

Office of the Chapter 13 Standing Trustee

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Nancy N. Herkert, Trustee  
P.O. Box 279806  
Miramar, Florida 33027  
(954) 443-4402  
web site: [www.ch13herkert.com](http://www.ch13herkert.com)

Debtor(s):

Case Number:

341 meeting date and time:

Attorney for Debtor(s):

TRUSTEE'S NOTICE OF REQUIRED DOCUMENTS

The following documents are required to assist the Trustee's analysis of the Debtor(s) case. Additional documents may be requested on a case by case basis at the meeting of creditors.

All documents must be mailed to:

Nancy N Herkert, Chapter 13 Trustee, PO Box 279806, Miramar, FL 33027-9806

- 1) At least 7 days prior to the meeting of creditor, the Trustee must RECEIVE each debtor's tax returns or a declaration of no income for the tax period ending prior to the date of the filing of the petition.  
(See 11 USC 521, 1307, 1308 and FRBP 4002 )
- 2) At the meeting of creditors, each Debtor must BRING WITH THEM:
  - a) Original government issued photo identification card. If a permanent resident, the debtor should also bring their permanent residency card ("green card");
  - b) Proof of their social security number through an original document issued by a government agency; and
  - c) Proof of payments made to the Chapter 13 Trustee under the proposed plan.
- 3) Prior to the meeting of creditors the Trustee must RECEIVE:
  - a) a copy of all depository and investment accounts, including bank statements, for which the debtor is a signatory for the ninety days preceeding the filing of the bankruptcy petition, INCLUDING the date of filing.
  - b) Proof and calculation of all deductions listed on the Form 22C other than the national standards and local standards. All other deductions must be supported including lines 13, 19, 26, and lines 30 through 50;

- c) Copies of the last three years tax returns prior to the filing of the peititon;
- d) Valuation and payoff of all real property and a Non-Homestead Information Sheet for each property;
- e) Valuation and payoff of all motor vehicles and a copy of the installment agreement for all auto loan NOT paid through the plan;
- f) Detailed description and itemization of all personal property listed on Schedule B, including age and estimated value.
- g) Any debtor who does not receive a W-2 or pay advice reflecting income must provide:
  - A) A completed, notarized Business Debtor Questionnaire as well as three years of business tax returns and business bank account statements for the three month period immediately prodeeding the filing of the case; or
  - B) if the debtor is a "1099 employee", they may provide detailed, notarized affidavit describing their employment;
- h) If the debtor is obligated to pay or pays any domestic support as defined by the Bankruptcy Code, they must provide the Trustee with the name, address, and telephone number of the recipient of that support.

Failure to timely provide documents will result in the issuance of a Notice of Deficiency for Confirmation and possible dismissal. Documents should be mailed EARLIER than the deadlines. MAIL documents to the Trustee's office.

**DO NOT FAX DOCUMENTS TO THE TRUSTEE'S OFFICE.**

**ALL CHAPTER 13 PLAN PAYMENTS MUST:**

- a) be in certified funds (money order or cashier's check) or attorney trust account check;
- b) be made payable to Nancy N. Herkert, Chapter 13 Trustee;
- c) include the debtor(s) name, case number, and street address; AND
- d) be mailed to the Trustee's lockbox at:
  - NANCY N HERKERT, CHAPTER 13 TRUSTEE
  - PO BOX 2099
  - MEMPHIS, TN 38101-2099

Mailed to Debtor and Debtor's attorney