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Chapter 13 to Chapter 7 Conversion

Making the change from Chapter 13 to Chapter 7 does the following:

1. No more payments to Ray Hendren.
2. You must attend a new 341 meeting with the Chapter 7 trustee assigned to your case.
3. You are responsible to pay any debt which is not going to be discharged or already paid typically these include:
house, vehicle, taxes, student loans, family support obligation.
4. any arrearage claims which were being paid in your 13 will now come due in full.
5. within 15 days of conversion (unless the judge gives you more time) you must file your conversion schedules. Basically these are schedules which have changed, plus a statement of intention which gives your secured creditors notice of what you intend to do to them.

Instructions for completion of this information packet:

1. Please use BLUE ink (if you forget to, do not go back over everything). Please take your time and PRINT LEGIBLY. Read all information on every page **carefully!**
2. Fill out ALL information. **Do not leave blanks** (except those noted "office use"). If a question does not apply write "N/A" in the blank *or cross it out*.
3. If you cannot obtain an exact amount owed for a particular debt, estimate as close as possible.
4. "Date of Debt" means the date which you opened the account or took out the loan. It does NOT mean the date of your last bill. If you do not know the exact month and year a debt was incurred, estimate as close as possible. There is no penalty for guessing!
5. On the margins of any page, please explain in detail anything out of the ordinary, such as if you do not own furniture because you live with someone.
6. List ALL debts, including those you dispute and those you wish to pay yourself. List ALL property you own, regardless of value or if you wish to keep it or not.
7. For Creditor's addresses, use the "correspondence" address, not the "payment" address. The correspondence address is usually located on the back of the bill under the section describing how to dispute a charge.
8. When figuring your monthly expenses, remember that you must come up with a budget that you can realistically live on. After you have come up with that budget, if necessary we will assist you in changing it to reflect what the trustee will allow.
9. Do not forget any creditors, collection agents, and attorneys collecting debts. You do not want to owe anyone any money upon the completion of your bankruptcy.

Please bring the following items with you when you return this paperwork:

1. A payment of \$ _____
2. 3 most recent pay stubs from all employers
3. 3 most recent bank statements for all accounts
4. The last two years tax returns

FAMILY INFORMATION

List all children and family members who depend on you for food and shelter. Give initials (not names), ages, and circle or specify what their relationship is to you. Include children who do not live in your home if you pay more than 50% of their support. Do not include yourself or your spouse.

Initials (not name)	Age	Relationship
		son – daughter – grandson –granddaughter nephew – niece – other:
		son – daughter – grandson –granddaughter nephew – niece – other:
		son – daughter – grandson –granddaughter nephew – niece – other:
		son – daughter – grandson –granddaughter nephew – niece – other:
		son – daughter – grandson –granddaughter nephew – niece – other:
		son – daughter – grandson –granddaughter nephew – niece – other:
		son – daughter – grandson –granddaughter nephew – niece – other:
		son – daughter – grandson –granddaughter nephew – niece – other:
		son – daughter – grandson –granddaughter nephew – niece – other:

OCCUPATION

Single Debtor/Husband	Wife
Main Job Title:	Main Job Title:
Employer:	Employer:
Payroll Address: City, St, Zip:	Payroll Address: City, St, Zip:
How long worked there?	How long worked there?
Are you Self Employed? Y / N	Self Employed? Y / N
Second Job (if any):	Second Job (if any):
Monthly Take Home Pay (2 nd job) \$	Monthly Take Home Pay (2 nd job) \$

INCOME FROM MAIN JOB

For pay frequency, remember bi-weekly means you are paid every 2 weeks (i.e. every other Friday), whereas semi-monthly means you are paid two times per month (i.e. on the 1st and 15th)

	<u>Single Debtor/Husband</u>	<u>Wife</u>
<u>Pay Frequency</u> (circle)	weekly/bi-weekly/semi-monthly/monthly	weekly/bi-weekly/semi-monthly/monthly
<u>Gross Wages per pay period</u>	_____	_____
<u>Overtime/Bonuses</u>	_____	_____
<u>Deductions</u>		
Federal Tax	_____	_____
Social Security	_____	_____
Medicare	_____	_____
Union Dues	_____	_____
Retirement (Circle: Voluntary / Mandatory)	_____	_____
401K (Circle: Voluntary / Mandatory)	_____	_____
(Do not list child support or insurance deductions here, list them on the budget page)		
<u>Sub Totals</u>	_____	_____
(if paid weekly multiply by 4.333, if bi-weekly by 2.17, semi-monthly by 2 to get monthly total)		
<u>Monthly Totals</u>	_____	_____
<u>Combined Total</u>		_____
<u>Expected Tax Refund ÷ 12</u>		_____
TOTAL COMBINED MONTHLY INCOME \$	_____	

OTHER MONTHLY INCOME

Do you have any other income sources? If you do, we must list them and their monthly amount.
 Please describe the item or give other details about it on the dotted line.

