

TRUSTEE'S CHECKLIST FOR DEBTORS

All debtors must bring picture identification* and an original document containing the complete Social Security Number to the meeting of creditors.**

Please provide **COPIES** (no originals) of the following documents, preferably at least one week prior to the meeting of creditors. Payment advices and tax returns must be produced no later than 7 days prior to the first scheduled meeting. **This is a generic form; please provide only the items that pertain to your case.**

- _____ RECORDED mortgage(s) and deed (1st page with the recording stamp and the last page(s) with the signatures and notarization)
- _____ Real and personal property tax statement(s)
- _____ Appraisals, market analyses, and BPOs of real property done in last 2 years
- _____ Vehicle titles and loan/lease agreements where applicable (include titles for any vehicle owned in the 3 months prior to the filing, loan documents for any vehicle where title was issued in the 3 months prior to the filing, and lease agreement if vehicle is leased and no title is provided)
- _____ Mobile/manufactured home titles
- _____ Sixty days of payment advices (paystubs) for the period immediately prior to the bankruptcy
- _____ Last federal and state tax returns that were filed (including all schedules and other attachments)
- _____ Documents regarding any credit card balance transfers in the three months prior to the bankruptcy totaling more than \$600 to one creditor
- _____ Documents regarding any transfer totaling \$600 or more to any unsecured creditor in the three months prior to the bankruptcy
- _____ Bank statements for all accounts for the 90 days prior to and including the day of bankruptcy filing
- _____ Policy or other document to confirm whether a life insurance policy is term or whole life insurance, and if whole life, the cash value
- _____ Divorce Judgments which have been entered in the last four years

Additional Documents for BUSINESS DEBTORS and SELF EMPLOYED DEBTORS

- _____ Check register for the one year period prior to filing
- _____ Bank statements for the one year period prior to filing
- _____ Paid invoices for the ninety day period prior to filing
- _____ Canceled checks for the one year period prior to the filing
- _____ Tax returns for the two year period prior to filing
- _____ List of accounts receivable: current name, address and amount of money owed

*acceptable picture identification: (1) valid driver's license, (2) a government ID, (3) a state picture ID, (4) a student ID, (5) a US passport, (6) a military ID or (7) resident alien card. Any other form must be approved by the United States Trustee.

**acceptable proof of social security number: (1) a social security card, (2) a medical insurance card that includes Debtor's SSN, (3) a pay stub that indicates the Debtor's SSN, (4) a W-2 form, (5) an IRS form 1099, or (6) a Social Security Administration report. Any other form of proof must be approved by the United States Trustee.