

NICOLE TESTA MEHDIPOUR
UNITED STATES BANKRUPTCY TRUSTEE
SOUTHERN DISTRICT OF FLORIDA

**§341 MEETING OF CREDITORS REQUIRED DOCUMENT CHECKLIST
FOR PRO SE DEBTORS ONLY**

ALL THE REQUIRED DOCUMENTATION MUST BE RECEIVED BY THE TRUSTEE AT LEAST TEN (10) DAYS PRIOR TO THE § 341 MEETING OF CREDITORS. While these forms were mailed to your address of record, they are available to download from the Trustee's website: <http://www.ntmlawfirm.com/bankruptcy-trustee/download-required-forms/>.

PLEASE SUBMIT THE REQUIRED DOCUMENTATION TO THE TRUSTEE VIA FAX TO (954) 208-0888. **DO NOT MAIL THESE DOCUMENTS TO THE CLERK OR COURT.**

CHECKLIST OF REQUIRED DOCUMENTS:

1. **PROVIDE** a completed and signed *341 Information Sheet*.
2. **PROVIDE** a 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. **PROVIDE** a completed *BPP Questionnaire Form*.
4. **DID YOU FILE TAX RETURNS FOR THE TWO (2) YEARS PRIOR TO THE PETITION DATE?**
 - a. IF YES → MUST PROVIDE copies of your Federal Tax Returns for the prior 2 years.
 - b. IF NO → MUST PROVIDE a copy of Form 4868 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return.
 - c. IF EXEMPT from filing income tax returns → provide a signed *Tax Declaration Form*.
5. **ARE YOU ENTITLED TO A TAX REFUND WHICH YOU HAVE NOT YET RECEIVED?**
 - a. IF YES → MUST PROVIDE a completed and signed *Income Tax Refund Acknowledgment form*.
6. **DO YOU HAVE ANY FINANCIAL ACCOUNTS IN YOUR NAME (EVEN JOINT WITH SOMEONE ELSE)?**
 - a. IF YES → MUST PROVIDE 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.**

Page 1 of 2

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REQUIRED DOCUMENT CHECKLIST (CONTINUED)

7. **DO YOU HAVE ANY all life insurance policies and annuities?**
 - a. IF YES → MUST PROVIDE copies of the declaration page and/or policy.
8. **DO YOU HAVE ANY 401(k), IRA, pension, or other retirement plans?**
 - a. IF YES → MUST PROVIDE copies of statements showing the petition date balance and how the plan is held.
9. **DO YOU OWN ANY REAL PROPERTY (EVEN JOINT WITH SOMEONE ELSE)?**
 - a. IF YES → MUST PROVIDE copies of deeds and/or titles for any properties held in your name, or in which you have any ownership interest.
10. **DO YOU OWN A VEHICLE, BOAT, OR OTHER VESSEL (EVEN JOINT WITH SOMEONE ELSE)?:**
 - a. IF YES → MUST PROVIDE a completed and signed *Motor Vehicle, Boat, or Other Vessel Form* FOR EACH and attach ALL SUPPORTING DOCUMENTATION.
11. **ARE YOU EMPLOYED?**
 - a. IF YES → MUST PROVIDE evidence of current income, such as the most recent payment advice or alternative evidence of current income.
12. **ARE YOU OBLIGATED BY COURT ORDER TO PAY DOMESTIC SUPPORT OBLIGATIONS?**
 - a. IF YES → MUST PROVIDE a completed and signed *Domestic Support Obligation Form*.
13. **DID YOU PAY SOMEONE TO ASSIST WITH YOUR BANKRUPTCY PAPERS?**
 - a. IF YES → MUST PROVIDE a completed *BPP Questionnaire Form*.
14. **DID YOU EXPERIENCE ANY TYPE OF PERSONAL INJURY WITHIN THE PAST FIVE (5) YEARS (auto accident, slip and fall, or otherwise)?**
 - a. IF YES → MUST PROVIDE a completed and signed *Personal Injury Claim Form*.

IF THESE REQUIRED DOCUMENTS ARE NOT TIMELY RECEIVED BY THE TRUSTEE'S OFFICE, YOUR § 341 MEETING WILL BE CONTINUED.

Page 2 of 2