

**ROBERT E. EGGMANN**  
**CHAPTER 7 TRUSTEE IN BANKRUPTCY**  
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I enclose herewith a letter and questionnaire that I ask that you provide to your client. Please keep in mind that I must have the information required by the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 and my questionnaire at least seven days prior to the 341 Meeting. If I do not have such information, it may be necessary to continue the 341 Meeting.

In addition, if your client has listed a Domestic Support Obligation, I must have the last known address for the party that is owed the Domestic Support Obligation at or before the 341 Meeting. I will be unable to conclude the 341 Meeting without such address.

Sincerely,

*/s/ Robert E. Eggmann*

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ROBERT E. EGGMANN  
Chapter 7 Trustee in Bankruptcy

## CREDITORS MEETING CHECKLIST

Use this sheet as a checklist for those items that are necessary for me to review at the first creditors meeting to determine if your case is an asset or no asset case. Please send the following items to me via Doc Link, e-mail or regular mail to my post office box one week before the first meeting of creditors to avoid a continuation.

1. Copies of your pay stubs for the six (6) months prior to the filing of your bankruptcy.
2. Copies of your 2011 and 2012 tax returns.
3. A copy of your bank statement that covers the date you filed bankruptcy.
4. If you have any judgments in your favor, or are in the midst of legal proceedings seeking damages for yourself, send copies of pleadings and correspondence. Please provide the name, address and telephone number for the attorney handling the case.
5. If you own your home, send the latest tax statement with the assessed and current real market values of the property.
6. If you have listed your home for sale within the last year, send a copy of the listing agreement. Do not continue to list for sale or sell any real property unless first abandoned by me.
7. If you own your vehicle(s), send a copy of the title for each.
8. If someone close to you has passed away and you may be an heir, be prepared to discuss the matter. Entitlements or other property rights resulting from someone's death within 180 days after bankruptcy are estate assets and must be reported to me.
9. If you have been garnished within 90 days prior to filing bankruptcy, please inform me of the total amount which has been seized.
10. Have you transferred any credit card account balances in the last six months? If so, please provide the date, the amount and which account was paid.

If any tax refunds or other checks (other than payroll) exceeding \$400.00 in total amount were due to you as of your filing date, you are **NOT AUTHORIZED TO CASH OR DEPOSIT SUCH CHECKS WITHOUT MY PRIOR WRITTEN APPROVAL**. Be prepared to deliver such checks to me without negotiation or endorsement. Likewise, you are not authorized to sell your property without my prior knowledge and permission.

**DEBTOR QUESTIONNAIRE FOR 341(a) FIRST MEETING**

You must complete the following questionnaire before you testify. Circle or fill in the correct response.

My/Our true name(s) is/are: \_\_\_\_\_

I have/have not lived continuously in Illinois for the last 12 months.

Net wage due me as of the following date (date of filing): \$\_\_\_\_\_

I held cash and coins in the amount of: \_\_\_\_\_

My actual bank accounts and balances are as follows:

Bank \_\_\_\_\_ Account # \_\_\_\_\_ Balance \_\_\_\_\_

Bank \_\_\_\_\_ Account # \_\_\_\_\_ Balance \_\_\_\_\_

I have a refundable/non-refundable rental deposit of \_\_\_\_\_

Other:

I have/have not borrowed from relatives/in-laws within the last 24 months.

I have/have not transferred money or property to relatives or in-laws over the last 24 months which would amount to a total value of \$600.00 or more.

I have/have not listed all payments which would apply under paragraphs 3a and 3b of the Statement of Affairs. (Insiders include relatives/in-laws).

I have/have not listed all of the garnishments seized during the 90 days prior to my bankruptcy filing.

Under penalty of perjury, I hereby re-certify the accuracy of my schedules, subject only to the revisions and additional information noted above

Signature: \_\_\_\_\_

# **IMPORTANT**

## **PROOF OF IDENTIFICATION**

### **EACH INDIVIDUAL DEBTOR IS REQUIRED TO PROVIDE THE TRUSTEE AT THE HEARING:**

1. ORIGINAL picture identification

AND

2. ORIGINAL proof of social security number

Acceptable picture identification: (1) a valid driver's license, (2) a government ID, (3) a state picture ID, (4) a student ID, (5) a United States passport, (6) a military ID, or (7) a resident alien card. The United States Trustee must approve any other form of ID.

Acceptable proof of social security number: (1) a social security card, (2) a medical insurance card that includes the Debtor's SSN, (3) a pay stub that indicates the Debtor's SSN, (4) a W-2 form, (5) an IRS form 1099, or (6) a Social Security Administration report. Any other form of proof must be approved by the United States Trustee.