

**EDWARD J. MANEY**  
BANKRUPTCY TRUSTEE  
P.O. BOX 10434 • PHOENIX, ARIZONA 85064  
TELEPHONE (602) 277-3776  
FAX (602) 277-4103

**QUESTIONNAIRE - IMPORTANT! READ AND RESPOND IMMEDIATELY!**

I have been appointed Trustee of the Chapter 13 bankruptcy case you recently filed with the U.S. Bankruptcy Court. As your Trustee, I shall need certain information to begin processing your case. When mailing documents, please send copies not originals.

1. Are you self-employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe the type of self-employed work you do.

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If yes, you must file a Business Case Questionnaire and file monthly Business Operating Statements. Instructions and blank forms will be provided.

2. Send copies of two (2) recent consecutive paystubs for each job held by each employed debtor. Send two recent consecutive commission statements if you are paid on a commission basis.

3. Have you received from your employer a compensation bonus of any kind within the past two years, i.e., Christmas, performance, profit-sharing, etc.? Yes \_\_\_\_\_ No \_\_\_\_\_ Do you expect to receive a bonus of any type during the next three years? Yes \_\_\_\_\_ No \_\_\_\_\_ If you have received a bonus within the past two years, describe the type of bonus and give the amount(s) and date(s) on which the bonuses were received.

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4. Have you filed all Federal and State tax returns required for prior years? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, list the years (1999, 2000, etc.) and the tax authority (Federal, State of Arizona, etc.) for which you have not filed returns.

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NOTE: To assist you in filing any unfiled tax returns that may be due at this time, we have attached instruction sheets from both the Internal Revenue Service and the Arizona Department of Revenue.

5. Send us signed, dated copies of filed State and Federal income tax returns for the recent year.

6. If you are buying your home, have you missed any monthly payments since you filed your Chapter 13 petition? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, list the number of payments missed and the monthly payment amounts (Example: 3 @ \$600 each).

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7. Were you assisted in the preparation of your bankruptcy documents by a document preparer to whom you paid (or, will pay) a fee? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list Preparer's name, address, phone number and the fees you have paid or will pay the preparer. Save your receipts or proof of payment.

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8. Since the filing of your Chapter 13 Plan and Schedule I Income Statement, have there been any changes in your household income?

\_\_\_\_\_ No Change

\_\_\_\_\_ Yes, I am/ we are now receiving \$ \_\_\_\_\_ per month more income than is listed in my/our income statement.

\_\_\_\_\_ Yes, I am/ we are now receiving \$ \_\_\_\_\_ per month less income than is listed in my/our income statement.

If you answered yes, it will be necessary for you to file an 'Amended' Schedule I (schedule of current income).

9. Has there been any change in your ongoing monthly living expenses since you filed your Plan and Schedule J (schedule of current expenses)? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, explain.

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If you answered yes, it will be necessary for you to file an "Amended" Schedule J.

10. We may need to call you for additional information. Please list your daytime telephone number(s) and the name(s) of your employer(s) in the space provided below. The person calling will tell the person answering that he/she is "with Mr. Maney's office" (bankruptcy will not be mentioned).

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Debtor-Husband's Employer: \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Debtor-Wife's Employer: \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Pager/ Cell/ Message Phone

11. Do you have any current or pending claims for an inheritance, personal injury, wrongful death, wrongful termination or discrimination, or any other type of claim?

If so explain: \_\_\_\_\_

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**Return this form (signed and dated with all the documents requested to the Trustee's office within twenty (20) days from the date you received this questionnaire. Do not wait to present this material to the Trustee at the time of your creditor meeting. Failure to return the questionnaire with the requested documents can result in the dismissal of your case.**



I (We), the undersigned debtor(s), declare under penalty of perjury that the foregoing is true and correct.

Debtor's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Co-Debtor's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

## EDWARD J. MANEY, TRUSTEE

### READ CAREFULLY - IMPORTANT INFORMATION

Please read the following information carefully to insure that your bankruptcy will go smoothly and cause you less frustration.

#### **YOUR PLAN PAYMENTS**

You are required to begin making monthly payments to **EDWARD J. MANEY, TRUSTEE** not later than **30 DAYS** from the date your Plan was filed, or a maximum of 45 days from the date your petition was filed, whichever is earlier.

