

United States Bankruptcy Court
Western District of Washington

Chapter 13 Debtor(s) Requirement to Send Documents to the Trustee

IMPORTANT INFORMATION - Please Read

In addition to the documents you are required to file with the court, there is additional documentation that you are required to send to the trustee assigned to your case.

Chapter 13 debtors are required, pursuant to Interim Local Bankruptcy Rule 3015-1(e), to complete a Trustee Information Sheet and send it to the Chapter 13 Trustee **at the time of filing of the petition**. The trustee will send a payroll directive to the employer, if appropriate, listed on the sheet. A copy of the Trustee Information Sheet is attached to this notice. The trustee's name and address is on the Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors and Deadlines. One of the following trustees is assigned to your case depending on where you live or whether you filed your case in Seattle or Tacoma:

K. Michael Fitzgerald
Chapter 13 Trustee
600 University St., Suite 2200
Seattle, WA 98101-4100
(206) 624-5124

David Howe
Chapter 13 Trustee
1551 Broadway, Suite 600
Tacoma, WA 98402
(253) 572-6680

Karla Forsythe
Chapter 13 Trustee
PO Box 9804
Vancouver, WA 98666-8804
(360) 993-4400

In accordance with 11 U.S.C. § 521, Interim Fed.R.Bankr.P. 4002, and Interim Local Rule W.D. Wash. Bankr. 4002-1, chapter 13 debtors are required to provide **COPIES** of the following documents (or a written statement that the documentation does not exist or is not in your possession) to the trustee **prior to the first date set for the § 341 meeting of creditors**.

1. Your **Federal income tax return** (or transcript) for the most recent tax year ending immediately before filing your bankruptcy petition and for which a Federal income tax was filed.
2. **Statements** for each of your checking, savings and investment accounts, including money market accounts, mutual funds and brokerage accounts for the time period that includes the date of the filing of the petition.
3. All of your **payment advices** or other evidence of payment (i.e., pay stubs and/or earnings statements) that you received within 60 days before filing your bankruptcy petition.
4. An **original signed declaration** attached to the front of the documents listed above. A declaration is attached to this notice that contains the required language. If you have a joint case, both debtors must sign the declaration.

DEADLINES

If you fail to provide the Federal income tax return and statements to the trustee AT LEAST 7 calendar days before your § 341 meeting of creditors, your case may be DISMISSED.

Pay advices must be sent to the trustee NO LATER THAN 15 days after the petition is filed, or your case may be DISMISSED.

The trustee may request that you provide additional documents depending upon your case. In addition to the duties described in this notice, you may also have other duties to perform that are not listed here.

If any of the documents listed in this notice are filed with the court, the court will not forward them to the trustee. It is the debtor's responsibility to send these documents directly to the trustee. For further information, please refer to the Self Help Filing Information located on the bankruptcy court's web site at www.wawb.uscourts.gov.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON

In re

Bankruptcy Case No.

Debtor(s)

Declaration Re: Debtor's Required Documents for Trustee

I/we declare under penalty of perjury that the attached documents are true copies of the originals.

Please check the documents from the following list that are attached to this declaration.

- Federal Income Tax Return
- Payment Advices (i.e., Pay Stubs and/or Earning Statements)
- Checking, Savings or Investment Account Statement(s)
- Other (please explain) _____

Debtor's Printed Name

Debtor's Signature

Date

Joint Debtor's Printed Name
(If any)

Joint Debtor's Signature
(If any)

Date

CHAPTER 13 TRUSTEE INFORMATION SHEET

Debtors are required to complete and file this information sheet with the Chapter 13 Trustee **at the time a Chapter 13 case is filed.** The trustee will send a payroll directive, if appropriate, to the employer at the address listed on this sheet. Failure to list the proper payroll address may result in payment delinquency and a motion to dismiss by the trustee. If the plan provides for preconfirmation adequate protection payments or payments on a current obligation such as a mortgage, it is imperative for debtors to make the first plan payment to the trustee immediately rather than waiting for a payroll deduction to take effect, so that the trustee can disburse funds as soon as is practicable after the claim is filed. Payments must be made by cashier's check or money order with the case number listed, sent to the trustee's regular payment address.

Case # _____

DEBTOR 1

DEBTOR 2

NAME: _____

NAME: _____

Address is the same as Debtor 1

HOME ADDRESS:

HOME ADDRESS:

MAILING ADDRESS:

MAILING ADDRESS:

E-MAIL: _____

E-MAIL : _____

HOME PHONE: _____

HOME PHONE: _____

Employer addresses and phone numbers.

Issue Wage Deduction on Debtor 1 or 2 (please check)

DEBTOR 1 []

DEBTOR 2 []

EMPLOYER NAME: _____

EMPLOYER NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

FAX: _____

FAX: _____

PAID: WEEKLY [] BIWEEKLY []

PAID: WEEKLY [] BIWEEKLY []

MONTHLY [] SEMI-MONTHLY []

MONTHLY [] SEMI-MONTHLY []

OTHER _____

OTHER _____

DEBTOR 1: OTHER SOURCE OF INCOME: _____

DEBTOR 2: OTHER SOURCE OF INCOME: _____

Tax returns:

Before a plan can be confirmed, debtors must file with the appropriate tax authorities all applicable Federal, State and local tax returns for all taxable periods ending during the 4-year period ending on the date of the filing of the petition. Check the blanks below to indicate returns that have been filed; if a return has not been filed, do not check the blank. Write "NR" if you were not required to file. Write "EXT" if you have applied for an extension.

	<u>Federal</u>	<u>State</u>	<u>Local</u>
Most recent year	_____	_____	_____
2 nd year past	_____	_____	_____
3 rd year past	_____	_____	_____
4 th year past	_____	_____	_____

If operating as a business, please attach an additional sheet listing the status of each required business return for the past 4 tax years.

Domestic Support Obligations:

The trustee must have this information to send required notice to all holders of domestic support obligation claims pursuant to 11 USC §1302 (d)(1). If there are multiple claim holders, attach an additional sheet listing the name of the claim holder, and the claim holder's address and telephone number.

Debtor(s) have a domestic support obligation (please check below):

DEBTOR 1

DEBTOR 2

YES _____ NO _____

YES _____ NO _____

Name of claim holder: _____

Address: _____

Telephone: _____

Name of claim holder: _____

Address: _____

Telephone: _____

Debtor(s) certify that the information listed above, including tax return status, is accurate.

Debtor 1: _____

Debtor 2: _____

Date: _____

Date: _____