

Debtor(s): \_\_\_\_\_  
Attorney: \_\_\_\_\_

Case No.: \_\_\_\_\_

### DOCUMENT REQUEST

Please provide copies of the documents listed below. *Do not provide originals.* Return this form and the attached documents via U.S. Mail or Email by [DATE-3 weeks from date of Audit Notification Letter] to: Debtor Audit Firm; Street Address; City, State, Zip, Email Address.

In the space provided next to each document category listed below, indicate whether all of the documents requested are provided by marking Yes, No, or N/A. Explain all No or N/A answers at the end of this form. You do not need to explain a N/A answer to Question No. 4.

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|---|--------------|
| <p>1 Payment advices, paystubs, or other evidence of payment from all employers covering the six full calendar months preceding the date of the bankruptcy petition (the "six-month period") plus those received in the calendar month in which the bankruptcy was filed, from the debtor(s), or from an individual debtor and the individual debtor's non-filing spouse unless the debtor has checked the boxes on Line 1, Form B 122A-1 indicating that the debtor is "Married and your spouse is NOT filing with you," and the debtor and spouse are "Living separately or are legally separated." (Chapter 7 cases only).</p> <p>For each employer from which you received income within the six-month period, if the payment advice/paystub includes year-to-date totals, you need only submit <b><u>each</u></b> of the following:</p> <ul style="list-style-type: none"><li>a) the most recent advice (or paystub) during the six-month period; and</li><li>b) the last advice (or paystub) before the six-month period (for example, if the bankruptcy is filed in August, the six-month period is February through July and the last advice/paystub before this period is the last advice/paystub from January).</li><li>c) In addition, for bankruptcies filed within the first six months of the calendar year, submit the last payment advice/paystub for the previous calendar year.</li></ul> | <p>_____</p> |
| <p>2 Most recent federal income tax returns filed prior to the date of the bankruptcy petition, including all schedules and all related W-2, 1099, and K-1 forms. (If joint case and debtors filed separate returns, provide both returns.)</p>   | <p>_____</p> |
| <p>3 Account statements for the six months preceding the date of the bankruptcy petition for all bank, depository, and investment accounts in which the debtor(s) had an interest at any time during the six month period, and also statements (even if received post-petition) that reflect activity in the month in which the petition was filed; along with sufficient documentation to explain the source of every deposit or credit over \$500. (Include information for checking, savings, money market, mutual fund, and brokerage accounts. Examples of documentation for deposit transactions include check registers and annotations on or attached to the account statements.) <b>Audit firms may request that you provide additional documentation to sufficiently explain the source or purpose of an account statement entry or entries.</b></p>  | <p>_____</p> |

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|---|--|-------|
| 4 | If the debtor(s) is divorced, (a) all divorce decrees occurring within the six months before the date the bankruptcy petition was filed, (b) all divorce decrees for any divorce with property settlements entered within the three years before the petition was filed, (c) any orders regarding property settlements entered within the three years before the petition was filed, regardless of the date of divorce, (d) all divorce decrees related to any alimony or child support orders currently in effect, and (e) any alimony or child support orders currently in effect and any amendments or modifications thereto that were made within the six months before the petition was filed.  | _____ |
| 5 | If the debtor(s) is self-employed, then for each business owned by debtor or from which debtor derives self-employment income, (a) business tax returns for the two most recent taxable periods prior to the date of the bankruptcy petition, (b) most recent accounts receivable ledger and aging schedule/report, (c) most recent balance sheet prior to the date of the bankruptcy petition, (d) income statement for the most recent period ended prior to the date of the bankruptcy petition, (e) quarterly sales tax return for the most recent period ended prior to the date of the bankruptcy petition, if any, (f) account statements for business depository account(s) for the six months preceding the date of the bankruptcy petition, and the month in which the petition was filed, along with sufficient documentation to explain the source of every deposit or credit, and the purpose of every check, withdrawal, or debit, and (g) most recent business asset listing and depreciation schedule, if any. | _____ |

Explanation for any “No” or “N/A” responses (attach pages as necessary):

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\_\_\_\_\_

\_\_\_\_\_

I declare under penalty of perjury that the responses to this Document Request are true and correct.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Debtor

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Joint Debtor, if applicable