

13Documents.com - Document Categories and Labeling Guidelines

Label the document by category and, when applicable, include a brief Description including: account numbers and time periods.

All documents should be in .pdf form.

Document Categories	Label Instruction for .pdf	Examples of Labels
<p>Affidavit: any declarations/affidavits from the debtor or from an outside party concerning the debtor including explanations of deposits/use of funds or other letters of explanation. Affidavits of non-filing taxes go under tax returns.</p>	<p>Affidavit [insert brief Description here]</p>	<p>Affidavit of Family Support Letter of Explanation of Bank Deposits</p>
<p>Bank Statements/Financial Documents: any bank statements (business or personal), 401k statements, deferred comp statements, retirement savings plan statements, etc. ** Bank statements must be separated by bank name & account number & put in order by month and sent in separate pdfs.</p>	<p>[Bank Name][account number][time period]</p> <p>[Investment Institution][account number][Description of account][date range]</p>	<p>Wells Fargo #8888 11/1/2018-12/31/2018</p> <p>Fidelity #4444 401k 11/1/2018-11/30/2018</p>
<p>Business Documents: any documents concerning debtors business except bank statements (see above).</p>	<p>[Description of document]</p>	<p>Business License Articles of Incorporation Balance Sheet Inventory List</p>
<p>Divorce Decree/Family Court Orders: any divorce decree, support/custody orders, etc.</p>	<p>[Description of document]</p>	<p>Divorce Decree Child Support Order Alimony Order</p>

Document Categories	Label Instruction for .pdf	Examples of Labels
<p>Pay Stubs/Income Verification: all income – paystubs, profit & loss statements, pensions, social security income, annuity payments, short or long term disability payments, etc</p> <p>** If there are 2 debtors, pay info must be sent in separate pdfs for each debtor.</p>	<p>[Debtor name][employer name][date range]</p> <p>P & L [Business name][Date range }</p> <p>[Description of document]</p>	<p>Bob - MGM - 6/1/2018-11/30/2018</p> <p>Mary - Caesar's - 6/1/2018-11/30/2018</p> <p>P&L - Bob's Mechanic Shop - 6/2018-11/2018</p> <p>Letter of Explanation of Missing Pay Periods</p>
<p>Tax Returns/Tax Documents: federal, state & business tax returns Also, any affidavit of non-filing tax years. Each year must be sent in separately. State returns & business returns must be sent in separately by year also.</p>	<p>Tax return [year of tax return]</p> <p>Tax Affidavit [year]</p> <p>[Description of document]</p>	<p>Tax return 2016</p> <p>Tax return 2017</p> <p>Tax return 2018</p> <p>Tax Affidavit 2015-2018</p> <p>Letter from IRS - retention of 2017 refund</p>
<p>Vehicle Documents: vehicle insurance documents, vehicle contracts, bill of sale, titles, vehicle value/appraisals, proof of vehicle payments, conduit documents for vehicle.</p>	<p>[Description of Document][Vehicle Description]</p>	<p>Vehicle Insurance - 2011 Honda Accord</p> <p>Appraisal - 2011 Honda Accord</p> <p>Purchase contract - 2016 Dodge Ram</p>
<p>341 Meeting Forms</p>	<p>[Description of Document]</p>	<p>341 Intepreter Request</p> <p>Questionnaire</p>