

Checklist of documents to provide to Trustee Valdez prior to § 341 Meeting of Creditors (by uploading to the BKDocs portal).

- ☐ **Proof of Identity and Social Security Number.** Color copies.
- ☐ **Last 2 years of Tax Returns.** For both debtors/non-filing spouse and any closely held company.
- ☐ **Domestic Support Obligation Affidavit and Information.** The name and address for each recipient of the child/spousal support.
- ☐ **Recent Mortgage Statement.** For all properties owned by Debtors and or Debtor's non-filing spouse.
 - If you are paying a homestead as a total debt claim, provide a copy of the note or something that shows the date of maturity.
- ☐ **Tax appraisals.** For all real property owned by Debtors or Debtor's non-filing spouse.
- ☐ **JD Powers.** Vehicle values for all vehicles paid through the plan.
- ☐ **Retirement account loan statement.** Needs to show amount outstanding, monthly repayment, and date of completion.
- ☐ **Bank statements.** For 60 days prior to filing and month of filing.
- ☐ **Pay advices (if not already filed on PACER).** For 60 days prior to filing and month of filing.
- ☐ **Any and all other proof of income.** From all sources, for the six-month period prior to filing. This includes social security award letters, monthly operating reports/profit and loss forms, notarized affidavits from family stating their monthly contribution and their source of income.
- ☐ **Proof of secured/priority debts.** If no claim is filed and/or debt is paid direct.
- ☐ **Divorce Decree.** If divorced within last 2 years.

If you have questions, please contact:

Department Supervisor:	Email:
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