

DEBTOR NAME: _____ HOME/WORK PHONE _____ CASE # _____

PHYSICAL ADDRESS _____ EMAIL ADDRESS _____

www.phxbankruptcy.com

www.northernazbankruptcy.com

**FAILURE TO SEND THESE DOCUMENTS IN THEIR ENTIRETY COULD DELAY
YOUR DISCHARGE!**

**COMPLETE THE CHECKLIST AND AFFIDAVITS AND RETURN TO YOUR ATTORNEY WITH THE REQUIRED DOCUMENTS FOR
ELECTRONIC DELIVERY TO US**

*****INCLUDE COPIES OF YOUR SOCIAL SECURITY CARD AND DRIVER'S LICENSE*****

CERTIFIED MAIL AND EXPRESS DELIVERIES SHOULD BE SENT TO: 100 EASY STREET, SUITE #3350, CAREFREE, AZ 85377
U.S. POSTAL MAIL AND PAYMENTS SHOULD BE SENT TO P.O. BOX 3350, CAREFREE, AZ 85377
EMAIL TO: INFO@PHXBANKRUPTCY.COM

Preserve any/all assets and financial records and be prepared to produce them upon request. Do not dispose of, transfer or relocate any assets owned by you on the date of filing, without Trustee and Court approval. Debtors engaged in businesses are responsible for filing W-2 forms for their employees, 1099's, state sales tax reports, State and Federal withholding reports and tax returns.

INSTRUCTION LISTING

PAYSTUBS

Provide a copy of each wage earners wage receipt (stub) for the pay period that includes your filing/conversion date, and also for the pay period prior to that. Also include all employers' last pay stub for the prior year. On the copy for each wage earner, complete the following sentence: (Debtor Name) is paid on (Day of Week or Date of Month) for the (Prior or Current) pay period of (1 week, 2 weeks, month, 1/2 month, or Other _____).

BANK ACCOUNTS

Copies of COMPLETE bank account statements or transactional activity from the bank or internet (for ALL accounts, to include any pre-paid credit card or debit card accounts) for the three months prior to filing, ending with the statement that included your filing date.

Descriptions of debts or remittances of \$600 or more in total during 90 days prior to your bankruptcy filing, and to friends, relatives, business partners or any other person within one year (12 months) prior to your bankruptcy filing date.
Explanation for all non-payroll deposits of \$600 or more in the 90 days prior to your filing date.

TITLES

Copies of all motorized vehicle titles in your possession or in your name as of the date of your filing (including trailers, boats, jet skis, motorcycles, etc.). If you have a lien on a vehicle please provide a copy of your vehicle registration. If you are leasing a vehicle, you must forward to us a COPY of the executed lease agreement, along with the vehicle registration.
Please indicate the current mileage of each vehicle on its title/registration copy.

TAX RETURNS

All un-filed Federal and State tax returns must be prepared and filed with Federal and State taxing authorities immediately!

Copies of current year and prior year State and Federal income tax returns, or a copy of any extension request. (If none are to be filed, provide a statement explaining why.)

**DO NOT CASH ANY TAX REFUNDS RECEIVED AFTER YOUR
FILING/CONVERSION DATE.**

If you received and cashed your income tax refund check(s) within 60 days prior to filing, you **MUST** provide evidence of date received, receipts, and proof of the extraordinary items that were purchased.

In the next year, when you complete and file your tax returns for the current year, copies **MUST** be provided to us. If you are not required to file an income tax return, you must send us a statement to that effect, and if a wage earner, send copies of your last pay stub for the prior year and copies of any W-2's or 1099's received to validate your need not to file.

OTHER ISSUES:

1. Do either of you owe a Domestic or Child Support obligation to:
A. A former spouse for alimony, maintenance, or support? _____
B. Child support as agreed to or ordered by any agreement or divorce decree? _____

If yes, please provide us that information.
2. Are you due any funds from any partnership, limited liability companies, corporations or from any investments?

