

## Checklist of Required Documents for Your Meeting of Creditors

You are required to attend the Section 341(a) First Meeting of Creditors with your attorney, if you have one in this bankruptcy case.

In bankruptcy cases with Section 341(a) First Meetings of Creditors scheduled on or after March 1, 2002, debtors are required to present proof of identity and proof of social security number.\* Chapter 13 bankruptcies are required to provide the following **original** documentation to the Trustee at their Meeting of Creditors:

1. Picture Identification:

*One of the following must be provided:*

- (a) Valid State Driver's License
- (b) Government-Issued Picture ID Card
- (c) Student Picture ID Card
- (d) U. S. Passport
- (e) Military Photo ID
- (f) Legal Resident Alien Card

**AND**

2. Proof of Social Security Number:

*One of the following must be provided:*

- (a) Social Security Card
- (b) Medical Insurance Card
- (c) Recent Payroll Tax Stub
- (d) A W-2 for the Most Recent Tax Year
- (e) IRS Form 1099
- (f) Social Security (SSA) Statement

Debtors must bring **copies** of the following items, if applicable, to their meeting of creditors: (Debtors must bring **copies** that the Trustee may keep for his file.)

Proof of Outstanding Balance on Secured Debt.

Proof of Real Property Value. Copies of any real estate appraisals and/or settlement sheets completed within three years of the filing of the bankruptcy and the most recent real estate tax bill you received.

Proof of Insurance. Declaration page from insurance policy for all real properties owned and proof of auto insurance.

Verification of Income:

Paystubs. If you are a payroll employee, provide a copy of paystub, which shows your current income.

Tax Returns. If you are self-employed, provide a copy of the most recent federal tax return you filed.

**\*Notice:** FAILURE TO PRODUCE the foregoing documentation will result in the **RESCHEDULING** of the Meeting of Creditors to a new date and time.