

**Welcome to Family & Community Services Consumer Credit Counseling.
We look forward to assisting you with the required bankruptcy certification.**

Enclosed please find the following forms to be completed and returned to our office. Once all documentation is received, we will contact you to schedule your phone appointment. We thank you for taking the time to complete the paperwork to the best of your ability.

- 1) Welcome Letter / Fee Disclosure – signature(s) and date required
- 2) Privacy Notice and Release Form – signature(s) and date required
- 3) Client Information
- 4) Monthly Living Expenses – complete the Amount column, rounding figures to the nearest dollar amount
- 5) Creditors & Debts sheets – complete the creditor information

In addition to these forms, please send in the following:

- 6) Proof of all forms of income for a minimum of one month (pay stubs, Social Security / Disability / Pension documentation, child support/alimony, etc.)
- 7) Most recent creditor statements (credit cards, loans, medical, etc.)
- 8) Money order made payable to "CCCS" – payment for services. See attached disclosure for costs.

Our commitment to you is to provide professional budget and credit counseling and treat all clients with dignity, respect and appropriate confidentiality.



Begin a brighter financial future today.

**CCCS of Family & Community Services, Inc.
705 Oakwood St. Suite 106 Ravenna, Ohio 44266**

Phone: 330.297.0080 ext. 362

Fax: 330.297.0112