

# Kenneth A. Welt, Trustee

3790 North 28<sup>th</sup> Terrace Hollywood, Florida 33020

## BANKRUPTCY QUESTIONNAIRE & DOCUMENT REQUEST

(TO BE COMPLETED BY EACH DEBTOR AND PROVIDED TO THE TRUSTEE ALONG WITH REQUIRED DOCUMENTS ON OR BEFORE SEVEN DAYS PRIOR TO THE MEETING OF CREDITORS)

NAME: \_\_\_\_\_

CASE NO. **06** - \_\_\_\_\_

DATE OF FIRST MEETING: \_\_\_\_\_

## INTRODUCTION AND INSTRUCTIONS

### REQUIREMENTS OF THE BANKRUPTCY LAW

THE BANKRUPTCY LAW HAS PLACED NUMEROUS REQUIREMENTS ON THE DEBTORS, THEIR ATTORNEY, AND THE BANKRUPTCY TRUSTEE. TO MEET THESE REQUIREMENTS, WE ASK THAT YOU COMPLETE AND RETURN THIS BANKRUPTCY QUESTIONNAIRE TO YOUR TRUSTEE ON OR BEFORE SEVEN (7) DAYS PRIOR TO THE FIRST MEETING OF CREDITORS. THE NAME AND ADDRESS OF THE TRUSTEE IS SHOWN ON THE "NOTICE OF CHAPTER 7 BANKRUPTCY CASE, MEETING OF CREDITORS, & DEADLINES" THAT YOU RECEIVED FROM THE COURT.

### YOU HAVE A DUTY TO COOPERATE TRUSTEE

AS PART OF YOUR BANKRUPTCY, THE TRUSTEE MUST EXAMINE AND INVESTIGATE YOUR FINANCIAL AFFAIRS AND RELATED INFORMATION. UNDER THE LAW, IT IS YOUR DUTY TO FULLY COOPERATE WITH AND ASSIST THE TRUSTEE IN THIS INVESTIGATION. THESE ARE STANDARD QUESTIONS AND DOCUMENTS THAT EACH DEBTOR MUST ANSWER AND PROVIDE TO THE TRUSTEE. YOU MAY RECEIVE FURTHER REQUEST FOR ADDITIONAL DOCUMENTS FROM THE TRUSTEE. THE TRUSTEE MAY CONDUCT FURTHER INVESTIGATION AS NEEDED. YOU ARE OBLIGATED TO PROVIDE THIS ADDITIONAL INFORMATION AND DOCUMENTS AS WELL.

YOUR ANSWERS MUST BE TRUE, COMPLETE AND ACCURATE: IT IS IMPORTANT THAT ALL YOUR ANSWERS TO THE QUESTIONS ARE TRUE, COMPLETE AND ACCURATE. IF YOU HAVE MADE ANY MISTAKES IN YOUR BANKRUPTCY DOCUMENTS, IT IS ABSOLUTELY ESSENTIAL THAT YOU INFORM YOUR TRUSTEE BY CORRECTING THOSE MISTAKES NOW. FAILURE TO DO SO MAY RESULT IN SEVERE CONSEQUENCES. *IT IS A FEDERAL CRIME TO INTENTIONALLY GIVE FALSE OR MISLEADING INFORMATION AND TESTIMONY TO THE BANKRUPTCY TRUSTEE.*

ALL YOUR PROPERTY IS NOW THE PROPERTY OF THE BANKRUPTCY ESTATE: PLEASE NOTE THAT UNTIL SUCH TIME THAT YOUR CASE IS CLOSED, THE TRUSTEE IS RESPONSIBLE FOR THE ADMINISTRATION OF ALL OF YOUR PROPERTY (HOUSE, CARS AND ALL OTHER PROPERTY YOU OWNED ON THE DATE YOU FILED BANKRUPTCY). PLEASE NOTE THAT IF YOU BECOME ENTITLED TO AN INHERITANCE WITHIN 180 DAYS OF THE FILING OF YOUR PETITION YOU MUST INFORM YOUR TRUSTEE IN WRITING OF SUCH INHERITANCE. *UNTIL YOUR CASE IS CLOSED, YOU CANNOT SELL, REFINANCE, OR FURTHER ENCUMBER ANY OF YOUR PROPERTY -EVEN IF YOU HAVE CLAIMED IT AS EXEMPT AND EVEN IF YOU HAVE ALREADY RECEIVED YOUR DISCHARGE.*

