

Jeana K. Reinbold  
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TO: Debtor(s)' Counsel, Debtor(s) or Pro Se Debtor(s)  
FROM: Trustee Jeana K. Reinbold  
RE: REVISED SECTION 341 MEETING REQUIREMENTS  
DATE: December 1, 2016

**Documents Required Prior to the Section 341 Meeting:**

In cases in which I am bankruptcy trustee in the Central District of Illinois, the following documents must be provided **not later than fourteen (14) days before** the scheduled Section 341 hearing, **but as soon as possible after the filing of the case**. These changes are effective for all original Section 341 meetings scheduled after January 1, 2017.

Cases in which the required documents are not fully received by the Trustee fourteen (14) days before the scheduled hearing, such that the Trustee can properly analyze the case, the meeting will be continued and the Debtor(s) and attorney will be required to reappear. **Documents should be sent by email to [trustee@jeanareinboldlaw.com](mailto:trustee@jeanareinboldlaw.com) and [jeana@jeanareinboldlaw.com](mailto:jeana@jeanareinboldlaw.com). *Email is strongly preferred. All copies must be clear, legible and in chronological order!***

1. A complete copy of the Debtor(s)' last two (2) years filed personal federal and state tax returns, including all pages, schedules, W-2s, etc. If tax returns for the immediately preceding calendar year were not filed as of the date of case filing, but are filed after the case is filed, those tax returns should be provided also.
2. All payment advices, or other evidence of payment, received from all employers or other sources of income of the Debtor(s) for the sixty (60) day period preceding the filing, in chronological order. The first two paystubs received after filing should also be provided.
3. Statements for each of the Debtor(s)' depository and investment accounts, including checking, savings, money market, mutual funds and brokerage accounts, covering at least the ninety (90) day period preceding the filing. These statements must include all pages, be in chronological order and show the balances in each account as of the date of filing.
4. For each life insurance policy or retirement plan in which the Debtor(s) has an interest, a statement showing the provider of the policy or plan, the value of the policy or plan as of the date of filing, and the owner and any beneficiaries of such policy or plan.

5. Completed attached Domestic Support Obligation questionnaire, or the complete name, address and phone number of each recipient of domestic support payments.
6. In cases converted from chapter 13, please provide the above documents for cases converted less than two (2) years after filing. For cases converted more than two (2) years after filing, please provide proof of income at the time of conversion, and copies of federal and state tax returns for the most recent completed tax year.

If additional documents are requested prior to the Section 341 meeting, those documents should be sent or provided to me before or at the Section 341 meeting.

**Documents required at the Section 341 meeting:**

Original Picture Identification - Acceptable forms of identification are (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.

Original Proof of Social Security Number - Acceptable proof of a Social Security number is (1) a Social Security card (not a photocopy), (2) a medical insurance card that indicates the Debtor's Social Security number, (3) a pay stub that indicates the Debtor's Social Security number, (4) a W-2, (5) an IRS 1099 Form, or (6) a letter from the Social Security Administration indicating the Debtor's Social Security number.

Photocopies of these documents are not acceptable.

Please keep this letter on file as it will not be transmitted with each case.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

*/s/ Jeana K. Reinbold*

Jeana K. Reinbold

## TRUSTEE'S SUPPORT QUESTIONNAIRE FORM

\*This form is to be completed and signed by each bankruptcy debtor (spouses filing a joint bankruptcy must each complete and sign a separate form).

**Bankruptcy Case No.:** \_\_\_\_\_

**Debtor's Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Current Telephone Number:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

**Address of Employer:** \_\_\_\_\_

1. Are you as the debtor named above currently subject to a pending child support or maintenance (alimony) order, or do you have a child support or maintenance arrearage to any person?  
Yes No (circle one).

2. If your answer to Question No. 1 above is "yes", supply the following information:  
**(\*use a separate form for each person to whom support is owed if there are multiple support obligations.\*)**

Name of person to whom you owe support: \_\_\_\_\_

Address of person who you owe: \_\_\_\_\_

Telephone number of person you owe: \_\_\_\_\_

Location of Court which entered the support order: \_\_\_\_\_

Case number of case in which support order was entered: \_\_\_\_\_

3. How much does your support order require you to pay? \_\_\_\_\_

4. What is the frequency of that support payment?  
Weekly Bi-Weekly Monthly (circle one)

5. Do you have a support arrearage?  
Yes No (circle one)

6. If "yes" to Question No. 5, what is the amount of that arrearage? \_\_\_\_\_

Signature of Debtor: \_\_\_\_\_

Date: \_\_\_\_\_