

Document Requirements

The following documents must be provided to the Trustee no later than seven (7) days prior to your scheduled 341 Meeting of Creditors. **Failure to timely provide these documents may cause delay of your 341 Meeting of Creditors and/or dismissal of your case.**

These documents should be submitted to your attorney's office. If you do not have an attorney, you are strongly encouraged to electronically submit documents by using the Trustee's website www.ch13md.com. Click "[Upload Documents](#)" and follow the electronic submission instructions. If necessary, you may also mail them to the Trustee's office in Annapolis.

****Do not fax or e-mail your documents****

- **Signed Domestic Support Obligation Certification** – found on the Trustee's website at www.ch13md.com – Office Forms. You must sign this form, even if you do not have a Domestic Support Obligation.
- **Income Documents** for the most recent 60 days immediately preceding the filing of your case for all wage earners in the household. This may include the following:
 - a. Pay stubs showing gross wages, salary, tips, bonuses, overtime, and commissions
 - b. Proof of rent or other real property income, including leases
 - c. Pension and retirement income
 - d. Child or spousal support
 - e. Unemployment compensation
 - f. Monthly Operating Reports for self-employment income (samples can be found on the Trustee's website at www.ch13md.com – Office Forms)
- **State and Federal Tax Returns** for the two (2) years prior to filing (if applicable, include copies of Schedule C: Profit or Loss from Business and/or Schedule E: Supplement Income and Loss)
- **Bank Statements** for all personal bank accounts for the most recent three (3) months, including the date of filing
- **Additional Documents**, if applicable:
 - a. Payoff figures or statements on all secured debt payments (such as vehicle payments, furniture payments, etc.) and retirement plan loan repayments
 - b. Proof of ownership and a market analysis or appraisal for any real property
- **Business Owners** - If you operate a business, submit the following additional documents:
 - a. State and Federal business tax returns for the two (2) years prior to filing.
 - b. Bank Statements for all business bank accounts for the most recent three (3) months
 - c. Business Balance Sheet
 - d. Completed Business Examination Questionnaire and any related documents – found on the Trustee's website at www.ch13md.com – Office Forms.
- **Debtors Without Attorneys** – if you do not have an attorney, submit the following additional documents:
 - a. Declaration of Debtor Confirming Identity and Social Security Number
 - b. Questionnaire for Debtors Without an Attorney