

## BAPCPA COMPLIANCE CHECKLIST

### Check if received:

#### Identification documents:

- Driver's license/passport
- Social Security card/proof of SS no. (original document only)
  - *Note: The §341 First Meeting of Creditors will not be held, but will be reset if Debtor does not bring these to the §341 Meeting.*

#### Proof that debtor has attended pre-petition credit counseling session:

- Credit counseling certification
- Debt repayment plan, if developed

#### Disclosure of income and expenses:

- Means Testing Form
- Copy of pay stubs/pay advices for past 60 days, or affidavit for self-employed debtors
- Proof of income from other sources
- Schedules
- Statement of Financial Affairs
- Information re: increase/decrease pay/income anticipated in next year (located at bottom of Schedule I)

#### DSO Information:

- Domestic Support Obligation disclosure statement

#### Tax return documents:

- Tax return for most recent tax year
- Proof that debtors have filed tax returns for past four (4) years, via certification at confirmation. (*Note: Please do not send the Trustee the four years of tax returns.*)

#### Bankruptcy documents:

- Plan of Reorganization
  - *Note: Please use correct Plan form.*