

ANDERSON & ASSOCIATES, L.L.C.

CLIENT INFORMATION FORM

We will not disclose any confidential information to anyone other than the client we represent.

CLIENT INFORMATION

DATE _____

Full Name: _____

Social Security No.: _____ Birthdate: _____ Age: _____

Street Address _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Preferred Method of Contact: _____

Employer Name: _____ Gross Earning per year: _____

Employer Address: _____

SPOUSE INFORMATION

Full Name: _____

Social Security No.: _____ Birthdate: _____ Age: _____

Street Address _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Preferred Method of Contact: _____

Employer Name: _____ Gross Earning per year: _____

Employer Address: _____

TYPE OF MATTER

- Bankruptcy Probate Adoption Divorce
 Estate Planning Child Support Creditor/Debtor Other _____

HOW DID YOU FIND OUT ABOUT US AND CHOOSE OUR OFFICE

Personal referral: yes no Name of Referring Party: _____

Yellow Pages: DEX Frontier Directory Northland Directory Yellow Book

Website: www.atlawhelp.com Other: _____

Legal helpers

Anderson & Associates, L.L.C.

1650 11th Avenue SW STE 203, Forest Lake, Minnesota 55025
 Tel 651-464-8510 ♦ Toll free 866-477-6977 ♦ Fax 651-464-8513
 Websites: www.atlawhelp.com

BANKRUPTCY, CHAPTER 7 & CHAPTER 13 CLIENT WORKSHEET

INSTRUCTIONS: At Anderson & Associates, L.L.C., we assist our clients in deciding whether or not to file bankruptcy or other debt relief options under the bankruptcy code. An essential part of our case evaluation process involves our need to obtain required information about your individual and family financial circumstances.

Please supply the following information and then Contact our office to set up an initial meeting. *It is very important that this worksheet is filled out completely and accurately.* If you are married, please be sure to answer all questions on behalf of both yourself and your spouse.

1. **FULL NAME, DATE OF BIRTH** - and any other names you have used in the past (maiden name(s), business name(s), aliases, etc.)

a. _____

b. _____

2. Home telephone number _____

3. Social Security number

a. _____

b. _____

4. Current complete address and county

5. Any other addresses in the last **three** years and dates of occupancy

6. Names of your dependent children and ages; or anyone living in household

7. Name and telephone number of a friend or relative who can take messages for you:

8. Have you been in business with anyone, or by yourself independently, in the past six years? If so, write down the business' name, its location and dates of operation:

| <u>Name of Business</u> | <u>Nature of Business</u> | <u>Location</u> | <u>Dates of Operation</u> | <u>Tax ID/Social</u> |
|-------------------------|---------------------------|-----------------|---------------------------|----------------------|
|-------------------------|---------------------------|-----------------|---------------------------|----------------------|

1. _____

2. _____

3. _____

9. Your ADJUSTED Gross income for current and previous two calendar years from tax returns:

Current Year (YTD): \$ _____

Last Year: \$ _____

Two Years Ago: \$ _____

10. List amounts of income received from any source, other than wages, during each of last two years: (this includes cash jobs, 401K Withdrawals, rental income, etc...)

Last Year: \$ _____ Two Years Ago: \$ _____

11. List all bank accounts that you are listed on, whether open, closed, or no balance, for the past 12 months:

| Nature (joint/individual) and Type of Account | Name of Institution | Last four of account # | Open or Closed | Date Closed |
|---|---------------------|------------------------|----------------|-------------|
| Checking | _____ | _____ | _____ | _____ |
| Savings | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

**This includes children's accounts, elderly parents accounts, Health Savings account, etc.

12. Please list any safety deposit boxes used in the past two years. Include Financial institution, address and contents.

13. If you (or your spouse) have ever previously filed a bankruptcy petition, please list the location of the court in which you filed the case, the previous chapter type (i.e. Chapter 7), the approximate date the case was filed, and the prior case result;

14. Has anyone garnished (or attempted to garnish) your wages, repossessed any of your property (voluntary or involuntary), or taken any similar action against you in the last year? If so, please provide the name of the creditor and the property taken.

