

# Barry E. Mukamal, Trustee

PO Box 14183  
Fort Lauderdale, FL 33302  
(786) 517-5760

## **IMPORTANT NOTICE**

(Revised as of April 2020)

Trustee Mukamal requires the following documentation to be produced by the debtor(s) **seven (7) days** prior to the § 341 Meeting of Creditors:

1. **Income Tax Returns** – Copy of last three (3) years including all attachments (i.e. W-2's, 1099's) and schedules; personal and business.
2. **Bank Statements** – Copies of all account statements for all depository and investment accounts for the six (6) months preceding the date of filing, including copies of all cancelled checks in excess of \$600; personal and business.
3. **Automobiles & Vehicles** - Complete description including make, model, purchase, mileage, copy of title(s), payoff letter(s), if applicable, and proof of insurance for all vehicles listed on bankruptcy schedules.
4. **Real Property** – If you have purchased, sold, transferred, refinanced or secured a second mortgage or equity line on any property in the two (2) years immediately preceding the filing of the bankruptcy, provide a copy of the closing statement.
5. **Credit Report** – If the debtor has a non-filing spouse, provide a copy of the debtor's credit report.
6. **Identification** – Provide a color copy of the Driver's License and Social Security card.
7. **Attorney Declaration** – Executed Attorney Declaration Regarding Confirmation of Debtor Identity and Social Security Number.

### **PLEASE NOTE:**

- Any debtor who fails to produce the items requested will have their § 341 Meeting rescheduled to another date and time or possibly dismissed pursuant to 11 U.S.C § 521.
- The original Driver's License, Social Security Card, and most recent paystub must be produced at the § 341 Meeting.
- The preferred method of production of the documents is via DocLink <https://documentportal.stretto.com/> (notify the office for registration information).