

Barry E. Mukamal, Trustee

P.O. Box 14183

Fort Lauderdale, FL 33302

Email: bemtrustee@kapilamukamal.com

(786) 517-5760

IMPORTANT NOTICE

(Revised as of June 2020)

Trustee Mukamal requires the following documentation to be produced within **seven (7) days**:

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, mileage, copy of title(s), payoff letter(s), if applicable, and proof of insurance for all vehicles listed on Schedule A/B.
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. **Pro Se Debtor Questionnaire** – Please fill out, sign and return the attached questionnaire.

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.**
- **Documents may be submitted via email or via regular mail.**
 - **If submitting documents via email, please send documents to bemtrustee@kapilamukamal.com and include your case number in the subject line.**
 - **If submitting documents via US mail, please send to Barry E. Mukamal, Trustee at P.O. Box 14183, Fort Lauderdale, FL 33302 and include a cover sheet with your name and case number.**