3. Is there any real estate in your name other than your declared homestead? If yes, please send a copy of the deed (this includes timeshare interests). _____
4. Have you sold or transferred title to any real property in the last year? _____ If so, you need to provide us with a) a copy of the HUD1 statement from the sale/transfer, b) copies of 1) deeds to all real estate owned except for that which you have declared as your homestead, 2) declaration page of your homeowner's insurance policies, and 3) the latest tax assessment for ALL real property to include your homestead and mortgage payoff statement for all mortgage companies.
5. Have you refinanced any property in the last year? _____ If so, provide copy of appraisal.
6. Provide copies of all IRA's, retirement annuities and pension statements for the six months prior to the date you filed bankruptcy. Also, enclose the amount you contributed to any pension plan, IRA, TSA, or qualified plan within the 120 days prior to you filing for bankruptcy.
7. Provide copies of all stock certificates, statements of stock owned from brokerage accounts, or bonds.
8. Copies of any trust agreements, option agreements, and notes receivable listed on Schedule B.
9. Provide a written explanation if any of the above requested documents are not provided.
10. If you have been divorced in the two years prior to your filing/conversion date, provide a copy of your divorce decree with any addendums which is to include Property Settlement Statement.

DEBTOR QUESTIONNAIRE:

Please fill out and return this questionnaire to the Trustee. The answers to these questions will speed the process of the 341(a) meeting of creditors.

Debtor Signature and Date

Co-Debtor Signature and Date

HAVE I:

Paystubs

- _____ Provided my paystub to include my filing date?
- _____ Provided my paystub for the end of the year prior to my filing date?
- _____ Made the proper notations on these paystubs?

Bank Accounts

- _____ Provided bank transactional lists (or my check register) for all checking, savings, and prepaid debit cards for the period starting 90 days before my filing date and including up to my filing date?
- _____ Provided copies of and an explanations for all non-payroll related deposits over \$600 and debits/remittances/checks over \$600 written/cleared the bank in the 90 days prior to my filing date?

Titles

- _____ Provided copies of all titles or registrations for all motorized vehicles?
- _____ Provided copies of all titles or registrations for all trailers, jet skis and boats?
- _____ Provided copies of all vehicle leases?

Taxes

- _____ Provided full copies of my prior year State and Federal tax returns as filed?
- _____ Provided full copies of my current year State and Federal tax returns as filed?
- _____ Provided the date I received my State and Federal tax refunds?
- _____ If refunds were received within 60 days of my filing date, have I provided evidence of the date they were received and receipts and proof of extraordinary items that were purchased?

Other

- _____ Provided any and all pertinent information from the "other issues" category?
- _____ Provided and returned Trustee's Questionnaire?
- _____ Received and read the Statement of Information the Trustee has provided to you in conformity with 11 USC §341(a)?

Debtor's Signature and Date

Co-Debtor's Signature and Date

Debtor Questionnaire

Please answer each question below, sign and date the form, and return it to me by the date indicated on the instruction letter. Failure to return this questionnaire prior to your 341(a) meeting could be grounds for a request by the Trustee to seek dismissal of your case or a hearing to order completion.

	<u>YES</u>	<u>NO</u>
I read and fully understand the English language (Debtor) If no, my language is _____.	_____	_____
I read and fully understand the English language (Co-Debtor) If no, my language is _____.	_____	_____
Do you understand and acknowledge the requirement to turn over all tax refunds for the current year and all years prior to your bankruptcy filing date if they are received after you filed bankruptcy?	_____	_____
Are you presently married and filing bankruptcy individually?	_____	_____
Have you been a plaintiff in any personal injury litigation in the past 3 years?	_____	_____
Do you have any pending personal injury or class action claims?	_____	_____
Has litigation begun?	_____	_____
Are you currently receiving benefits as a beneficiary of any estate or trust?	_____	_____
Other than fees and costs related to this bankruptcy filing, have you transferred any money to an attorney's trust account during the past 12 months?	_____	_____
Do you understand that you need to surrender to your bankruptcy trustee all monies received or expected to be received from a death or inheritance that occurs prior to your bankruptcy filing date OR 180 days AFTER your bankruptcy filing date?	_____	_____
Have you transferred <u>any</u> assets, anything of tangible value or money to family members or close personal friend during the 12 months prior to your filing date?	_____	_____
Have you paid any loans to any family member or close personal friend within the 12 months prior to your filing date?	_____	_____
Have you filed for bankruptcy in the past 8 years? If so, when? _____ Where _____	_____	_____
Have you read and understand the Statement of Information prepared by the US Trustee's Office which explains some possible consequences of filing Chapter 7 Bankruptcy?	_____	_____
Have you been a resident of Arizona for the greater part of the 6 months prior to your filing date?	_____	_____

Daytime phone # _____ Email address _____ Case # _____

I declare under penalty of perjury that the foregoing statements are all true and correct:

Debtor's Signature

Date

Joint Debtor's Signature

Date

DEBTOR'S OFFSET AGREEMENT

If I/we owe funds to the Bankruptcy Estate for non-exempt wages, excess bank funds, or cash on hand, and these funds have not been paid to the Trustee by the time the Trustee received my tax refunds for the year in which I/we filed bankruptcy, all outstanding funds owed to the Bankruptcy Estate I/we agree to allow to be withheld from my/our share of the tax refunds for the year in which I/we filed bankruptcy.

