name: ____________________

Address: ____________________

____

Contact: ____________________ Telephone: ____________________

Notes

(Examples of executory contracts are gym memberships, tanning salon contracts, etc.)

If you are unsure about an answer leave it blank!

List all contracts or leases which will continue after your bankruptcy is filed.

Describe all executory contracts of any nature and all unexpired leases of real property or personal property. Include any timeshare interests.

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INCOME ☐ Debtor ☐ Spouse

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Other: ____________

If you are unsure about an answer leave it blank!

Dependents

Name	Age	Relationship

Do not repeat information you've entered on either the debtor or spouse form

Employment

Occupation: ____________

Employer: ____________

How Long? ____________

Address of Employer: ____________

____

Paycheck ☐ Weekly ☐ Bi-Weekly ☐ Semi-Monthly ☐ Monthly

Gross Earnings	$
Overtime	$
Total Earnings	$
Federal withholding tax	$
Social Security (FICA) tax	$
Medicare tax	$
State withholding tax	$
Other city/municipal tax	$
Insurance	$
Union dues	$
Other deductions	$
Net Paycheck	$

I will get this information from your paystubs.

Other Income (monthly)

Regular income from business or profession	$
Income from real property	$
Interest and dividends	$
Alimony, maintenance or support payments	$
Social Security or other government assistance:	
____________	$
Pension or retirement income	$
Other monthly income:	
____________	$
____________	$

Notes

Describe any increase or decrease in income reasonably anticipated to occur within the next year.

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INCOME ☐ Debtor ☒ Spouse

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Other: ______

If you are unsure about an answer leave it blank!

Dependents

Name	Age	Relationship

Do not repeat information you've entered on either the debtor or spouse form

Employment

Occupation: ______

Employer: ______

How Long? ______

Address of Employer: ______

______

Paycheck ☐ Weekly ☐ Bi-Weekly ☐ Semi-Monthly ☐ Monthly

Gross Earnings	$
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Federal withholding tax	$
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I will get this information from your paystubs.

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Regular income from business or profession	$
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Interest and dividends	$
Alimony, maintenance or support payments	$
Social Security or other government assistance:	
______ ...	$
Pension or retirement income	$
Other monthly income:	
______ ...	$
______ ...	$

Notes

Describe any increase or decrease in income reasonably anticipated to occur within the next year.

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List your projected monthly expenses below.

EXPENDITURES

Rent / home mortgage payment (include lot rented for mobile home) $ ________
Are real estate taxes included? ☐ Yes ☐ No
Is property insurance included? ☐ Yes ☐ No

Utilities:
Electricity and heating fuel .... $ ________
Water and sewer .... $ ________
Telephone .... $ ________
Other: ________ $ ________
________ $ ________
________ $ ________

Home maintenance (repairs and upkeep) .... $ ________
Food .... $ ________
Clothing .... $ ________
Laundry and dry cleaning .... $ ________
Medical and dental expenses .... $ ________
Transportation (not including car payments) .... $ ________
Recreation, clubs and entertainment, newspapers, magazines, etc ... $ ________
Charitable contributions .... $ ________
Insurance (not deducted from wages or included in home mortgage) $ ________
Homeowner's or renter's .... $ ________
Life .... $ ________
Health .... $ ________
Auto .... $ ________
Other: ________ $ ________
________ $ ________
________ $ ________

Taxes (not deducted from wages or included in home mortgage payments)
________ $ ________
________ $ ________
________ $ ________

Installment payments *(if a Chapter 13, do not list payments that will be included in the plan)*
Auto .... $ ________
Other: ________ $ ________
________ $ ________

Alimony, maintenance, and support paid to others .... $ ________
Payments for support of additional dependents not living at home .. $ ________
Regular expenses from operation of business, profession, or farm ... $ ________
Other: ________ $ ________
________ $ ________
________ $ ________
________ $ ________
________ $ ________

If you are unsure about an answer leave it blank!

Enter your average monthly expenses. Pro-rate any payments made bi-weekly, semi-monthly, quarterly, semi-annually, or annually to show monthly rate.

If a joint petition is filed and your spouse maintains a separate household, complete another copy of this form and label it "spouse"

Notes

Describe any increase or decrease in expenditures reasonably anticipated to occur within the next year.

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STATEMENT OF AFFAIRS

Debtor is (unless self-employed)

1. Income from employment or operation of business I will complete ☐ None State the gross amount of income the debtor has received from employment, trade, or profession, or from operation of the debtor's business from the beginning of this calendar year to the date this case was commenced. State also the gross amounts received during the two years immediately preceding this calendar year. (A debtor that maintains, or has maintained, financial records on the basis of a fiscal rather than a calendar year may report fiscal year income. Identify the beginning and ending dates of the debtor's fiscal year.) If a joint petition is filed, state income for each spouse separately. (Married debtors filing under chapter 12 or chapter 13 must state income of both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.) I can get the current year from your paystubs (unless you are self-employed) + the prior 2 years from your tax returns.	*Attach pay stubs received in the past sixty (60) days.* *Attach copies of your tax returns for the past two years.* *Indicate the amount and source of income for this year-to-date, last year, and two years ago.*
2. Income other than from employment or operation of business ☐ None State the amount of income received by the debtor other than from employment, trade, profession, operation of the debtor's business during the two years immediately preceding the commencement of this case. Give particulars. If a joint petition is filed, state income for each spouse separately. (Married debtors filing under chapter 12 or chapter 13 must state income for each spouse whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Did you sell anything, receive any benefits such as unemployment insurance, or have any gambling winnings?* *Indicate the amount and source of income for this year-to-date, last year, and two years ago*
3. Payments to creditors *Complete a. or b., as appropriate, and c.* (Most common creditors listed here are car payments + mortgage) ☐ None a. *Individual or joint debtor(s) with primarily consumer debts:* List all payments on loans, installment purchases of goods or services, and other debts to any creditor made within 90 days immediately preceding the commencement of this case if the aggregate value of all property that constitutes or is affected by such transfer is not less than $600. Indicate with an asterisk (*) any payments that were made to a creditor on account of a domestic support obligation or as part of an alternative repayment schedule under a plan by an approved nonprofit budgeting and creditor counseling agency. (Married debtors filing under chapter 12 or chapter 13 must include payments by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.) (but if you have paid any other creditors) more than $600.00 in the past 90 days please provide the dates paid + amount paid)	*Indicate the name and address of the creditor, dates of payment(s), amount paid, and amount still owing.*
☐ None b. *Debtor whose debts are not primarily consumer debts:* List each payment or other transfer to any creditor made within 90 days immediately preceding the commencement of the case if the aggregate value of all property that constitutes or is affected by such transfer is not less than $5,000. (Married debtors filing under chapter 12 or chapter 13 must include payments and other transfers by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the name and address of the creditor, dates of payment(s) or transfers, amount paid, and amount still owing.*

