

DOCUMENT REQUIREMENTS FOR DEBTORS

The following documents must be provided to the Trustee no later than **seven (7)** calendar days prior to your scheduled 341 Meeting of Creditors.

You may electronically submit documents by using the Trustee's website www.ch13md.com. Click "Upload Documents" and follow the electronic submission instructions. You may also mail them to the Annapolis office. ****Please do not fax or e-mail your documents.****

- The enclosed Domestic Support Obligation Certification
- **Copies of documents** proving all current sources of income for the most recent 60 days immediately preceding the filing of your case for all wage earners in the household. This includes the following:
 - a. Pay stubs showing gross wages, salary, tips, bonuses, overtime, and commissions (For District of Columbia filers only: these documents should be filed with the Court),
 - b. Net income from the operation of business, profession or farm.
 - c. Net rent and other real property income
 - d. Interest dividends and royalties
 - e. Pension and retirement income
 - f. Child or spousal support
 - g. Unemployment compensation
 - h. Any other income sources
- Last two (2) years State and Federal tax returns including all schedules, exhibits & copies of W-2s
- If self-employed or operating a business in addition to regular employment, last two (2) years State and Federal corporate tax returns, as applicable, and three (3) months bank statements for all accounts
- Payoff figures or statements on all secured debt payments and retirement plan loan repayments included in the debtor(s) budget, such as vehicle loans, furniture payments, computer or other electronics payments, etc.
- A statement of anticipated increases of income or expenditures over the next twelve (12) months with supporting documentation
- Copies of any divorce settlements, separation agreements and child support orders, and any court-ordered amendments
- Proof of ownership and a market analysis or appraisal for all real property in which the debtor has an interest
- Documentation of any pending personal injury claims or potential inheritance