Debtor's Signature

Co-debtor's Signature

Date

Date

CASE NUMBER

Form **8821**

Tax Information Authorization

OMB No. 1545-1163
For IRS Use Only

Received by:
Name _____
Telephone _____
Function _____
Date _____

(Rev. October 2012)
Department of the Treasury
Internal Revenue Service

► Information about Form 8821 and its instructions is at www.irs.gov/form8821.
► Do not sign this form unless all applicable lines have been completed.
► To request a copy or transcript of your tax return, use Form 4506, 4506-T, or 4506T-EZ.

1 Taxpayer information. Taxpayer must sign and date this form on line 7.

Taxpayer name and address (type or print): _____ Taxpayer identification number(s) _____

Daytime telephone number _____ Plan number (if applicable) _____

2 Appointee. If you wish to name more than one appointee, attach a list to this form.

Name and address _____ CAF No. _____
PTIN _____
Telephone No. _____
Fax No. _____

Check if new: Address Telephone No. Fax No.

3 Tax matters. The appointee is authorized to inspect and/or receive confidential tax information for the tax matters listed on this line. Do not use Form 8821 to request copies of tax returns.

(a) Type of Tax (Income, Employment, Payroll, Excise, Estate, Gift, Civil Penalty, etc.) (see instructions)	(b) Tax Form Number (1040, 941, 720, etc.)	(c) Year(s) or Period(s) (see the instructions for line 3)	(d) Specific Tax Matters (see instr.)
The Office of Lawrence Warfield,			
- Chapter 7 Bankruptcy Trustee			

4 Specific use not recorded on Centralized Authorization File (CAF). If the tax information authorization is for a specific use not recorded on CAF, check this box. See the instructions. If you check this box, skip lines 5 and 6

5 Disclosure of tax information (you must check a box on line 5a or 5b unless the box on line 4 is checked):

a If you want copies of tax information, notices, and other written communications sent to the appointee on an ongoing basis, check this box

Note. Appointees will no longer receive forms, publications and other related materials with the notices.

b If you do not want any copies of notices or communications sent to your appointee, check this box

6 Retention/revocation of tax information authorizations. This tax information authorization automatically revokes all prior authorizations for the same tax matters you listed on line 3 above unless you checked the box on line 4. If you do not want to revoke a prior tax information authorization, you must attach a copy of any authorizations you want to remain in effect and check this box

To revoke this tax information authorization, see the instructions.

7 Signature of taxpayer. If signed by a corporate officer, partner, guardian, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute this form with respect to the tax matters and tax periods shown on line 3 above.

► IF NOT SIGNED AND DATED, THIS TAX INFORMATION AUTHORIZATION WILL BE RETURNED.

► DO NOT SIGN THIS FORM IF IT IS BLANK OR INCOMPLETE.

Signature _____ Date _____

Print Name _____ Title (if applicable) _____

PIN number for electronic signature

To All Prescott Bankruptcy Debtors

Trustee Warfield, who will preside over your case as the administrative trustee, has specific requirements of documentation that must be provided to him before the first meeting of creditors in both a newly filed Chapter 7 and in conversions from Chapter 13's to Chapter 7s. All of his requests are mandatory and failure to comply within two weeks before the first meeting of creditors will result in your case being continued for a second meeting, or dismissed. Please cooperate or I assure you he will make my life and yours miserable and I will have to charge you for a second meeting of creditors because of your failure to follow directions. I am enclosing with this notice his **Debtors Packet** which requires you to complete the information, sign it, and date it. The specific information in my attached 17 item list (if you have all 17) should be emailed to me as soon as possible so that I can upload them to a special website for him. Any of the items not on my list, but mentioned in his packet, should be provided directly to him at the address described in the packet.

1. A copy of the Social Security card for the debtor, or debtor and spouse in a joint petition.
2. A copy of the drivers license for each debtor.
3. A copy of the paystub for the period that includes your filing date or conversion date.
4. A copy of the paystub for the pay period prior to number 3, above.
5. The employer's last paystub for the period ending the prior year.
6. Copies of bank statements (all pages including those with printed instructions) for all banks, including prepaid credit cards or debit accounts, for 3 months prior to filing bankruptcy, and ending with the statements that include the filing date of your petition.