	<u>Debtor/Husbnd</u>	<u>Wife</u>
Do you have income from any of the following sources?	Yes / No	Yes / No
Regular income from business, profession or farm (after expenses and taxes).....	\$ _____	\$ _____
Income from real property	\$ _____	\$ _____
Social Security	\$ _____	\$ _____
Child Support.....	\$ _____	\$ _____
Disability.....	\$ _____	\$ _____
Interest and dividends	\$ _____	\$ _____
Pension or retirement income	\$ _____	\$ _____
Alimony received.....	\$ _____	\$ _____
Gifts from relatives and friends	\$ _____	\$ _____
Sales commissions	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____

Do you expect a change in your income of more than 10% in the next 12 months? Yes / No
 If so, please explain.

Debtor: _____

Spouse: _____

Do you need to buy a new vehicle in the next year? Yes / No Explain: _____

MONTHLY EXPENSES

Fill out completely, estimate your bills realistically, because these amounts are what you must be able to live on for up to the next five years. If you have a bill that is abnormally high, please use the blank space to explain why it is high and bring copies of the bills. Do not leave any blank, use N/A or \$0 instead. If you list an amount next to "other" please describe the expense in the blank space. On this page only, you should also fill in the shaded boxes too.

TYPE OF EXPENSE	Amount	Office Use
House Payment/Rent Does it Include: Property Taxes Y / N ? Insurance? Y / N	\$	\$
Electricity (remember to average this one)	\$	\$
Water, Sewer, Garbage	\$	\$
Home Telephone	\$	\$
Other/Cable TV (describe):	\$	\$
Home Maintenance & Repair	\$	\$
Food & Groceries	\$	\$
Clothing	\$	\$
Laundry & Dry Cleaning	\$	\$
Medical and Dental Expenses (include over the counter medicine & co-pays)	\$	\$
Transportation (gas, car repairs & maintenance, bus fare)	\$	\$
Recreation/Reading	\$	\$
Charitable Contributions (may have to provide proof)	\$	\$
Insurance: Home/Renters	\$	\$
Life and Disability	\$	\$
Auto	\$	\$
Health	\$	\$
Other describe:	\$	\$
Installment Payments Auto	\$	\$
Other 1:	\$	\$
Other 2:	\$	\$
Other 3:	\$	\$
Other taxes:	\$	\$
Alimony & Child Support	\$	\$
Support of Dependents not at home explain:	\$	\$
Business Expenses (attached itemized business budget)	\$	\$
Other Expense 1 _____ or Day Care (circle)	\$	\$
Other Expense 2 _____ or Property Tax (circle)	\$	\$
Other Expense 3 _____	\$	\$
Personal Care	\$	\$
Housekeeping Supplies	\$	\$
Miscellaneous (IRS guideline: \$100 for first person in house, \$25 for each additional)	\$	\$
TOTAL:	\$	\$

Do you expect any of these expenses to change (ie: new child on the way, moving, etc.)? Yes / No

Explain: _____

STATEMENT OF FINANCIAL AFFAIRS

1. Income from employment or operation of a business

State the income you have received from your job or work the past 3 years.

Single Debtor/Husband

Wife

Year to Date	\$	Year to Date	\$
Last Year	\$	Last Year	\$
Year Before	\$	Year Before	\$

2. Income other than from employment or business

List your other income which includes things like social security, pension, annuity, unemployment, retirement, disability, government assistance, workers compensation, etc. Be sure to state each.

Single Debtor/Husband

Wife

Source		Source	
Year to Date	\$	Year to Date	\$
Last Year	\$	Last Year	\$
Year Before	\$	Year Before	\$

Source		Source	
Year to Date	\$	Year to Date	\$
Last Year	\$	Last Year	\$
Year Before	\$	Year Before	\$

Source		Source	
Year to Date	\$	Year to Date	\$
Last Year	\$	Last Year	\$
Year Before	\$	Year Before	\$

Additional Changes?

If any of the following have changed you must provide me the updated information. For creditors/collection agents I need their name, mailing address, account number, date of debt, and amount owed. For assets/property I need the description of the property and estimated value. For executory contracts I need the name, mailing address, and terms of the contract. For statement of financial affairs, you should review your original and then tell me the number which needs to be changed and the relevant information that is asked for. Also tell me if the original information needs to be deleted or left.

- | | |
|--|----------|
| 1. Your Address and Phone Numbers | Yes / No |
| 2. Additional Creditors not listed on your original case | Yes / No |
| 3. Additional Collection Agents not listed on your original case | Yes / No |
| 4. Additional Assets/Property not listed on your original case | Yes / No |
| 5. New executory contracts not listed on your original case | Yes / No |
| 6. Changes to the statement of financial affairs | Yes / No |

Statement of Intentions

For each creditor which was being paid in your Chapter 13 plan as a secured creditor, you must tell me your intention with regard to them. It may be helpful for you to consult your Plan, Confirmation Order, and the last statement received from the trustee. For each of those creditors you must choose one of the following:

Surrender: give back the property and owe nothing

Redeem: pay what is owed on it in one lump sum

Reaffirm: pay according to the original contract

Creditor	Surrender	Redeem	Reaffirm