YOU MUST COMPLETE AND RETURN THIS QUESTIONNAIRE WITH DOCUMENTS TO THE TRUSTEE: AT LEAST SEVEN DAYS PRIOR TO FIRST MEETING OF CREDITORS. YOU MUST ALSO ATTEND ALL THE MEETING OF CREDITORS. FAILURE TO COMPLETE AND RETURN THIS QUESTIONNAIRE AND/OR ATTEND THE MEETING OF CREDITORS MAY RESULT IN THE DISMISSAL OF YOUR CASE.

IF YOU HAVE ANY QUESTIONS: IF YOU HAVE ANY QUESTIONS OR REQUIRE FURTHER INFORMATION, YOU SHOULD CONSULT WITH YOUR ATTORNEY OR OTHER LEGAL SOURCES, AS THE TRUSTEE CANNOT PROVIDE YOU LEGAL ADVICE.

DO NOT WRITE BELOW THIS LINE:

ROND \_\_\_\_\_ CONT \_\_\_\_\_ OPEN \_\_\_\_\_ REF \_\_\_\_\_

# STATEMENT OF BASIC FACTS

DEBTOR

CO - DEBTOR

MY NAME IS: \_\_\_\_\_ MY NAME IS: \_\_\_\_\_

MY PHYSICAL ADDRESS IS: \_\_\_\_\_  
\_\_\_\_\_

MY PHONE NUMBERS ARE: \_\_\_\_\_

MARITAL STATUS IS: \_\_\_\_\_ (S/M/D/W)

NO. OF DEPENDENTS CLAIMED ON LAST TAX RETURN: \_\_\_\_\_

HOW MANY DEPENDENTS LIVE WITH YOU NOW? \_\_\_\_\_

THE NUMBER OF PEOPLE LIVING AT YOUR ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

## DOCUMENTS TO BE SUBMITTED WITH THIS QUESTIONNAIRE

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE TRUSTEE ALONG WITH THIS QUESTIONNAIRE UNLESS PREVIOUSLY FILED WITH THE COURT WITH YOUR BANKRUPTCY PAPERS:**

1. **PROOF OF INCOME:** COPIES OF ALL PAY-STUBS AND OTHER PROOF OF YOUR INCOME (ALSO KNOWN AS "PAYMENT ADVICES") FROM ALL YOUR SOURCES OF INCOME COVERING THE LAST 60 DAYS PRIOR TO THE FILING OF THE BANKRUPTCY PETITION; AS WELL AS THE MOST RECENT 'PAYMENT ADVICE'.
2. **TAX RETURNS:** A COMPLETE AND SIGNED COPY OF YOUR MOST RECENTLY FILED FEDERAL TAX RETURNS OR COMPLETE TAX TRANSCRIPT.
3. **OBLIGATION FOR CHILD SUPPORT OR ALIMONY:** IF YOU HAVE ANY OBLIGATION FOR CHILD SUPPORT/ALIMONY PAYMENTS PLEASE PROVIDE A ***DOMESTIC SUPPORT OBLIGATION FORM*** WHICH CAN BE DOWNLOADED FROM [www.trusteewelt.com](http://www.trusteewelt.com)
4. **BANK STATEMENTS:** PLEASE PROVIDE COPIES OF THE BANK STATEMENT(S) FOR THE MONTH OF FILING PLUS THE TWO PREVIOUS FOR A TOTAL OF **THREE (3) MONTHS.**
5. **SELF-EMPLOYMENT INCOME:** IF YOU WERE IN BUSINESS FOR YOURSELF , PLEASE PROVIDE A ***BUSINESS FORM*** WHICH CAN BE DOWNLOADED FROM [www.trusteewelt.com](http://www.trusteewelt.com)

