

TIPS FOR COLLECTING PAYROLL

Federal bankruptcy law requires everyone to provide payroll records for six months. Below we have listed some tips to help you with this task.

- Paystubs required are for a six month time frame. Copies of all paystubs received during this time period must be provided to Checkett & Pauly.
- Collect your paystubs by *check date* and not the period ending date.
- You may obtain a printout from your employer. However, we need to have the *check date, gross amount and deductions* listed.

Please keep in mind that this is a revolving time period. If a month ends and a new month begins before your bankruptcy is filed, we will need to have an additional month of paystubs.

Please begin collecting paystubs for the month beginning _____ through and including _____.