

## **Production of Documents to Kelly M. Hagan, Chapter 7 Trustee**

**Production of Documents Regarding Income.** Please submit the following documents for each case:

1. *Payment advices for 60 days IMMEDIATELY prior to filing date pursuant to 11 U.S.C. § 521(a)(1)(B)(iv).* Each payment advice is required. The relevant time period is 60 calendar days, not two months. For example, if a case was filed on April 15, 2007, we would need payment advices for the period February 14 - April 15. If the debtor received unemployment, please advise as to when he/she started receiving unemployment income and provide unemployment stubs for the applicable period. If the debtor receives social security disability income, workers compensation income, or some other form of disability income, please advise as to when they started receiving it and provide benefit letter or bank statements showing deposits. You must provide payment advices from all jobs.
2. *Proof of income for debtor(s) for six FULL calendar months prior to filing case.* The relevant time period is 6 full calendar months, beginning the month before the month of filing. For example, if the case was filed on April 15, you must provide proof of income for October 1 - March 31. It is not necessary to provide every stub during the 6 month period, provided the debtor's payment advices list year-to-date information. For example, you may provide the first stub received in October which shows year-to-date income and the last stub received in March showing ytd income. When the MTF period straddles two calendar years, such as a February 15 filing (with a MTF period of August 31-January 31), you must also provide a stub showing year-end information for December 31.

You must provide proof of income for all income used to prepare the MTF. If the debtor had more than one job during the MTF, then proof of income from all jobs must be provided.

**If debtor selects box c. or d. under Part II of the Means Test Form, debtor must also provide six months of means test income support for non-filing spouse.**

**Production of Tax Returns.** Pursuant to 11 U.S.C. § 521(e)(2)(A)(i), a debtor must provide the last filed federal tax return to the trustee., even if the debtor last filed 10 years ago. Please also include all supporting W2s, 1099s, tax forms and schedules.

**Production of Documents Regarding Income in Converted Cases.** The following documents are required in conversion cases.

1. Amended Schedules I and/or J which reflect the change in circumstances which presumably led to the conversion should be filed where appropriate.
2. Provide three paystubs for each debtor supporting the amended Schedule I, if filed.
3. A Chapter 7 Means Test Form, if the Chapter 13 case was filed after October 17, 2005 and the case meets the requirements for this form set forth in the Bankruptcy Abuse Prevention and Consumer Protection Act (BAPCPA), must be filed. **Please note this form must be filed even if a Chapter 13 Means Test Form was previously filed.**
4. Income information which supports Chapter 7 Means Test Form must be provided. Note that the six months of income in support of the means test period is for the six FULL months prior to the ORIGINAL petition date, NOT the conversion date.
5. Payment advices must be provided for the 60 day period immediately prior to ORIGINAL filing date, not conversion date.