

CONSUMER BANKRUPTCY CONSULTATION CHECKLIST

Please upload the following items for your initial consultation. Each of the items set forth below (except #1 and #2) can be uploaded to your MyCase Client Portal prior to your initial consultation or by sending by an e-mail at info@ts-llp.com, or by fax at (832) 975-7301. Please navigate to our website at www.ts-llp.com for additional resources and information.

1. Picture Identification (i.e., driver's license)
2. Social Security Card or Taxpayer Identification (TIN)
3. Consumer Bankruptcy Homework Packet (completed)
4. CIN Legal Data Services' Consumer Authorization and Release Form
5. Income Information:
 - (a) Bank Statements for the past 6 months (for all accounts with your name)
 - (b) Last statement for all accounts closed in the past 6 months
 - (c) Voided Check or Direct Deposit Authorization Form
6. Proof of Income:
 - (a) Pay Stubs for the past 6 months (from all employers)
 - (b) Pay Stubs for the past 6 months for your spouse (if married, from all employers)
 - (c) Pension or Retirement Income
 - (d) Social Security Income (i.e., letter from Social Security Administration)
 - (e) Child Support and/or Court Order for Alimony
 - (f) Unemployment Compensation
7. Tax Returns for the past 3 years (2021, 2022 and 2023)
8. Property Information:
 - (a) Mortgage Statement (most current), as well as the following:
 - (i) Property Tax Statements
 - (ii) County Appraisal District Valuation
 - (iii) Homeowners Insurance
 - (iv) Homeowners Association Dues Statement (if applicable)
 - (b) Lease Agreement (if applicable)
 - (c) Vehicle Statement (most current which also reflects balance on loan), as well as the following:
 - (i) Auto Insurance (reflecting full coverage and lienholder as loss payee)
 - (ii) Vehicle Valuation (J.D. Power)
9. If you own a DBA or a business, each of the following:
 - (a) Profit and Loss Statements for the past 6 months
 - (b) Business Bank Statements for the past 6 months
 - (c) List of Monthly Business Income
 - (d) List of Monthly Business Expenses
 - (e) Copy of 940/941 Tax Returns (if applicable)
 - (f) Copy of all Business Delinquent Taxes (i.e., sales tax; franchise tax; TABC)
10. Copy of all agreements which you are personally obligated
11. Credit Counseling Certificate (can be taken after initial consultation)