

Case Number _____ Debtor _____
Co-Debtor _____
Attorney _____

CHAPTER 13 TRUSTEE

BANKRUPTCY QUESTIONNAIRE & DOCUMENT REQUEST

(TO BE COMPLETED BY EACH DEBTOR AND PROVIDED TO THE TRUSTEE ALONG WITH REQUIRED DOCUMENTS ON OR BEFORE SEVEN DAYS PRIOR TO THE MEETING OF CREDITORS)

PART I – INTRODUCTION AND INSTRUCTIONS

REQUIREMENTS OF THE BANKRUPTCY LAW: THE BANKRUPTCY LAW HAS PLACED NUMEROUS REQUIREMENTS ON THE DEBTORS, THEIR ATTORNEY, AND THE BANKRUPTCY TRUSTEE. TO MEET THESE REQUIREMENTS, YOU MUST COMPLETE AND RETURN THIS BANKRUPTCY QUESTIONNAIRE TO YOUR TRUSTEE ON OR **BEFORE SEVEN (7) DAYS** PRIOR TO THE FIRST MEETING OF CREDITORS. YOU MUST ALSO ATTEND THE MEETING OF CREDITORS. FAILURE TO COMPLETE AND RETURN THIS QUESTIONNAIRE AND/OR ATTEND THE MEETING OF CREDITORS MAY RESULT IN THE DISMISSAL OF YOUR CASE.

THE NAME AND ADDRESS OF THE TRUSTEE IS SHOWN ON THE “NOTICE OF CHAPTER 13 BANKRUPTCY CASE, MEETING OF CREDITORS, & DEADLINES” THAT YOU RECEIVED FROM THE COURT.

YOU HAVE A DUTY TO COOPERATE WITH TRUSTEE: AS PART OF YOUR BANKRUPTCY, THE TRUSTEE MUST EXAMINE AND INVESTIGATE YOUR FINANCIAL AFFAIRS AND RELATED INFORMATION. UNDER THE LAW, IT IS YOUR DUTY TO FULLY COOPERATE WITH AND ASSIST THE TRUSTEE IN THIS INVESTIGATION. THESE ARE STANDARD QUESTIONS AND DOCUMENTS THAT EACH DEBTOR MUST ANSWER AND PROVIDE TO THE TRUSTEE. YOU MAY RECEIVE FURTHER REQUESTS FOR ADDITIONAL DOCUMENTS FROM THE TRUSTEE. THE TRUSTEE MAY CONDUCT FURTHER INVESTIGATION AS NEEDED. YOU ARE OBLIGATED TO PROVIDE THIS ADDITIONAL INFORMATION AND DOCUMENTS AS WELL.

YOUR ANSWERS MUST BE TRUE, COMPLETE AND ACCURATE: IT IS IMPORTANT THAT ALL YOUR ANSWERS TO THE QUESTIONS ARE TRUE, COMPLETE AND ACCURATE. IF YOU HAVE MADE ANY MISTAKES IN YOUR BANKRUPTCY DOCUMENTS, IT IS ABSOLUTELY ESSENTIAL THAT YOU INFORM YOUR TRUSTEE BY CORRECTING THOSE MISTAKES NOW. FAILURE TO DO SO MAY RESULT IN SEVERE CONSEQUENCES. ***IT IS A FEDERAL CRIME TO INTENTIONALLY GIVE FALSE OR MISLEADING INFORMATION AND TESTIMONY TO THE BANKRUPTCY TRUSTEE.***

IF YOU HAVE ANY QUESTIONS OR REQUIRE FURTHER INFORMATION, YOU SHOULD CONSULT WITH YOUR ATTORNEY OR OTHER LEGAL SOURCES, AS THE TRUSTEE CANNOT PROVIDE YOU LEGAL ADVICE.

