

# Supporting Documentation Cover Sheet

In Re: \_\_\_\_\_ Case Number \_\_\_\_\_ 341(a): \_\_\_\_\_  
(Date/Time)

## Deficiencies:

**NOTE:** Please arrange documents in the order set forth below, and circle or otherwise annotate relevant sums and the significance of the document.

- 1. Income Verification(i.e. pay advices for 60 days prior to bankruptcy and/or Profit & Loss for business)
- 2. Valuation of motor vehicles
- 3. Pay-off documentation for motor vehicles (i.e., balance due)
- 4. Copies of vehicle registration
- 5. Proof of current insurance on motor vehicles( i.e., Declaration Page - NOT insurance card)
- 6. Valuation of real property
- 7. Pay-off documentation for real property (i.e., balance due)
- 8. Proof of current insurance on real property (i.e., Declaration Page)
- 9. Closing statement on real property if acquired or refinanced within two years of filing
- 10. Loan advances documentation (i.e., Evidence of disbursements - Guidelines II, 5 and 6)
- 11. UCC-1 (file stamped) and evidence of payoff balance
- 12. All bank, retirement and financial institution statements (period covering date of filing and two months prior to filing)
- 13. Proof of insurance (business - liability, workers compensation, etc.
- 14. CCP 703.140(a) Waiver
- 15. Complete IRS Tax Return/Transcript (most recent tax year filed, FEDERAL ONLY)