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☐ None c. *All debtors:* List all payments made within one year immediately preceding the commencement of this case to or for the benefit of creditors who are or were insiders. (Married debtors filing under chapter 12 or chapter 13 must include payments by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the recipient's name, address, and relationship, dates of payment(s), amount paid, and amount still owing.*
4. Suits and administrative proceedings, executions, garnishments and attachments ☐ None a. List all suits and administrative proceedings to which the debtor is or was a party within one year immediately preceding the filing of this bankruptcy case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the caption of the suit, case number, nature of proceeding, court and location, and the status or disposition.*
☐ None b. Describe all property that has been attached, garnished or seized under any legal or equitable process within one year immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning property of either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the name and address of person for whose benefit the property was seized, date of seizure and description and value of property.*
5. Repossessions, foreclosures and returns ☐ None List all property that has been repossessed by a creditor, sold at a foreclosure sale, transferred through a deed in lieu of foreclosure or returned to the seller, within one year immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning property of either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the name and address of the creditor or seller, date of repossession, foreclosure sale, transfer or return, and description and value of property.*
6. Assignments and receiverships ☐ None a. Describe any assignment of property for the benefit of creditors made within **120 days** immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include any assignment by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and joint petition is not filed.)	*Indicate the name and address of the assignee, date of assignment, and terms of assignment or settlement.*
☐ None b. List all property which has been in the hands of a custodian, receiver, or court-appointed official within **one year** immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning property of either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the name and address of the custodian, name and location of court, case title and number, date of order, and description and value of property.*

7. Gifts ☐ None List all gifts or charitable contributions made within **one year** immediately preceding the commencement of this case except ordinary and usual gifts to family members aggregating less than $200 in value per individual family member and charitable contributions aggregating less than $100 per recipient. (Married debtors filing under chapter 12 or chapter 13 must include gifts or contributions by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the name and address of the recipient, relationship to debtor if any, date of gift, and description and value of gift.*
8. Losses ☐ None List all losses from fire, theft, other casualty or gambling within **one year** immediately preceding the commencement of this case **or since the commencement of this case.** (Married debtors filing under chapter 12 or chapter 13 must include losses by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the description and value of the property, description of circumstances and, whether the loss was covered in whole or in part by insurance, and the date of the loss.*
9. Payments related to debt counseling or bankruptcy ☐ None 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 bankruptcy law or preparation of a petition in bankruptcy within **one year** immediately preceding the commencement of this case. I will complete this.	*Indicate the name and address of the payee, date of payment, name of payor if other than debtor, and the amount of money or description and value of property.*
10. Other transfers ☐ None a. 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 within **two years** immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include transfers by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.) If you have sold any land or vehicles or other personal property in past 2 years list property, date sold, purchase's name & address & amount received	*Indicate the name and address of transferee, relationship to debtor, date, and description of property transferred and value received.*
☐ None b. List all property transferred by the debtor within **ten years** immediately preceding the commencement of this case to a self-settled trust or similar device of which the debtor is a beneficiary.	*Indicate the name of the trust or other device, date(s) of transfer(s), amount of money or description and value of property or debtor's interest in property.*

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11. Closed financial accounts ☐ None List all financial accounts and instruments held in the name of the debtor or for the benefit of the debtor which were closed, sold, or otherwise transferred within **one year** immediately preceding the commencement of this case. Include checking, savings, or other financial accounts, certificates of deposit, or other instruments; shares and share accounts held in banks, credit unions, pension funds, cooperatives, associations, brokerage houses and other financial institutions. (Married debtors filing under chapter 12 or chapter 13 must include information concerning accounts or instruments held by or for either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the name and address of the institution, type and number of account and amount of final balance, and the amount and date of sale or closing.*
12. Safe deposit boxes ☐ None List each safe deposit or other box or depository in which the debtor has or had securities, cash, or other valuables within **one year** immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include boxes or depositories of either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the name and address of bank or other depository, names and addresses of those with access to box or depository, description of contents, and date of transfer or surrender, if any.*
13. Setoffs ☐ None List all setoffs made by any creditor, including a bank, against a debt or deposit of the debtor within **90 days** preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)	*Indicate the name and address of the creditor, date of setoff and amount of setoff.*
14. Property held for another person ☐ None List all property owned by another person that the debtor holds or controls.	*Indicate the name and address of the owner, description and value of property, and the location of the property.*
15. Prior address of debtor ☐ None If debtor has moved within **three years** immediately preceding the commencement of this case, list all premises which the debtor occupied during that period and vacated prior to the commencement of this case. If a joint petition is filed, report also any separate address of either spouse.	*Indicate the address, name used, and dates of occupancy.*

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