15. Please provide the names of any creditors or individuals who have sued you in the last year, and the names of anyone you have sued in the last year, or could sue. Please include addresses

16. Have you borrowed money from, and paid back any friends, family members, or acquaintances within the past year? If so, please list the amounts borrowed and paid back. Please include addresses.

17. Please make a list of all your assets. "Assets" mean all of the things commonly considered your personal property, such as cash money/coins, bank accounts, cars, real estate, clothes, jewelry, furniture, snowmobiles, boats, motors, campers, four-wheeler, etc. Assets may also include items not commonly considered personal property, such as life insurance policies, security deposits, pension rights, debts owed to you, or claims you might have against another person for property damage or personal injury. List the **fair market value** for each asset, which is **the value you could obtain if you sold the item** (not the replacement value). **ORDINARILY YOU WILL NOT LOSE OR HAVE TO SELL YOUR LISTED ASSETS AS PART OF YOUR CASE. THIS VARIES FROM CASE TO CASE**

Home, cabin, or other real estate, market value (what can you sell it for, tax statement) \$ _____

Please provide the correct legal description. This is found on the deed, contract for deed, abstract, or certificate of title, or abstract. Tax statement does not include correct legal description

What is the ownership interest? _____

Who holds your first/second mortgage? _____

| Vehicle | Type / Year | When acquired | Name on Title | Mileage | Value & Loan (location) |
|--|-------------|---------------|--|---------|-------------------------|
| _____ | _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | _____ | \$ _____ |
| RV, Camper | _____ | _____ | _____ | _____ | \$ _____ |
| Boats/Trailer | _____ | _____ | _____ | _____ | \$ _____ |
| ATV, 4Wheeler | _____ | _____ | _____ | _____ | \$ _____ |
| Motorcycle | _____ | _____ | _____ | _____ | \$ _____ |
| Dirt Bike | _____ | _____ | _____ | _____ | \$ _____ |
| Snowmobile | _____ | _____ | _____ | _____ | \$ _____ |
| Computer/Printer/Monitor | _____ | _____ | Date acquired: _____ | _____ | \$ _____ |
| Lab top computer | _____ | _____ | Date acquired: _____ | _____ | \$ _____ |
| Life Insurance (term/whole) | _____ | \$ _____ | Expected Inheritance Funds | _____ | \$ _____ |
| Security/damage deposit | _____ | \$ _____ | Household goods & supplies | _____ | \$ _____ |
| Recreational equipment (bicycle, golf clubs, camping gear) | _____ | \$ _____ | Firearms | _____ | \$ _____ |
| Snow blower (when acquired & type) _____ | _____ | _____ | Lawnmower (when acquired & type) _____ | _____ | _____ |
| Jewelry (W) | _____ | _____ | Jewelry (H) | _____ | _____ |
| Clothing | _____ | _____ | Other machinery | _____ | _____ |
| Pension, profit sharing retirement accounts (401k) (W) | _____ | _____ | Pension, profit sharing retirement accounts (401k) (H) | _____ | _____ |

Tax refunds expected: Federal - IRS \$ _____
 State - Minnesota \$ _____
 Other (property tax refund etc.) \$ _____

