

Sonya L. Salkin
Bankruptcy Trustee
Southern District of Florida
950 South Pine Island Rd., Suite A-150
Plantation, FL 33324
Telephone: (954) 423-4469
Fax No.: (954) 423-4479
sonya@msbankrupt.com

341 Documentation Requirement Checklist for Business Cases

The office of the United States Trustee has initiated new reporting requirements for Chapter 7 debtors and the documents required to be presented prior to the First Meeting of Creditors. Please make certain that all debtors comply **effective with meetings to be conducted after October 1, 2015.**

IMPORTANT NOTES FOR ATTORNEYS

1. All the required documentation must be received by the Trustee **at least ten (10) days prior to the First Meeting of Creditors.**
2. **No mailing or faxing of documents.** All documents must be uploaded at the link provided at www.SalkinLawFirmPA.com. Once downloaded, you will receive a receipt via e-mail. Please bring the receipt to the meeting.

Checklist of documents:

- All insurance policies and binders of insurance that are relative to the operation of business, liability, assets, etc. **Please IMMEDIATELY upload these documents.**
- The keys and alarm codes for the business must be immediately sent via courier to this office.
- Names and addresses of all current Corporate Officers. Also, the names and addresses of all Corporate Officers and Directors of any corporation or entity associated with the Debtor, including terms of office, for the past three (3) years.
- Every inventory of Debtor's premises conducted by or on behalf of any party within the last two (2) years.
- Tax returns filed with any entity within the last three (3) years by or on behalf of the Debtor.
- All books and records of the Debtor for the last **two (2) years** including, but not limited to, accounts payable, accounts receivable, payroll records and bank records including, but not limited to, all bank statements and canceled checks.
- The location and address of the branch for all bank accounts, security deposits, utility deposits, and accounts receivables. **Please immediately upload these documents.**
- Any financial statements prepared by or on behalf of the Debtor within the last two (2) years, whether or not actually submitted to any third party.

- Any documentation relative to the transfer of any property or equipment (other than the sale of inventory in the ordinary course of business) for the Debtor's premises within one year of filing bankruptcy.
- Any documents relative to lawsuits in which the Debtor was a party within the last two (2) years.
- Any documents relative to a loss of Debtor's assets, if any, within the last two (2) years, including but not limited to police reports, insurance claims and settlement documentation.
- Copy of any leases to which Debtor has been a party within the last two (2) years.

Please be aware that the Trustee is require to continue the First Meeting of Creditors until all documentation is provided. If not provided, the Trustee will file a Motion to Dismiss.

The trustee requires that the documents listed above be uploaded through TrusteeCollaborative/BlueStylus unless you are not represented by an attorney. Click the hyperlink <https://apps.bluestylus.com/Login.aspx> to create an account and follow the instructions. It is important that you select the proper category for the documents you are uploading so that your case will reflect that you have complied. **Please make sure to use the email address that is associated with your CM/ECF login used to file your bankruptcy cases. If you have trouble registering or uploading the documents required, please contact BlueStylus directly.**

If you are a debtor who is not represented by an attorney, you can submit the required documents to kristen@msbankrupt.com. Please include your case name and number in the subject line.

In addition, all Debtors must bring to the meeting, proof of identification, such as a valid driver's license, state identification, or passport, and your social security card. Copies of these documents are not acceptable. If these documents are not produced at the meeting, your meeting will not be held but continued to another day. **DO NOT UPLOAD OR EMAIL YOUR DRIVER'S LICENSE OR SOCIAL SECURITY CARD.**