

**CHAPTER 7 DEBTOR DOCUMENT CHECKLIST**

**DEBTOR(S) NAME(S):** \_\_\_\_\_

**CASE NUMBER:** \_\_\_\_\_ **MEETING OF CREDITORS/341 HEARING DATE:** \_\_\_\_\_

The following documents must be sent to your Chapter 7 trustee. Unless the Chapter 7 trustee requests otherwise, this completed form and the requested documents shall be sent via U.S. Mail, postmarked no later than 14 days before the Meeting of Creditors/341 Hearing Date. For any unavailable document, provide a written explanation regarding your efforts to obtain copies of the document.

If represented by an attorney, all debtors should discuss their responses with their attorneys before sending to the trustee.

**UNLESS INDICATED, PROVIDE COPIES ONLY (DOCUMENTS WILL NOT BE RETURNED)**

N/A Enclosed (please mark a box for each item)

		1.	<b>ORIGINAL</b> completed and signed Chapter 7 Debtor Questionnaire (attached).
		2.	<b>ORIGINAL</b> completed “Domestic Support Form” (attached).
		3.	If your 341(a) meeting of creditors is being conducted telephonically or by video conference, valid photo identification and proof of Social Security Number must be provided to your Trustee in accordance with the United States Trustee’s policy for Region 14.
		4.	Two most recently filed tax returns, both federal and state.
		5.	Tax returns (both federal and state) for the tax year that includes the date of your bankruptcy filing when they have been filed with the appropriate taxing authorities.
		6.	Statements for every <b>FINANCIAL ACCOUNT</b> held in your name, or on your behalf, for the three (3) complete months before the date of your bankruptcy filing, and the statement(s) that cover the date of your bankruptcy filing (four months total). <b>FINANCIAL ACCOUNT</b> includes bank accounts, credit union accounts, prepaid debit card accounts, cash app accounts, money market accounts, brokerage accounts; and any other deposit or investment accounts. If statements are issued only on a quarterly basis, please provide the most recent statement(s) that you received before the date of your bankruptcy filing and the statement that covers the date of your bankruptcy filing.
		7.	Statements for every retirement account held in your name, or on your behalf, for the three (3) complete months before the date of your bankruptcy filing, and the statement(s) that cover the date of your bankruptcy filing (four months total). If statements are issued only on a quarterly or annual basis, please provide the most recent statement(s) that you received before the date of your bankruptcy filing.

		8.	Most recent statement for all whole life insurance policies and annuities that you own.
		9.	Pay stubs or other income verification covering the pay periods before and immediately following the date of your bankruptcy filing.
		10.	Most recent loan statement for any loan secured by real property held in your name or on your behalf.
		11.	If you are making payments on a car loan (including a title loan or registration loan), the most recent statement for the loan.
		12.	<p>Certificates of Title for all vehicles (copies only). If you do not have the Certificates of Title, please provide either (i) a print-out of a motor vehicle record or title status obtained from the Motor Vehicle Department (either in person or online) showing the title issuance date or (ii) a copy of your vehicle registration, showing the full VIN number.</p> <p><i>A Vehicle Title Status can be obtained for <b>FREE</b> at <a href="http://www.azmvdnow.gov">www.azmvdnow.gov</a></i></p>
		13.	If you have been divorced within the past two years, a copy of your divorce decree and/or property settlement agreement.