D. Kwasnicky & Associates Inc.
Licensed Insolvency Trustee

Checklist for Appointment

Your completed *Personal Financial Assessment ("PFA")* form should be sent in prior to scheduling your next appointment with the Trustee. Please note that the following additional documents, as referenced in your completed PFA form, must be included.

1	Bank statements: Copies of detailed bank statements for prior 3 months for each account that you are listed as an account holder or joint account holder.	☐
2	All contracts/agreements/court orders; including but not limited to, marital separation agreements, leases, wage assignments, court issued fines or judgments, pawn shop slips, co-signed loans, accounts receivable, child support, etc. AND any documents relating to transactions on Pages 3 and 4 of the *PFA* form where you have answered "Yes".	☐
3	ICBC insurance/vehicle registration for all vehicles in the household.	☐
4	Creditor statements: Most recent statements received from your creditors for all debts/ liabilities whether there is a balance outstanding or not.	☐
5	Assets: Statements for all assets (investments, real estate, tools of trade, etc.)	☐
7	Pay stub from last pay period with year-to-date detail for employers in current year and any other documents for other sources of income.	☐
8	Income taxes: Copy of last completed tax return and Notice of Assessment, as well as T4's and other tax slips for current calendar year.	☐
9	Identification: Two pieces of identification of which one must include a photo.	☐
10	*Banking: If you owe any amount(s) to your bank, you may wish to setup a new bank account at another bank where you do not owe money. Remember to transfer your automatic payroll deposits and necessary automatic payments to the new account.*	☐

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