NICOLE TESTA MEHDIPOUR
UNITED STATES BANKRUPTCY TRUSTEE
SOUTHERN DISTRICT OF FLORIDA

§ 341 MEETING OF CREDITORS REQUIRED DOCUMENT CHECKLIST ATTORNEYS ONLY

ALL THE REQUIRED DOCUMENTATION MUST BE UPLOADED THROUGH TRUSTESOLUTIONS AT LEAST TEN (10) DAYS PRIOR TO THE § 341 FIRST MEETING OF CREDITORS. ALL FORMS ARE AVAILABLE AT THE TRUSTEE'S WEBSITE. INSTRUCTIONS ARE PROVIDED AT: *http://www.ntmlawfirm.com/bankruptcy-trustee/download-required-forms/*.

NO MAILING OR FAXING OF DOCUMENTS. ALL DOCUMENTS MUST BE UPLOADED THROUGH TRUSTESOLUTIONS.

CHECKLIST OF REQUIRED DOCUMENTS

______ 1. Completed and signed *341 Information Sheet*.

______ 2. Completed and signed *Declaration of Photo Identification and Social Security Number Verification* and attach a copy of your Photo ID and proof of Social Security Number.

______ 3. Completed *Domestic Support Obligation Form*.

______ 4. *Copies of the Debtor/Co-Debtor's Federal Tax Returns for 2 years prior to the petition date.*

______ a. If an extension was sought, a copy of *IRS Form 4868 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return*.

______ b. If the Debtor/Co-Debtor is EXEMPT from filing income tax returns, you must provide a completed and signed *Tax Declaration Form.*

______ c. If the Debtor/Co-Debtor is entitled to a Tax Refund (which was NOT yet received) you must provide a completed and signed *Income Tax Refund Acknowledgment Form.*

______ 5. Copies of all statements for each of your depository and investment accounts, including checking, savings and money market accounts, mutual funds and brokerage accounts for the three (3) months preceding the bankruptcy filing through the petition date. **The statements must show the balance(s) on the Petition Date of your Bankruptcy Filing.**

______ 6. Completed *Motor Vehicle, Boat, or Other Vessel Form* for each vehicle, boat, or other vessel, with all SUPPORTING DOCUMENTATION to be attached.

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CHECKLIST OF REQUIRED DOCUMENTS

______ 7. Copies of deeds and/or titles for any properties held in the Debtor's name, or in which the Debtor has an ownership interest.

______ 8. Evidence of current income, such as the most recent payment advice or alternative evidence of current income.

______ 9. If applicable, copies of the first page of all life insurance policies and annuities.

______ 10. If applicable, copies of the 1st page of a CURRENT statement of any and all 401(k), IRA, pension, or other retirement plans.

______ 11. If applicable, completed and signed *Personal Injury Claim Form*.

______ 12. If the Debtor is a business, Completed *Business Debtor Form* and copies of all documentation listed in the Business Debtor Checklist.

IF THESE REQUIRED DOCUMENTS ARE NOT TIMELY UPLOADED, THE § 341 MEETING WILL BE CONTINUED.

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