



DOCUMENT REQUEST FOR CHAPTER 7 DEBTORS

No later than seven days prior to First Meeting of Creditors, the Trustee must receive via upload to Blue Stylist (see note below for debtors with no attorney) the following:

1. Financial Institution Records

- a. Each debtor must provide copies of statements for each account where they are signatures.
- b. Initially, the Trustee **needs the month of filing plus the two (2) months prior to filing.**
- c. It is important to make certain that the copies provided show the day of filing. If this is not possible, a ***"Debtor Bank Account Verification Fax"*** **must be submitted**. See the library on web page for this form.

2. Tax Returns

- a. Each debtor is to provide a copy of the last filed federal tax return to the Trustee.
- b. If the debtor does not file yearly tax returns they must upload a ***"Declaration of Federal Tax Waiver Form"***. See the library on web page for this form.

3. Vehicles

- a. Your petition and schedules must contain:
 - i. Full VIN of each vehicle
 - ii. Actual mileage of each vehicles
 - iii. The "payoff" of the vehicle(s) with **proof from lien holder**.
- b. If information is not on petition and schedules, it must be supplied separately.

IMPORTANT NOTES

- These documents must be received no later than seven (7) days prior to First Meeting of Creditors.
- If the debtor does not have an attorney, the documents can be emailed to the Trustee office at **laura@trusteeservices.biz**.
- Use the form on the web page to communicate with Trustee office
- Failure to comply with requests will request a delay in the administration of your case and an appropriate filing by the Trustee before the Court.