## DECLARATION UNDER PENALTY OF PERJURY

\_\_\_\_\_  
I/WE DECLARE UNDER PENALTY OF PERJURY THAT I HAVE PERSONALLY READ THIS ENTIRE QUESTIONNAIRE AND TRUTHFULLY ANSWERED ALL THE QUESTIONS. I FURTHER DECLARE THAT THE INFORMATION AND DOCUMENTS PROVIDED WITH THIS QUESTIONNAIRE ARE ALSO TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE \_\_\_\_\_ DEBTOR: \_\_\_\_\_

DATE \_\_\_\_\_ CO-DEBTOR: \_\_\_\_\_

## STANDARD QUESTIONS

(THIS SECTION MUST BE ANSWERED BY BOTH THE DEBTOR AND THE CO-DEBTOR, WHERE APPLICABLE. IF AN ANSWER TO A QUESTION REQUIRES FURTHER EXPLANATION, ATTACH A SEPARATE SHEET OF PAPER AND SUPPORTING DOCUMENTATION)

Questions	Debtor (Circle One)		Co-Debtor (Circle One)	
<b>Did you personally sign the petitions, schedules and other documents filed in this case and are the answers true &amp; correct?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Are you obligated to pay child support or alimony pursuant to a Domestic Support Obligation agreement or Order?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Have you listed everything you own and everything you owe in these schedules??</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Have you lived in Florida continuously for the last two (2) years?</b>	<b>YES</b>	<b>NO *</b>	<b>YES</b>	<b>NO *</b>
<b>Have you ever filed for bankruptcy before?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Are you suing anyone in any Court on any matter?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Have you transferred, sold or gifted any property to a third part in the past two years?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Have you repaid any loans to individuals within the past year?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Have you ever been in business for yourself?</b>	<b>YES **</b>	<b>NO</b>	<b>YES**</b>	<b>NO</b>
<b>Have you closed any bank accounts, stock &amp; bond accounts, etc. within the past year?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Have you made any insurance claims within the past two (2) years?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Are all the charges or loans listed in the schedules your's alone or are some of the charges or loans for benefit of another person?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Does anyone owe you any money for any reason?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>Are you a beneficiary of any will, trust or estate?</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>

<p><b>Has there been a change in your financial situation since the filing of your bankruptcy?</b>  <u>Please use space below to explain</u></p>	YES	NO	YES	NO
<p><b>Have you made payments totaling more than \$600.00 to any unsecured creditor during the last 90 days prior to filing bankruptcy?</b></p>	YES	NO	YES	NO
<p><b>Have you transferred any credit card balances from one to another during the last 6 months?</b></p>	YES	NO	YES	NO
<p><b>Do you have any safe deposit boxes or self storage units?</b>  <u>If so, please list below the contents.</u></p>	YES	NO	YES	NO

***PLEASE PRINT EXPLANTATION***

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\* If you answered "NO" to question about residing in Florida continuously for two years, please list on separate piece of paper your address for previous four years.

\*\* If your answer is yes, please download and complete a Business Form from [www.trustewelt.com](http://www.trustewelt.com)

# Vehicle Descriptions

	Vehicle #1	Vehicle #2	Vehicle #3
<b>Year</b>			
<b>Make</b>			
<b>Model</b>			
<b>Fair Market Value</b>	\$	\$	\$
<b>Lien Amount</b>	\$	\$	\$
<b>Owned (“O”)or Leased (“L”)</b>			
<b>Name of Lien Holder or Lessor</b>			
<b>Monthly Payment</b>	\$	\$	\$
<b>Miles</b>			
<b>Engine Size/ Transmission - Automatic/M--=Manual</b>			
<b>Number of Doors (2-4) or Convertible</b>			
<b>Condition (poor, fair, good, or excellent)</b>			

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