

TOP 10 LIST FOR THE 341 MEETING

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Paralegal/Legal Assistant Seminar

Tallahassee, Florida

September 27, 2012

10. Have Proper Identification

Photo Identification – Fed.R.Bankr.P. 4002(b)(1)(A)

Social Security number – Fed.R.Bankr.P. 4002(b)(1)(B)

(acceptable documentation to establish social security number identified on back)

9. Submit Documentation via DocLink Timely

Tax Returns – Fed.R.Bankr.P. 4002(b)(3)

Bank Statements – Fed.R.Bankr.P. 4002(b)(2)(B)

DSO information – Fed.R.Bankr.P. 11 U.S.C. §704



<https://doclink.bms7.com>

8. Identify vehicles completely

7. Identify real property by address

6. Value real and personal property interests

5. Identify Corporate, LLC and Partnership Interests in Schedule B

4. Amend exemptions prior to the 341 Meeting

3. Discuss overage and make a decision prior to the 341 Meeting



2. Be on Time

And the number one thing for a 341 Meeting.....

1. Disclosure, Disclosure, Disclosure

IDENTIFICATION AT A 341 MEETING

1. **Picture Identification**

Acceptable forms of **ORIGINAL** documents to establish a person's identity include the following:



- a. driver's license
- b. U.S. government ID
- c. State ID
- d. Passport (and current U.S. visa, if not a U.S. citizen)
- e. Military ID
- f. Resident alien card
- g. Identity card issued by a national government authority (if authorized by the United States trustee)

2. **Social Security Number**

Acceptable forms of **ORIGINAL** documents to establish social security number include the following:

- a. social security card
- b. medical insurance card
- c. pay stub
- d. W-2 Form
- e. IRS Form 1099
- f. Social Security Administration (SSA) statement

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