

## DISCLOSURE FORM FOR PRE-FILING BANKRUPTCY CLIENTS

Welcome! We understand that you are here because you are experiencing financial problems, and that you may be considering filing for bankruptcy and are required to receive “counseling” before you may file.

This agency has over 45 years of experience of helping people with financial problems. Our role is not to be judgmental, but to provide assistance. Specifically, we will do a budget analysis that will examine your financial situation, discuss the factors that may be the cause of your problems, and explore your options for developing a reasonable plan for dealing with them. We will provide you with information about bankruptcy, including its process and possible consequences. We will also consider alternatives to bankruptcy to resolve your problems (ie. negotiating with creditors direct or establishing a Debt Management Plan). It is our view that the purpose of this session is to provide you with information so that YOU may choose the option that you think is best. Bankruptcy and alternative programs may have a negative impact on your credit report/score. At the completion of this session, it is our agency’s obligation to promptly provide you with a certificate that you will need should you decide to file for bankruptcy. A certificate of counseling is valid for 180 days from the date counseling is completed. After that date it will expire. You will then need to pay for another pre-bankruptcy counseling session to receive another valid pre-bankruptcy counseling certificate. You will only receive this certificate upon completion of the counseling session.

If you choose to file for bankruptcy, you should know that your bankruptcy will affect your credit report. A bankruptcy does not delete accurate information off of your credit report regarding your past delinquencies. A bankruptcy is a matter of public record and will be reported in the public section of your credit report. A bankruptcy will have a negative effect on your credit report and credit score. A potential creditor, landlord, or employer in the future may view this negatively. Depending on the type of bankruptcy you file, a bankruptcy may remain on your credit report for 7 to 10 years. If you choose a Debt Repayment Plan as an alternative to bankruptcy, be advised that your accounts would be closed upon submission of proposals which could have a negative impact on your credit score.

This agency is a member of the National Foundation for Credit Counseling (“NFCC”) The NFCC has high standards for quality credit counseling and financial education, and this agency complies with those standards. In addition, this agency is accredited by the Council on Accreditation (“COA”), an independent third-party organization that reviews and monitors entities that provide social services. We are a non-profit agency. We are organized and operate in accordance with Section 501(c)(3) of the Internal Revenue Code. CCCS does not pay or receive fees or other consideration for the referral of debtor students to or by the provider.

The consumer credit counselor conducting or supervising this session has been trained and certified in accordance with the NFCC standards, and while he/she has expertise in helping those with financial problems, he/she cannot provide you with legal advice. In fact, this session is designed to provide you with information and alternatives, it is not intended to take the place of a consultation with an attorney to explore your legal rights and options.

Our agency offers the Pre-filing Bankruptcy Counseling in-person and on-line through our agency website: [www.improvedcredit.com](http://www.improvedcredit.com). Should an individual/couple have limited English proficiency our agency can refer them to another agency that offers this service in the language in which the client is proficient.

In order to assist you, it is essential that you provide us with information that is as accurate and complete as possible. Rest assured that the information concerning your financial condition and status that you provide during this session is strictly confidential. Such information would include, but is not limited to, income, debts, credit accounts, earnings, assets, and employment data. We will not disclose any such information that you provide orally or in writing to anyone, except as authorized by you in writing or as required by law, such as in response to a subpoena. The agency might disclose client information to the United States Trustee in connection with the United States Trustee's oversight of the agency, or during the investigation of complaints, during on-site visits, or during quality of service reviews. The EOUST has reviewed only the agency's credit counseling and debtor education instructional services and has neither reviewed nor approved other services the Agency may provide.

We may compile data and aggregate information that you give us, but this information will not be disclosed in any manner that would personally identify you. This agency will not disclose or provide any information about this session to a credit reporting agency. If you should decide to enter into a Debt Management Plan ("DMP") (which will be explained in the course of this session) you will be provided with separate agreement and disclosure forms.

To help cover the cost of providing this session to you, this agency charges a fee of \$35.00 per person, or \$50.00 for a couple prior to the counseling session. CCCS will provide services without regard to a debtor student's ability to pay and will not withhold services because of inability to pay. You will be eligible to have this fee waived if your income is less than 150% of the federal poverty guidelines for your family size as published in the Federal Register. If a waiver of the fee is requested, proof of income must be submitted to the CCCS office.

This agency also receives funding in the form of grants from United Way, foundations and creditors, and individual and corporate donations. Since creditors have a financial interest in having debts repaid, most are willing to make a contribution to help fund the overall services of this agency. These contributions are usually calculated as a percentage of payments that are made through a DMP.

**I/We have read and understand the disclosures made above.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_