

JAMES WYMAN, TRUSTEE CHAPTER 13 CHECKLIST

Please use this checklist as a cover sheet and provide all information to the trustee AT THE TIME OF THE FILING OF THE CASE. *Please check with your trustee for the preferred and effective method of transmittal.*

Case no.: _____

Debtor(s) Name: _____

Confirmation _____

Attorney: _____

Check all that are applicable

1. Current year tax appraisal(s) are required if the debtor owns any interest in real estate or a mobile home.

Tax appraisals are:

Enclosed _____

N/A _____

2. The last six month's of pay stubs from the debtor's current employment are required or other documents providing proof of the debtor's average monthly income for that period.

Enclosed _____

Can not be obtained (explain below)

REGARDING THE PAY STUBS PROVIDED PLEASE ANSWER THE FOLLOWING:

- a. The first debtor listed in the budget is paid (please select only one below as an aid to the Trustee in interpreting the pay stubs provided):

Once per week _____

Every 2 weeks _____

Twice per month _____

Once per month _____

Commission only _____

Hourly _____

On the following dates: _____

at \$ _____ /hour an average of _____ hours/week

PLEASE SELECT ONLY ONE!

- b. The second debtor listed in the budget (if it is a joint petition) is paid (please select only one below as an aid to the trustee in interpreting the pay stubs provided):

Once per week _____

Every 2 weeks _____

Twice per month _____

Once per month _____

Commission only _____

Hourly _____

On the following dates: _____

at \$ _____ /hour an average of _____ hours/week

PLEASE SELECT ONLY ONE!

NOTE THAT A COPY OF THE DEBTOR'S MOST RECENT PAYSTUB MUST ALSO BE PROVIDED TO THE TRUSTEE AT THE 341 MEETING PER RULE 4002.

3. Enclose a copy of the most recent final tax return signed by the debtor or with proof of electronic filing if applicable, or a transcript of that return. All pages and attachments must be included. **DO NOT SEND ORIGINALS AS THEY MAY BE DESTROYED AND WILL NOT BE RETURNED.** You may redact (mark through) the social security numbers and names of any minor children or spouse, if not a joint debtor. Please check all of the following that are applicable:

Debtor filed all required tax returns _____
Copy of the last tax return filed is enclosed _____
Copy can not be provided (explain below)

4. If the debtor is self-employed, that is, he or she does not receive a paycheck from another entity with taxes withheld from his or her pay, or if the debtor owns an interest in a business please provide the following:

Business questionnaire w/attachments _____
If the business files a tax return that is separate from the debtor's personal return, a copy of that most recent return or transcript is enclosed _____
Business questionnaire/tax return/transcript can not be provided (explain below)

5. If the debtor's budget includes an expense for charitable contributions, provide proof of charitable contributions made by the debtor within six months prior to the filing of the case.

Enclosed _____
N/A _____

6. Provide an itemization of unreimbursed medical and/or any monthly expenses of a nonfiling spouse if such expenses are included in the debtor's list of necessary expenses in the budget filed with the court above the local or national standards.

Enclosed _____
N/A _____

7. Provide copies of statements from each of the debtor's depositories or investment accounts, including checking, savings, and money market accounts, mutual funds and brokerage accounts for the time period that includes the date of filing of the petition.

Enclosed _____
No Accts _____

8. Provide documentation of any variation from the standard allowed expenses due to “special circumstances”, including a written statement of the reason for the additional expense or variance.

Enclosed _____
N/A _____

I certify that in preparation of the debtor’s Bankruptcy Schedules this office has reviewed the information provided to the trustee herewith and that on _____ I provided a copy to the Trustee as follows:

US Mail _____
Hand delivery _____
Electronic Transmission _____