

**LIST OF DOCUMENTS TO BE PROVIDED BY THE DEBTORS TO THE
TRUSTEE ONE WEEK PRIOR TO SCHEDULED 341 CREDITOR'S MEETING**

The debtors must forward the following documents to the Trustee one week in advance of their scheduled 341 Creditors' Meeting by one of the following manners:

E-Mail (the preferred method of delivery): docs@ch13tyler.com

FAX: 903-597-1313

Regular mail to the Trustee's correspondence address (least preferred method of delivery): Chapter 13 Trustee, 110 N. College Avenue, #1200, Tyler, TX 75702

The debtors should bring these documents to their attorney who should, in turn, forward such to the Trustee. Each e-mail, FAX, or correspondence containing these documents should have, on the reference line, the debtors' name, case number, date of the upcoming hearing, and a summary of the attached documents.

_____ **IF BEAUMONT OR LUFKIN DIVISION CASE: Legible copy of Driver's License or other form of acceptable photo identification, enlarged by 150%, forwarded to Trustee; original brought to the 341 Creditors' Meeting.**

_____ **IF TYLER OR MARSHALL DIVISION CASE: Original Driver's License or other form of acceptable photo identification brought to 341 Creditors' Meeting; no need to forward copy of same to Trustee prior to Meeting.**

NOTE: No matter what division the case is pending, **if the debtors do not have a driver's license or other form of acceptable photo identification**, the debtors should immediately apply for one so that the prosecution of their bankruptcy case is not delayed.

NOTE: **Forms of acceptable photo identification include the following:** driver's license, U.S. government identification, state identification, student identification, passport (or current visa if not a U.S. citizen), military identification, resident alien card, and any identification card issued by a national government authority.

_____ **IF BEAUMONT OR LUFKIN DIVISION CASE: Legible copy of Social Security Card or other acceptable proof of Social Security Number, enlarged by 150%, forwarded to Trustee; original brought to the 341 Creditors' Meeting.**

_____ **IF TYLER OR MARSHALL DIVISION CASE: Original Social Security Card or other acceptable proof of Social Security Number brought to the 341 Creditors' Meeting; no need to forward copy of same to Trustee prior to Meeting.**

NOTE: No matter what division the case is pending, **if the debtors do not have their Social Security Card or other acceptable proof of Social Security Number**, the

debtors should immediately apply to the Social Security Administration for either a replacement card or a letter verifying their Social Security Number so there would be no delay in the prosecution of their bankruptcy case.

NOTE: Forms of acceptable proof of social security number include the following: social security card, medical insurance card, pay stub, W-2 form, IRS Form 1099, and Social Security Administration Statement.

____ **Tax Returns:** Complete copy of their last Federal Income Tax Returns (or a tax transcript issued by the IRS) or a non-filing affidavit if they were not required to file a Federal Income Tax Return.

NOTE: The debtors will be required to provide to the Trustee copies of their **future Federal Income Tax Returns** (or a statement indicating that they are not required to file such) for each year while they are in bankruptcy in order for the Trustee to determine the amount, if any, of the debtors' tax refund must be turned over to the Trustee.

____ **Pay Stubs:** Copy of all pay stubs and proof of all other sources of income received by the debtors in the **60 days prior to the filing of their petition.**

____ **Monthly Operating Reports:** If the debtors are self-employed, monthly operating reports with copies of all bank statements for the **6 months prior to the filing of their petition.** **These monthly operating reports need to be signed by the debtors under penalty of perjury.**

NOTE: If still self employed during the pendency of the bankruptcy, the debtors will need to file with the Court monthly operating reports for the months from the filing of the petition through the date their plan is confirmed by the Court, such monthly operating reports being due not later than the 21st day of the month following the month for which the report is being submitted pursuant to the provisions of the Local Rule of Bankruptcy Procedure 2015(a). **These monthly operating reports also need to be signed by the debtors under penalty of perjury.**

____ **Insurance Policies:** Copy of the declaration page of any insurance policies covering property that the debtors own.

____ **Bank Statements:** Copy of bank statements from all bank accounts showing the balances therein on the day the debtors filed their bankruptcy case.

____ **Evidence of Value of Real Property:** Copy of proof of the value of all real estate that the debtors own that the debtors have not claimed as exempt or that the debtors have claimed as exempt under the federal exemptions allowed under 11 U.S.C. 522(d).

NOTE: Examples of proof of value of real property include tax appraisal, a broker's opinion letter, and/or a broker's appraisal. The debtors may be requested to provide proof of the value of the real estate that they claim exempt as their homestead under state exemptions if the Trustee questions whether the property in question qualifies for such an exemption.

_____ **Extraordinary Expenses:** Copy of proof of any extraordinary expenses such as educational expenses, day care expense, medical expenses, home improvements, and charitable contributions. **The Trustee will, of all likelihood, object to any expenses that appear not reasonably necessary to be expended for the maintenance or support of the debtors or their dependents.**