

**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 your scheduled 341 Creditors' Meeting in one of the following manners:

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

By FAX: 903-597-1313

By 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 A BEAUMONT OR LUFKIN DIVISION CASE: Copy of Driver's License or other government photo ID:** The debtors must provide the Trustee a legible copy of their driver's license or other government issued photo identification, enlarged 150%. If the debtors do not have a driver's license or other governmental issued photo identification, the debtors should immediately apply for one (or obtain some other form of acceptable photo identification as set forth herein) so that such would not cause a delay in the prosecution of their bankruptcy case. The debtors will need to bring the original of this identification to the 341 creditor's meeting. **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 A TYLER OR MARSHALL DIVISION CASE: Driver's License or other government photo ID:** The debtors must bring with them to the 341 creditors' meeting their original of their driver's license or other government issued photo identification. If the debtors do not have a driver's license or other governmental issued photo identification, the debtors should immediately apply for one (or obtain some other form of acceptable photo identification as set forth herein) so that such would not cause a delay in the prosecution of their bankruptcy case. **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 A BEAUMONT OR LUFKIN DIVISION CASE: Copy of Social Security Card:** The debtors must provide the Trustee a legible copy of your Social Security Card, enlarged

150%. If the debtors do not have their Social Security Card, the debtors should immediately apply to the Social Security Administration for either a replacement card or a letter verifying their Social Security Number or obtain other acceptable proof of social security number as set forth in this paragraph. The debtors must bring the original of their Card or other verification to the 341 creditor's meeting. **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.**

____ **IF A TYLER OR MARSHALL DIVISION CASE: Social Security Card:** The debtors must bring with them to the 341 creditors' meeting their original of their Social Security Card or other acceptable means of verification. If the debtors do not have their Social Security Card, the debtors should immediately apply to the Social Security Administration for either a replacement card or a letter verifying their Social Security Number or obtain such other acceptable proof of social security number as set forth herein. **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:** The debtors must provide the Trustee **a copy of their last two years of Federal Income Tax Returns or a non-filing affidavit** if they were not required to file a Federal Income Tax Return for one or both of the years in question. 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. Copies of tax transcripts issued by the IRS for the years in question are also acceptable.

____ **Pay Stubs:** The debtors must provide the Trustee a copy of all pay stubs and proof of all other sources of income received in the **60 days prior to the filing of their petition.**

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

____ **Insurance Policies:** The debtors must provide the Trustee a copy of the declaration page of any insurance policies covering property that they own.

____ **Bank Statements:** The debtors must provide the Trustee a copy of bank statements from all accounts showing the balances therein on the day their case was filed.

_____ **Evidence of Value of Real Property:** The debtors must provide the Trustee with proof of the value of all real estate that they 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). 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:** The debtors must provide the Trustee with 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.**