7. Describe any debts or remittances of \$600 or more in total, during the 90 days prior to filing your bankruptcy.
8. Describe debits or remittances of \$600 or more to friends, relatives, business partners or others within one year before filing your bankruptcy.
9. Provide an explanation for all non-payroll deposits of \$600 or more in the 90 days before the filing date of your bankruptcy.
10. Copies of all motorized vehicle titles in your possession or in your name as of the date of filing, including trailers, boats, jet skis, motorcycles, etc.
11. If your vehicle has a lien upon it then provide a copy of the vehicle registration.
12. If you are leasing a vehicle, provide a copy of the lease agreement, AND the registration.
13. Please indicate the current mileage of each vehicle on the title or registration.
14. All unfiled tax returns for federal and state taxing authorities must be filed.
15. Copies of current and prior year state and federal income tax returns or extension requests. If none were filed, provide an explanation.
16. Do not cash tax refunds received after the filing date of your petition.
17. If you received tax refunds within 60 days before filing, provide evidence of the date received and receipts, and proof up extraordinary charges for purchases with those refunds.

Lawrence J. Warfield, CPA
United States Bankruptcy Trustee
P. O. Box 3350
Carefree, AZ 85377
(480) 948-1711

AFFIDAVIT

I (we) understand that upon the filing of our current year tax returns, we will forward a copy of my (our) filings to you.

I (we) also understand that if I (we) have not filed any prior year's tax returns, I (we) will prepare them immediately and forward copies of these taxes to you when filed.

I (we) also understand that any tax refunds applicable to the year in which I (we) filed bankruptcy are not mine (ours) to retain, but are property of my (our) bankruptcy estate and must be surrendered to you for the benefit of my (our) creditors.

This also goes for any tax refunds applicable to any un-filed tax returns as of the date of my (our) bankruptcy filing.

I (we) understand that **IF** I (we) were to retain these tax refunds, I (we) would be committing a potential bankruptcy crime by converting funds that do not belong to me (us) for I (our) own benefit, which could be grounds for the revocation of my (our) bankruptcy discharge.

I (we) understand that **IF** my (our) bankruptcy discharge is revoked, my debts will once again be my (our) responsibility and their discharge may never be allowed in the future.

I (we) agree that if I (we) fail to surrender any refunds that are property of the bankruptcy estate are done so at my (our) intention and at my (our) own peril.

Debtor

Co-Debtor

Case #

Date

Lawrence J. Warfield, CPA
United States Bankruptcy Trustee
P. O. Box 3350
Carefree, AZ 85377
(480) 948-1711

AFFIDAVIT

(Nosotros) entiendo que con la presentación de nuestras declaraciones de impuestos en curso, se enviará una copia de mi (nuestra) presentaciones que

(Nosotros) también entiendo que si yo (nosotros) no he presentado declaraciones de impuestos de cualquier year\ previo, yo (nosotros) prepararlos inmediatamente y remitir copias de estos impuestos cuando presentó.

Yo (nosotros) también entendemos que los reembolsos de impuestos aplicables al año en que yo (nosotros) archivamos bancarrota no son míos (nuestros) para retener, sino que son propiedad de mi (nuestra) quiebra y deben ser entregados a usted para el beneficio de mis (nuestros) acreedores.

Esto también se aplica a los reembolsos de impuestos aplicables a cualquier declaración de impuestos no presentada a partir de la fecha de mi (nuestro) declaración de bancarrota.

Yo (nosotros) entiendo que SI (nosotros) reteníamos estos reembolsos de impuestos, yo (nosotros) estaríamos cometiendo un posible delito de quiebra convirtiendo fondos que no me pertenecen (nosotros) para beneficio propio (nuestro), que podría ser motivo para la revocación de mi (nuestra) bancarrota.

Yo (nosotros) entiendo que si mi (nuestro) descargo de bancarrota es revocado, mis deudas serán una vez más mi (nuestra) responsabilidad y su descarga puede que nunca se permita en el futuro.

Yo (nosotros) estoy de acuerdo en que si yo (nosotros) no entregamos cualquier reembolso que sea propiedad del patrimonio de bancarrota, lo hacemos a mi (nuestra) intención y bajo mi (nuestro) propio riesgo.

Debtor

Co-Debtor

Case #

Date