PART II – STATEMENT OF BASIC FACTS

DEBTOR

MY NAME IS _____

MY PHYSICAL ADDRESS IS: _____

MY PHONE NUMBERS ARE (HM) _____
(WK) _____
(CELL) _____

EMAIL _____

MARITAL STATUS: SINGLE/MARRIED/DIVORCED/WIDOWED
(CIRCLE ONE)

LAST YEAR'S TAX RETURN: FILED / UNFILED (CIRCLE ONE)

NO. OF DEPENDENTS CLAIMED ON LAST TAX RETURN: _____

HOW MANY DEPENDENTS LIVE WITH YOU NOW? _____

THE NUMBER OF PEOPLE LIVING AT YOUR ADDRESS: _____

CO-DEBTOR

MY NAME IS _____

MY PHYSICAL ADDRESS IS: _____

MY PHONE NUMBERS ARE (HM) _____
(WK) _____
(CELL) _____

EMAIL _____

MARITAL STATUS: SINGLE/MARRIED/DIVORCED/WIDOWED
(CIRCLE ONE)

NO. OF DEPENDENTS CLAIMED ON LAST TAX RETURN: _____

FILING STATUS OF TAX RETURN _____

HOW MANY DEPENDENTS LIVE WITH YOU NOW? _____

THE NUMBER OF PEOPLE LIVING AT YOUR ADDRESS: _____

PART III -STANDARD QUESTIONS

(THIS SECTION MUST BE ANSWERED BY BOTH THE DEBTOR AND THE CO-DEBTOR, WHERE APPLICABLE. IF AN ANSWER TO A QUESTION REQUIRES FURTHER EXPLANATION, ATTACH A SEPARATE SHEET OF PAPER AND SUPPORTING DOCUMENTATION)

- | | <u>DEBTOR</u> | <u>CODEBTOR</u> |
|--|----------------|-----------------|
| 1. DID YOU PERSONALLY REVIEW AND THEN SIGN THE PETITION, SCHEDULES AND OTHER DOCUMENTS FILED WITH THE COURT? | ___ YES ___ NO | ___ YES ___ NO |
| 2. IS THE INFORMATION CONTAINED IN ALL THESE DOCUMENTS TRUE, COMPLETE AND ACCURATE ? | ___ YES ___ NO | ___ YES ___ NO |
| 3.* HAVE YOU LISTED EVERYTHING YOU OWN IN THESE SCHEDULES? | ___ YES ___ NO | ___ YES ___ NO |
| 4. HAVE YOU LIVED IN NEVADA CONTINUOUSLY FOR THE LAST TWO YEARS? IF NOT, PLEASE LIST ALL YOUR ADDRESSES AND DATES OF RESIDENCY DURING THE LAST THREE YEARS ON A SEPARATE SHEET OF PAPER AND ATTACH TO THIS QUESTIONNAIRE . | ___ YES ___ NO | ___ YES ___ NO |
| 5. DO YOU HAVE ANY OWNERSHIP INTEREST (PRESENT, FUTURE, CONTINGENT OR DISPUTED) IN ANY REAL PROPERTY, PERSONAL PROPERTY OR LIFE INSURANCE POLICIES THAT ARE NOT LISTED IN THESE DOCUMENTS ? | ___ YES ___ NO | ___ YES ___ NO |
| 6. HAVE YOU EVER FILED BANKRUPTCY BEFORE? | ___ YES ___ NO | ___ YES ___ NO |
| 7.* HAVE YOU TRANSFERRED, SOLD OR GIVEN AWAY ANYTHING TO ANYONE DURING THE LAST ONE YEAR? | ___ YES ___ NO | ___ YES ___ NO |
| 8. HAVE YOU OWNED, SOLD OR TRANSFERRED ANY REAL ESTATE PROPERTY DURING THE LAST FOUR (4) YEARS? | ___ YES ___ NO | ___ YES ___ NO |
| 9.* DOES ANYONE OWE YOU ANY MONEY FOR ANY REASON? | ___ YES ___ NO | ___ YES ___ NO |
| 10. DO YOU HAVE ANY CLAIMS AGAINST ANYONE THAT ARE NOT LISTED IN YOUR PETITION AND THE SCHEDULES? | ___ YES ___ NO | ___ YES ___ NO |

