

Checklist II

Documents required for the “Means Test Calculation”

- all sources of income (see Checklist I).
- expenses
 - statement reflecting your (monthly) premiums for life insurance.
 - court ordered (monthly) payments (examples: child support, spousal maintenance).
 - education costs (monthly) as a condition of employment
 - education costs (monthly) required for a physically or mentally challenged dependant who does not receive public assistance
 - amount spent (monthly) on childcare.
 - amount spent (monthly) on healthcare not covered by insurance.
 - amount spent (monthly) on telecommunications for health/welfare of your dependants.
- additional expenses
 - amount spent (monthly) on health insurance, disability insurance and health savings account
 - amount spent (monthly) for reasonable and necessary care to support elderly, chronically ill or disabled member of household and/or member of immediate family.
 - amount spent (monthly) to maintain safety of your family under Family Violence Protection and Services Act or other applicable federal law.
 - amount spent (monthly) of home energy costs.
 - amount spent (monthly) for providing elementary or secondary education to your child
 - amount spent (monthly) of food and clothing
 - amount spent on charitable contributions.
- Secured Creditors
 - name of creditor
 - property securing the debt
 - payment obligations to secured creditor
- Secured Creditors - amount past due
 - name of creditor
 - property securing the debt
 - past due amount owed to secured creditor
- Unsecured Non-Priority Creditors
 - name of creditor
 - past due amount owed to unsecured non-priority creditor

PLEASE BRING THE FOLLOWING DOCUMENTS AND THE COMPLETED WORKSHEET TO YOUR NEXT APPOINTMENT:

1. _____ All correspondence from collection agencies and attorneys.
2. _____ Deed to real property, if any.
3. _____ Summonses, complaints and judgments.
4. _____ Checkbooks and Savings books of both open and closed accounts maintained over the past two years.
5. _____ Documents evidencing secured creditors.
6. _____ Guarantees and notes signed as principal, endorser or co-maker.
7. _____ Insurance policies.
8. _____ Copy of most recent statement for each of your bank accounts and investment accounts, including checking, savings and money market accounts, mutual funds and brokerage accounts.
9. _____ Documents establishing claims of money due to you.
10. _____ Tax returns for the past four years.
11. _____ Copies of payment advices (i.e. pay stubs and/or earnings statements) for the past 6 months.
12. _____ Other: _____

