

Refresher of Required Documents Needed 7 Days Prior to the First Meeting of Creditors

CONSUMER CASES

- Identification
 - Valid Driver's License or other photo identification
 - Social Security Card
- Income Records
 - Pay Stubs
 - Benefit Letters
 - Bank Statement
- Mandatory Wage Directive Form
- Insurance - For verification only at §341 meeting only.
 - Home Declarations Page
 - Auto Declarations Page
- Tax Returns – At least 2 most recently filed years
- Tax Return Affidavit filed with Clerk
- Pre-Petition Mortgage Information Sheet
- Authorization to Release Information to the Trustee Regarding Claims
- Domestic Support Obligations Affidavit (**Only** if there is an Obligation)
- Divorce Decrees OR Custody Order
- Special Child Support Agreement documentation

BUSINESS CASES

In addition to the required items for a consumer case, all business case debtor(s) must submit:

- Twelve (12) Month Projected Cash Flow of the business
 - Needs to reflect projected income and expenses 12 months post filing date
- Profit and Loss Statement for Six (6) months prior to filing
- Tax Deposit Statements
- Trustee's Business Questionnaire
- Bank Statements
 - Copies of last Six (6) months on all accounts accessed by Debtor(s)
 - Include deposits and cancelled checks
- Any Business Insurance- Copies of Declarations Page
- Monthly Operating Reports
 - Must be filed with Trustee
 - Copies of reconciled bank statements and deposit slips attached to each report
 - Due on the 20th of every month after date of filing until case is confirmed