Debts owed to you (describe), does anyone owe you any money _____ \$ _____

Expected Lawsuit settlements (car accident, workers comp etc.) _____ \$ _____

Plaintiff in lawsuit, are you suing anyone _____

Received any money for an insurance policy _____

Sustained a loss due to theft, fire or gambling _____

18. Have you sold, transferred or given away any property in the last two (2) years? If yes, please describe:

19. Have you sold anything to a family member or friend in the last six (6) years? If yes, please describe:

20. **EMPLOYMENT** (provide employer information for husband and wife):

| Employer Name/Title | Address | Phone # | Length of Employment |
|---------------------|---------|---------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| | | |
|---|----------|----------|
| Please indicate your pay period frequency | Husband | Wife |
| (weekly, biweekly, semimonthly, monthly) | _____ | _____ |
| Alimony/child support you receive monthly | \$ _____ | \$ _____ |
| Any other payment you receive monthly : | \$ _____ | \$ _____ |
| Government Assistance such as Unemployment, Social Security | \$ _____ | \$ _____ |
| Retirement such as Pension, 401(k), etc... | \$ _____ | \$ _____ |
| Other sources of Income: | \$ _____ | \$ _____ |

Are you a Member of the Armed Forces or National Guard? _____

21. Please list your monthly budget including ALL of your living expenses. Include everything you consider a normal expense. Do not include payments on past debts, except were indicated.

| | | | |
|---|----------|---|----------|
| Rent/Mortgage | \$ _____ | Home Repairs | \$ _____ |
| Second Mortgage | \$ _____ | Medical/Drug expenses | \$ _____ |
| Association Dues | \$ _____ | Club Memberships | \$ _____ |
| Property taxes (if not escrowed) | _____ | Charitable Contributions | \$ _____ |
| Car Payment #1 | \$ _____ | Union dues or taxes not withheld from wages | \$ _____ |
| Car Payment #2 | \$ _____ | Entertainment, books, newspapers etc. | \$ _____ |
| Other installment payments | \$ _____ | Alimony/Child Support | \$ _____ |
| Student Loans | \$ _____ | Renter/Homeowners Insurance | \$ _____ |
| Food | \$ _____ | Other Insurance not deducted from wages | |
| Clothing | \$ _____ | Health | \$ _____ |
| Utilities Heat | \$ _____ | Disability | \$ _____ |
| Electricity | \$ _____ | Life | \$ _____ |
| Phone | \$ _____ | Daycare | \$ _____ |
| Water | \$ _____ | Pet Expenses (type/number) | \$ _____ |
| Garbage | \$ _____ | Children's Activities (types) | \$ _____ |
| Cable TV | \$ _____ | School lunches | \$ _____ |
| Internet | \$ _____ | Housekeeping/Personal Care Items | \$ _____ |
| Cell Phone | \$ _____ | Laundry/Dry Cleaning | \$ _____ |
| Transportation (monthly car repairs, gas, parking, bus) | \$ _____ | Cigarettes | \$ _____ |
| Auto Insurance | \$ _____ | OTHER: | \$ _____ |

I (we) hereby attest that the above information is true, correct and complete to the best of my (our) knowledge and belief.

Dated: _____ Signed: _____

Dated: _____ Signed: _____

To give you reliable and good advice, you need to provide us with the following information:

1. Copies of pay stubs received in the last 6 months. If you don't keep those records the payroll department at our work probably can provide them to you. We need this information to determine your average income for the means test. The Court requires that your last 60 days of pay stubs be filed with your case. We also need evidence of all sources of income in the past 6 months, including wages, rental income, interest income, or cash jobs.
2. The correct legal description to any real estate you have any interest in. The deed, contract for deed, abstract or certificate of title will have the correct legal description, your real estate tax statement will not. In addition, we may also need a copy of your current mortgage and note. If you have the wrong legal description you will have title problems with the real estate in the future and it will be costly to straighten it out. Please bring the most recent tax statement.
3. Copies of your tax returns for the past two years along with all of your schedules and W-2's. We also need to know your total individual gross income for the past two years. Your W-2 or 1099 forms are a good source for that information.
4. A list of creditors along with a copy of each of the monthly statements. If collection agencies or attorneys are involved, please bring all correspondence and/or other documentation from them. This also includes student loans or tax statements.
5. A list of co-signers names and addresses.
6. Copies of all 401K, Pension or Profit Sharing statements. Please bring any outstanding loan balances totals.
7. Copies of all titles to vehicles, boats, ATV, etc.