**CHECKLIST OF**

**DOCUMENTS IN PREPARTION FOR THE 341 MEETING OF CREDITORS**

1. **Payment Order LBR 1007-1 (c)**

☐ Third Party Wage Withholding Order; or

☐ Electronic Transfer of Funds Payment Order (ACH)

☐ Stipulation for ACH sent to Trustee; and

☐ Completed ACH Form with copy of Voided Check sent to

Trustee’s office

1. **Debtor’s Documents at the Meeting of Creditors LBR Rule 2003-2**

In a case under chapter 13, to the extent they are in the debtor’s possession or are readily available, the debtor must provide to the trustee no later than 14 days prior to the meeting of creditors, neatly arranged, all of the following:

☐ tax returns for the last two years pre-petition;

☐ payment advices or other proof of current income for the 60 days pre-

petition;

☐ proof of all income for one year pre-petition stated on schedule I, including

year to date profit and loss statements if the debtor is self employed or

engaged in business;

☐ if the debtor owns a business, business financial statements and business tax

returns for the past three years, and business bank statements for the past

six months; and

☐ any other specific document requested in writing by the trustee relating to

the schedules or statement of financial affairs.

In a case under chapter 13 to the extent they are in the debtor’s possession or are readily available, the debtor must have available at the meeting of creditors, neatly arranged, all of the following:

☐ documents for one year pre-petition to support all entries on schedule I,

other than previously provided payment advices and tax returns;

☐ documents for one year pre-petition to support all entries on schedule J,

including canceled checks, paid bills or other proof of expenses;

☐ copies of life insurance policies either owned by the debtor or insuring the

debtor’s life;

☐ divorce judgments and property settlement agreements;

☐ documents establishing the scheduled amounts of joint debts, if the debtor

claims an entireties exemption;

☐ the name, address and telephone number of each holder of a domestic

support obligation; and

☐ any other specific document requested by the trustee relating to the

schedules or statement of financial affairs, if requested in writing at least

seven days before the first meeting of creditors.

**Additional documents routinely requested by your Flint Chapter 13 Trustee in preparation for confirmation hearings:**

☐ certificate of title (originals if available, otherwise copies) for currently owned

titled assets, including vehicles, boats and mobile homes (regardless of when

acquired);

☐ a current statement from each secured creditor stating the amount owed;

☐ copies of actual bank statements 3 months pre-petition for all bank accounts;

☐ the most recent pre-petition retirement statement; and other financial

accounts, bonds, stock certificates and brokerage accounts for one year pre-

petition;

☐ copies of leases, recorded mortgages, recorded and unrecorded deeds and

recorded land contracts for the time period six years pre-petition;

☐ current property tax statements containing the state equalized value;

☐ the most recent asset appraisals if any.