**Do not make your payments at the U. S. Trustee's Office or the Bankruptcy Court on North Central Avenue!!!**

**You must mail your Plan payments directly to the Trustee's bank - Do not bring them to the Trustee's office.**

Payments must be mailed to Edward J. Maney Lockbox, P. O. Box 53304, Phoenix, Arizona 85072-3304. All non-payment correspondence and other items should be mailed to P. O. Box 10434, Phoenix, AZ 85064.

If you do not know the amount of your monthly Plan payment or the date the payment is due in the Trustee's office, call your attorney. If you are not represented by an attorney, call the Trustee's office at (602) 277-3776.

**Payments must be made by money order or cashier's check. We cannot accept cash or personal checks. Personal checks will be returned. The payment Must be made payable to:**

**EDWARD J. MANEY, TRUSTEE**

**Your name and case number must be written legibly on the money order or cashier's check. If you have changed your name since your case was filed, use the name you used when the case was first filed since that is probably the only name the Trustee and the Court will have for you. If you fail to provide us with your name and case number, your payments could be misapplied and your case dismissed!**

#### **MEETINGS YOU MUST ATTEND**

You are required to attend your 341(a) Creditor's meeting. Also, you must attend any other hearings set for your case if you are not represented by an attorney. Failure to attend required hearings may result in the dismissal of your case.

The Bankruptcy Court is responsible for notifying you of the dates of your 341(a) Creditor Meeting. Please read carefully anything you receive from the U. S. Bankruptcy Court.

#### **THE TRUSTEE'S ANALYSIS AND EVALUATION OF YOUR PLAN**

Your case administrator will review your Plan and the Trustee will make certain recommendations. You will receive a copy of these recommendations in the mail. If you have questions, contact your attorney. Your attorney will help you resolve the recommendations so your Plan can be confirmed. If you do not have an attorney, you may call our office to discuss the Trustee's requirements.

#### **DELINQUENT PLAN PAYMENTS**

You must stay current with your monthly Plan payments. If you do not, upon request of the Trustee, the Court may dismiss your case. If your case is dismissed, you will lose the protection against creditors provided by the U. S. Bankruptcy Code.

You should remit all Plan payments on or before the stated due date. Late payments will result in additional interest being accrued on any secured claims being paid through your Plan. This additional interest may result in a funding shortfall at the end of your Plan term. Any funding shortfall must be cured before your case can be discharged.

### **DELINQUENT TAX RETURNS**

Any unfiled tax returns must be filed no later than sixty (60) days after the date set for your First Creditor Meeting or your case may be automatically dismissed.

Attached are instructions from the Internal Revenue Service and the Arizona Department of Revenue regarding the filing of these past-due tax returns. You must provide the Trustee's office with signed, date-stamped copies of any late-filed tax returns.

### **TURNOVER OF FUTURE INCOME TAX RETURNS AND REFUNDS**

To help us monitor present and future tax refund activity, we require that you turnover to the Trustee copies of income tax returns (Federal and State) for the year in which you filed your case and for the two years immediately following the year your case was filed. If your case is filed in 2001, we shall require copies of your returns for tax years 2001, 2002 and 2003, regardless of whether you receive refunds or are required to pay additional taxes.

You may be required to turnover income tax refunds for the current and future years for use in paying your creditors.

### **REFUND OF PAYMENTS IF YOUR CASE IS DISMISSED OR CONVERTED**

If your case is dismissed or converted to Chapter 7 before your Plan is confirmed and you have made one or more pre-confirmation Plan payments, this money will be returned to you, less the Trustee's percentage fee and other Court-ordered payments. If converted or dismissed, your attorney may seek Court approval of legal fees that the Trustee would have to pay. If converted, any non-wage related payments received by the Chapter 13 Trustee may be turned over to the successor Trustee.

### **PHOTO IDENTIFICATION AND PROOF OF SOCIAL SECURITY NUMBER**

All individual debtors must provide photo identification and proof of their social security numbers at their 341(a) creditor meeting. **Failure to provide the required documentation will result in the meeting of creditors being continued.**

- Acceptable photo identification would include a valid driver's license, a State issued picture ID card, a passport, or a legal resident alien card.
- Acceptable proof of social security number can be provided from your social security card, a W-2 form for the most recent tax year, a recent pay stub from your employer, or some other official document, not prepared by the debtor, which gives the debtor's name and social security number.

**NOTE:** A valid driver's license which contains the debtor's social security number may serve as both forms of documentation.

**If you have any questions regarding the above information, please call the Trustee's office at (602) 277-3776.**