- 11.* HAVE YOU FILED OR HAVE A REASON TO FILE ANY LAWSUIT AGAINST ANY ONE FOR ANY REASON? ___ YES ___ NO ___ YES ___ NO
- 12.* ARE YOU A **BENEFICIARY OF ANY WILL, TRUST OR ESTATE**? ___ YES ___ NO ___ YES ___ NO
13. ARE YOU NOW ENTITLED TO ANY **LIFE INSURANCE PROCEEDS** OR AN **INHERITANCE AS A RESULT OF SOMEONE'S DEATH**? ___ YES ___ NO ___ YES ___ NO
14. HAS THERE BEEN A **CHANGE IN YOUR FINANCIAL SITUATION** SINCE THE FILING OF THE BANKRUPTCY? ___ YES ___ NO ___ YES ___ NO
- 15.* DID YOU MAKE **ANY PAYMENTS TOTALING OVER \$600**, TO ANY UNSECURED CREDITOR, DURING THE LAST 90 DAYS PRIOR TO FILING BANKRUPTCY? ___ YES ___ NO ___ YES ___ NO
16. DID YOU **REARRANGE YOUR FINANCIAL AFFAIRS** IN ANY WAY **IN PREPARATION FOR FILING THIS BANKRUPTCY**? ___ YES ___ NO ___ YES ___ NO
17. HAVE YOU **TRANSFERRED ANY CREDIT CARD BALANCES** FROM ONE TO ANOTHER DURING THE LAST SIX MONTHS? ___ YES ___ NO ___ YES ___ NO
18. IS ANYONE **HOLDING OR STORING ANYTHING** ON YOUR BEHALF? ___ YES ___ NO ___ YES ___ NO
19. DO YOU HAVE ANY **SAFE-DEPOSIT BOX OR A SELF-STORAGE UNIT**? (IF YES, PLEASE PROVIDE ITS LOCATION AND LIST OF ITS CONTENTS) ___ YES ___ NO ___ YES ___ NO
20. HAVE YOU **REPAID ANY LOANS** TO ANY FRIENDS AND/OR RELATIVES DURING THE PAST YEAR? ___ YES ___ NO ___ YES ___ NO
21. HAVE YOU **EVER** BEEN CONVICTED OF A FELONY? ___ YES ___ NO ___ YES ___ NO
22. IF YOU OWN YOUR HOME OR ARE IN THE PROCESS OF PURCHASING IT, WHEN DID YOU PURCHASE IT OR CLOSE ON THE PURCHASE? _____
23. WHAT WAS THE PURCHASE PRICE? \$ _____

PART IV – DOCUMENTS TO BE SUBMITTED WITH THIS QUESTIONNAIRE

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE TRUSTEE ALONG WITH THIS QUESTIONNAIRE UNLESS PREVIOUSLY FILED WITH THE COURT WITH YOUR BANKRUPTCY PAPERS:

1. **COPY OF TAX RETURN** FOR THE THREE YEARS ENDING IMMEDIATELY PRECEDING THE BANKRUPTCY FILING. MUST BE DELIVERED TO THE TRUSTEE'S OFFICE AT LEAST SEVEN (7) DAYS PRIOR TO THE MEETING OF CREDITORS. FOR BANKRUPTCIES FILED BETWEEN JANUARY 1ST AND APRIL 15TH WHERE PREPARATION OF THE PRECEDING YEAR'S TAX RETURN IS STILL PENDING ON THE DATE OF THE MEETING OF CREDITORS, THE RETURN MUST BE DELIVERED TO THE TRUSTEE'S OFFICE WITHIN 10 DAYS AFTER THE RETURN IS PREPARED, BUT NO LATER THAN APRIL 15TH. THE COPY MUST BE DELIVERED IN PERSON, BY MAIL, THROUGH THE ATTORNEY'S OFFICE OR BY FAX TO (702)386-1794.
2. **STATEMENTS ON ALL FINANCIAL ACCOUNTS**, I.E. CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS, IRA'S, ROTH IRA'S, EDUCATIONAL IRA'S, PENSIONS, BROKERAGE ACCOUNTS, MUTUAL FUNDS, LIFE INSURANCE, ETC., THAT YOU OWN OR THAT YOU CO-SIGN ON WITH ANYONE ELSE, COVERING THE DATE THE PETITION WAS FILED. BRING THIS INFORMATION TO THE MEETING OF CREDITORS.
3. **EVIDENCE OF CURRENT INCOME** (THE FOUR RECENT PAY STUB'). PROVIDE TO YOUR ATTORNEY AND THE TRUSTEE PRIOR TO THE MEETING OF CREDITORS.
4. **EVIDENCE OF CURRENT MONTHLY INCOME** (CMI) AS STATED ON FORM B22C – ("MEANS TEST") DESCRIBED AS "AVERAGE MONTHLY INCOME FOR THE SIX CALENDAR MONTHS PRIOR TO FILING THE BANKRUPTCY CASE, ENDING ON THE LAST DAY OF THE MONTH BEFORE THE FILING" AND HOW CMI WAS CALCULATED.

