

Providing Pay Advices and Tax Returns to The Trustee's Office

Pursuant to a Standing Order, [60 days of payment advices shall be filed with the Trustee](#). The code and the order require that they be provided a minimum of seven days before the 341 meeting. We are asking that they be provided at least fourteen days prior to the 341 meeting. This will give us time to process them and ensure that we won't have to continue the 341 meeting.

What are 60 days payment advices? Every pay stub and/or record of every other payment of any kind received by the debtor(s) for the 60 days pre petition. Of course this will be easy because you received pay advices for the six months prior to the month in which the case was filed to enable you to complete the Means Test, Form B22C.

We'll also require the CMI & Disposable Income Calculation worksheet (Means Test, Form B22C) and the most recent years tax return (transcripts please) 14 days before 341 meeting date.

Pursuant to 1308 (a) &(b) we can't conclude a 341 meeting unless the debtor provides us tax returns (transcripts please) for the four years pre petition.

As to tax returns, we strongly prefer that you provide us with [transcripts](#) of tax returns; they prove to us that returns have been filed. If your debtor can't get us transcripts they'll have to get us something else that proves that the returns have been filed. If they have all four years returns at the 341 meeting and testify that the returns have been filed the requirement is satisfied.

If the debtor is required to make child support payments the recipient/custodial parent must be listed on Schedule E for the Trustee to meet the noticing requirements in 1302(b)(6) & 1302(d)(1).

To recap, we need at least 60 days payment advices, the Means Test (Form B22C) and the most recent years tax returns 14 days before the 341 meeting (transcripts please), we can't conclude the 341 meeting without proof that the four prior years returns have been filed. Child support creditors must be listed on Schedule E even if the debtor is current on those payments.

We prefer to receive all pay advices and tax returns / transcripts as pdf files via e-mail to the appropriate case analyst. Please do not fax them.

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