

Law Offices of Jay P. Johnson

Ten First Avenue Suite 34

Peabody, MA 01960

(978) 531-5600

Facsimile (978) 531-5602

Email JPJ@JPJLaw.Net

CLIENT INFORMATION WORKSHEET

(One Debtor Filing Non-Business)

Full name: _____

Street Address: _____

Mailing Address: _____

County: _____

Preferred contact method
(check one or more)

Home phone #: () _____

Work #: () _____

Cell #: () _____

Email: _____

Social security #: _____ - _____ - _____

Other tax ID #: _____

What other personal or business names have you used in the last six years?

Prior Bankruptcies: If you have previously filed a bankruptcy petition, please list the case number, date, and location where you filed on the following lines:

Pending Bankruptcies: If any immediate family member or business partner has a bankruptcy pending, please list the case number, name of debtor, relation to you, date and location where filed, and the bankruptcy judge on the following lines:

Your Real Property

Do you own real estate now? Yes No (If no then skip to page 4)

If yes, what is the:

- a) Address: _____
- b) Fair market value: \$ _____
- c) Total of all outstanding mortgages: \$ _____
- d) Are there any other liens against the property? Yes No

If yes, please describe in detail (include date of lien):

- e) When did you buy the property and for how much? Purchased: _____
Price: \$ _____
- f) Is this your primary residence? Yes No
- g) Name all persons with an ownership interest in the property:

If you have interests in more than one property, please copy or reprint this page and provide the above information for each additional property.

Your Personal Property

<u>Property Type</u>	<u>Description</u>	<u>Fair Market Value</u>	<u>Amount of liens</u> (may not apply to any property)	Who owns it? (Husband, Wife, alone or with another person?)
1. Cash on Hand				
2. Bank Accounts and Other Deposits of Money (include name of bank, and identify type of account (checking, savings, etc.))				
3. Security Deposits				
4. Household Goods, Supplies and Furnishings				
5. Books, Pictures, Art Objects; Stamp, Coin, and Other Collections				
6. Wearing Apparel				
7. Jewelry				
8. Firearms, Sports Equipment and Other Hobby Equipment				

Your Personal Property

9. Interests in Insurance Policies				
10. Annuities				
11. Pensions or Profit-Sharing Plans				
12. Stock and Interests in Incorporated and Unincorporated Companies				
13. Interests in Partnerships				
14. Government and Corporate Bonds and Other Negotiable and Non-Negotiable Instruments				
15. Accounts Receivable				
16. Family Support (to which you are or may be entitled receive)				
17. Other Liquidated Debts Owing to You, Including Tax Refunds				

Your Personal Property

18. Equitable and Future Interests, Life Estates and Rights or Powers				
20. Other Contingent and Unliquidated Claims (including possible or pending lawsuits, personal injury claims, loans from you, etc.)				
21. Patents, Copyrights and Other Intellectual Property				
22. Licenses, Franchises and General Intangibles				
23. Automobiles, Trucks, Trailers, and Other Vehicles				
24. Boats, Motors, and Accessories				
25. Aircraft and Accessories				
26. Other Equipment Furnishings and Supplies				
27. Machinery, Fixtures, Equipment and Supplies				

Your Personal Property

28. Inventory				
29. Livestock, Poultry and Other Animals				
30. Crops				
31. Farming Equipment and Implements				
32. Farm Supplies				
33. Other Personal Property for which none of the above categories seem to apply				

Secured Debts

Secured debts are debts where the creditor has an interest in the property (called “collateral”) such that if the debt is not paid the creditor could possibly repossess the collateral. Examples of secured loans include home loans (mortgages) and car loans. **Unsecured** loans do not give the creditor the right to recover property if the debts are not paid. Examples of unsecured loans are credit cards, utility bills, medical bills, personal loans, etc. If you have copies of recent account bills/invoices containing the requested information, you may attach them to the worksheet rather than reprinting the information here.

<u>Debt type</u>	<u>Creditor Name and address</u>	<u>Amount of debt</u>	<u>Collateral</u>	<u>Date incurred</u>	<u>Name codebtors, if any</u>
Mortgage(s) on principal residence			principal residence		
			principal residence		
Car loan					
Other secured debts					

Tax Debts

Federal Taxes	Description (income, withholding, capital gains, etc.)	Amount	Date incurred	Were returns filed? When?

State/Municipal Taxes	Description (income, withholding, capital gains, etc.)	Amount	Date incurred	Were returns filed? When?

Unsecured Debts

Unsecured debts do not give the creditor the right to recover property if the debts are not paid. Examples of unsecured loans are credit cards, utility bills, medical bills, personal loans, etc. List all your unsecured debts. *Please Include Addresses.* If you have copies of recent account bills/invoices containing the requested information, you may attach them to the worksheet rather than reprinting the information here.