Chapter 13 Trustee – 6/06

5. **PICTURE I.D. ESTABLISHING IDENTITY**, SUCH A DRIVER'S LICENSE OR PASSPORT, WORK CARD, HEARLTH CARD, OR MILITARY I.D. BRING TO THE MEETING OF CREDITORS.

Chapter 13 Trustee

6. **SOCIAL SECURITY VERIFICATION** IN THE FORM OF A DOCUMENT ESTABLISHING THE SOCIAL SECURITY NUMBER SUCH AS A SOCIAL SECURITY CARD, W-2, MEDICARE CARD, OR MILITARY I.D. BRING TO THE MEETING OF CREDITORS.

7. **COPY OF THE CREDIT COUNSELING CERTIFICATE** REQUIRED PRIOR TO FILING THE BANKRUPTCY. IF THE CERTIFICATE WAS NOT FILED WITH THE PETITION, BRING A COPY TO THE MEETING OF CREDITORS.

8. **COPY OF THE FINANCIAL MANAGEMENT CERTIFICATE** REQUIRED TO OBTAIN THE DISCHARGE. MAIL THE TRUSTEE WHEN COMPLETED.

9.* **OBLIGATION FOR CHILD SUPPORT/ALIMONY:** IF YOU HAVE ANY OBLIGATION FOR CHILD SUPPORT AND/OR ALIMONY PAYMENTS PLEASE PROVIDE (A) THE NAME, THE LAST-KNOWN ADDRESS AND TELEPHONE NUMBER OF THE ADULT RECEIVING OR SUPPOSED TO BE RECEIVING SUCH PAYMENTS, AND (B) DOCUMENTATION TO SUPPORT THESE OBLIGATION SUCH AS MARITAL SETTLEMENT AGREEMENT, SEPARATION OR DIVORCE AGREEMENT OR A COURT ORDER. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION OR THE DOCUMENTS PLEASE ATTACH A WRITTEN EXPLANATION. IF YOU HAVE SUCH AN OBLIGATION TO MORE THAN ONE PARTY, PLEASE ATTACH A SEPARATE SHEET OF PAPER SHOWING THE FOLLOWING INFORMATION FOR ADDITIONAL PARTIES.

*NAME: _____

*TELEPHONE NO. _____

*ADDRESS: _____

*CITY, STATE ZIP: _____

*NAME: _____

*TELEPHONE NO. _____

*ADDRESS: _____

*CITY, STATE ZIP: _____

10. **SELF EMPLOYMENT INCOME:** IF YOU EARN ANY INCOME FROM SELF EMPLOYMENT, PLEASE PROVIDE THE FOLLOWING:

(a) PROFIT AND LOSS STATEMENT INDICATING YOUR INCOME AND/OR LOSS FOR THE SIXTY DAYS PRIOR TO FILING OF THE BANKRUPTCY PETITION DULY CERTIFIED BY YOU OR AN OFFICER REPRESENTING THE BUSINESS.

(b) A COPY OF THE BENEFIT PLAN DOCUMENTS, IF ANY, IF YOU HAVE EMPLOYEES.

11. LIST OF DOCUMENTS BEING SUBMITTED WITH THIS QUESTIONNAIRE:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

PART V – DECLARATION UNDER PENALTY OF PERJURY

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE PERSONALLY READ THIS QUESTIONNAIRE AND TRUTHFULLY ANSWERED ALL THE QUESTIONS. I FURTHER DECLARE THAT THE INFORMATION AND DOCUMENTS PROVIDED WITH THIS QUESTIONNAIRE ARE ALSO TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE _____

DEBTOR _____

DATE _____

CO-DEBTOR _____