

**Rod Danielson  
Chapter 13 Trustee  
3787 University Avenue  
Riverside, CA 92501  
Tel. (951) 826-8000, Fax (951) 826-8090**

Case No.:  
341a Meeting:  
Place: **3801 University Avenue  
Room 100-1  
Riverside, CA 92501**

### **CHECKLIST FOR 341(A) MEETING**

You recently filed a chapter 13 Bankruptcy petition and received notice of your 341(a) meeting. The following is a partial list of your obligations for the meeting. Failure to comply with any of these provisions may result in dismissal of your case, with a 180-day bar against re-filing under any chapter of the Bankruptcy Code. If you have any questions, you should contact a qualified attorney to assist you.

1. **Photo Identification:** You must present valid photographic evidence of your identification. Acceptable forms include: California Driver's License or California State Identification card, passport, or military identification card. Expired cards or photocopies are not acceptable.
2. **Social Security Number:** You must present valid proof of your Social Security number. Acceptable forms of proof are: Social Security card, original paystub (not a photocopy), W-2, or 1099 forms from your employer, or correspondence from the IRS.
3. **Plan Payments:** Your first payment, as set forth on the second page of your plan, is due 30 days from the date you filed your bankruptcy petition, and subsequent payments are due on the same day of the month thereafter. Payments must be in the form of certified check or money order only. No cash or personal checks are accepted. Payments must be made payable to "Chapter 13 Trustee." Write your last name and case number on each certified check or money order. **Bring all payments to the 341(a) meeting. Do not mail your payments to the Trustee.**
4. **Post-Petition Mortgage Payments:** If you are represented by an attorney, your attorney is authorized to forward the payment(s) to your lender(s). You may also mail the payments directly, but be sure to file and serve the Trustee with a copy of the Declaration Setting form Post-Petition and Preconfirmation Trust-Deed payments, available at the clerk's office or the Trustee's website.
5. **Proof of Income:** Make sure that evidence of your current income (i.e. legible copies of your three most recent consecutive paystubs) is received to the Trustee at least 7 days before the 341(a) meeting. Be prepared to explain payroll deductions. Submit proof of all sources of income: (e.g. support or alimony, disability, Social Security, foster care, contributions from 3rd parties).
6. **Debtor Engaged in Business:** If you are self-employed, or if you are an independent contractor, you must submit the following documents: (1) Chapter 13 Business Report, (2) complete copies of past 2 years of tax returns, (3) six months of bank statements, and (4) six months of individual profit & loss statements, signed under penalty of perjury. See Local Bankruptcy Rule 3015-1(c)(4) for additional requirements.
7. **Income from Rental Property:** If you receive rental income, you must complete a Real Property Questionnaire and submit copies of lease agreements.
8. **Proof of Service of the Plan:** Make sure that a copy of your plan was served on all creditors at least 28 days prior to your 341(a) meeting, and that a completed "proof of service" form has been filed with the court. Mail or fax a copy to the Trustee at least 10 days prior to your 341(a) meeting.
9. **Auto Insurance:** Bring the declaration page from your vehicle insurance policy.
10. **Most Recent Income Tax Returns.** YOU MUST SUBMIT A COPY OF YOUR MOST RECENT YEAR'S FEDERAL TAX RETURN TO THE TRUSTEE 7 DAYS PRIOR TO THE 341(a) MEETING.

**See the Trustee's website at [www.rodan13.com](http://www.rodan13.com) for more information, including the Chapter 13 Handbook, proof of income forms and instructions.**