

## 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: \_\_\_\_\_  
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