Creditor name and address	Debt amount	Describe debt (credit card, personal loan, medical, student loan, etc.)	Date incurred (for credit cards state last date charge incurred)	Name of codebtors, if any

Unsecured Debts

Creditor name and address	Debt amount	Describe debt (credit card, personal loan, medical, student loan, etc.)	Date incurred (for credit cards state last date charge incurred)	Name of codebtors, if any

Leases and Contracts

LEASES OR CONTRACTS: Are you a party to a contract or lease? Please describe including the type of lease or contract, the name and address of the other party to the contract or lease, and any other pertinent information:

Biographical Information

Date of Birth: _____
Marital Status: _____
Occupation: _____
Employed Since?: _____
Employer's Name: _____
Employer's Address: _____

Dependants

Name: _____
Date of Birth: _____
Relationship: _____

Name: _____
Date of Birth: _____
Relationship: _____

Name: _____
Date of Birth: _____
Relationship: _____

Income Sources

Current monthly gross wages, salary, commissions (pro-rate if not paid monthly).	
Estimated monthly overtime	
Payroll Taxes and Social Security Deductions	
Insurance Deductions	
Union Dues	
Other Payroll Deductions – specify	
Regular monthly income from business, profession, or farm (attach detailed statement)	
Monthly income from real property	
Alimony, maintenance, or support payments (amount received by you monthly for yourself or a dependant)	
Social security or government assistance	
Pension or retirement	
Other Monthly Income	
Describe any increase or decrease of more than 10% in any previous category anticipated to occur in the year following this filing	

Expenses

Expense	Average Amount Monthly
Rent or home mortgage payment Does it include real estate taxes? Does it include property insurance?	
Electricity and heating fuel	
Water and sewer	
Telephone and/or cell phone	
Cable TV	
Internet Service Provider	
Home Maintenance	
Food	
Clothing	
Laundry and Dry Cleaning	
Medical and dental	
Transportation (not including car payment)	
Recreation, clubs, and entertainment, newspapers, etc.	
Charitable contributions	
Homeowner's or renter's insurance	
Life Insurance	
Health Insurance	
Auto Insurance	
Other Insurance – specify	
Taxes not deducted from wages or in home mortgage payments	
Installment auto payments	
Other installment payments	
Alimony, maintenance, and support paid by you to others	

Expenses

Expense	Average Amount Monthly
Payments for dependants not living at your home	
Operation expenses of business, profession, or farm	
Other expenses	

Client Worksheet
Statement of Financial Affairs

1. Income from employment or operation of business: Please provide separately amount earned to date this year, amount earned last year, and amount earned two years ago. Please indicate in your answer the source(s) of income and the years in which the income was earned.

	Amount	Source (wages, salary, etc.)
This year to date:	_____	_____
	_____	_____
Last year:	_____	_____
	_____	_____
Two years ago:	_____	_____
	_____	_____

2. Income from other than employment (social security, alimony, etc.):

	Amount	Source (SSI, Alimony, etc.)
This year to date:	_____	_____
	_____	_____
Last year:	_____	_____
	_____	_____
Two years ago:	_____	_____
	_____	_____

- 3a. Describe payments to creditors of more than \$600.00 made within the last 90 days:

- 3b. Describe payments made to family and partners during the last year:

Client Worksheet
Statement of Financial Affairs

4a. Were you sued or did you sue anyone during the past year? If so, describe case in detail:

4b. List all property garnished, attached, or seized within the past year?

5. List any repossessions, foreclosures, and voluntary returns within the last year:

6a. Describe any assignment of property for the benefit of creditors within the last 120 days:

6b. List all property that has been in the hands of a custodian, receiver, or court-appointed official during the past year:

7. List all gifts or charitable contributions made during the past year except ordinary and usual gifts totaling less than \$200.00 to family/friends (\$100.00 or less per recipient)

8. List all losses from fire, theft or gambling during the last year.

Client Worksheet
Statement of Financial Affairs

9. Describe any payments for debt consultation (especially to attorneys) within the last year.

10. List all transfers of property to family or friends within the last year.

11. List all financial accounts that were closed or transferred within the last year.

12. List each safe deposit box in which you have stored valuables within the last year.

13. List all setoffs (money taken from an account to repay a loan at the same bank, for example) within the last 90 days.

14. List all property **owned by another person** that you hold or control.

15. If you have moved within the last two years, please provide dates and addresses of prior residences.

Client Worksheet
Statement of Financial Affairs

16. If you resided in a community property state (including Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington or Wisconsin) within the past six years, identify the name of your spouse and any former spouse who you resided with in the community property state.

17a. List the name and address of every site for which you have received notice that you may be liable or potentially liable under Environmental Law. Provide governmental unit, date of notice and the appropriate law.

17b. List the name and address of every site for which you have provided notice to a governmental unit of a release of Hazardous Material. Provide governmental unit and date of notice.

17c. List all judicial or administrative proceedings, including settlement or orders, under Environmental Law with respect to which you were a party. Provide the name and address of the governmental unit that is/was a party to the proceeding and the docket number.

18. Any other information that you believe your attorney should know.

Note: Please do not hesitate to add sheets, including questions you may have.