

**TRUSTEE QUESTIONNAIRE**

Case Number: \_\_\_\_\_

This COMPLETED AND SIGNED form must be submitted to the Trustee 14 days prior to your meeting of creditors being conducted pursuant to 11 U.S.C. § 341 (“Meeting of Creditors”).

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

I agree to accept and receive service of pleadings in my case via email and the email address to be used is listed below. If no email address is listed, I do not accept pleadings via email.

Email Address: \_\_\_\_\_ Secondary email: \_\_\_\_\_

Marital Status: ☐ Married & living together ☐ Separated ☐ Divorced ☐ Single ☐ Widow(er) (check one)

**DOMESTIC SUPPORT OBLIGATION**

Are you obligated to pay support of any kind? ☐ No ☐ Yes (check one) Spousal \_\_\_\_\_  
Child \_\_\_\_\_ Other \_\_\_\_\_

Amount per month \$ \_\_\_\_\_ of which \$ \_\_\_\_\_ is past due arrears.

NAME(S), ADDRESS(ES), AND PHONE NUMBERS OF RECIPIENT(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Were your support payments current on bankruptcy filing date? ☐ No ☐ Yes (check one)Amount behind \$ \_\_\_\_\_ Is this amount included in your plan? ☐ Yes ☐ No (check one)

Have you made all support payments that have come due since your bankruptcy filing date?

☐ Yes ☐ No (check one)

**REAL PROPERTY**

Are you buying or renting your home? ☐ Buying ☐ Renting (check one)

Have you paid your mortgage/rent payments that have come due since filing this bankruptcy?  
☐ Yes ☐ No (check one)

Were you behind on your mortgage/rent payments when you filed? ☐ Yes ☐ No (check one)

How much? \_\_\_\_\_ (Include 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> mortgages, if applicable)

**AUTOMOBILES** – List make and model of all of the cars that you have, what type of insurance coverage you have on the vehicle and the date it was purchased.

| Make and Model | Full Coverage or Liability | Date Purchased |
|----------------|----------------------------|----------------|
|                |                            |                |
|                |                            |                |
|                |                            |                |

**OTHER PERSONAL PROPERTY**

Have you purchased any tangible personal property (furniture, appliances, jewelry, etc.) and financed it within the year prior to the filing of your bankruptcy? ☐ Yes ☐ No If yes, complete below.

| Date Purchased | Item | Financed By | Purchase Price | Balance |
|----------------|------|-------------|----------------|---------|
|                |      |             |                |         |
|                |      |             |                |         |
|                |      |             |                |         |

**RESIDENCY**

Have you lived in Virginia continuously for the last 2 years? ☐ Yes ☐ No (check one)

If not, list all of the addresses where you have lived within the last 910 days preceding the filing of your bankruptcy, including the dates.

| Address | Dates (From – To) |
|---------|-------------------|
|         |                   |
|         |                   |
|         |                   |

**FOR PURPOSES OF DETERMINING 34-4 EXEMPTION LIMIT:**

Are you 65 years old or older? ☐ Yes ☐ No (check one)

Are you a Veteran? ☐ Yes ☐ No (check one)

If you are a Veteran, do you have a service connected disability of forty percent or more, as rated by the U.S. Department of Veterans Affairs? ☐ Yes ☐ No (check one)

**TAX RETURNS**

Have you filed both Federal and State tax returns for 2023 and ALL prior years? ☐ Yes ☐ No

If the answer is 'No,' list the years that have not been filed: \_\_\_\_\_

Have you filed any tax returns within the last 60 days? ☐ Yes ☐ No What years? \_\_\_\_\_

Do you expect, or did you receive a refund for 2023? Amount? \_\_\_\_\_  
2022? Amount? \_\_\_\_\_

Amount of refund due to Earned Income Credit: 2023 \$ \_\_\_\_\_  
2022 \$ \_\_\_\_\_

Amount of refund due to Additional Child Tax Credit: 2023 \$ \_\_\_\_\_  
2022 \$ \_\_\_\_\_

Are you now repaying any debts owed to the Federal Government? (Army, Navy, Air Force, Marines) for overpayments, advance pay, travel, etc.?

Amount owed: \$ \_\_\_\_\_ Monthly repayment: \$ \_\_\_\_\_

**EMPLOYMENT STATUS**

**NAME AND ADDRESS OF EMPLOYER**

(Payroll Address)

Debtor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_

**NAME AND ADDRESS OF EMPLOYER**

(Payroll Address)

Joint Debtor/Spouse

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_

Do you expect to receive any Bonus or SRB payments during your bankruptcy? ☐ Yes ☐ No (check one)

Dates: \_\_\_\_\_ How much? \_\_\_\_\_

Has your employment status changed since you filed this case? ☐ Yes ☐ No (check one)

If either spouse is unemployed:

1. Are you looking for work? ☐ Yes ☐ No (check one)
2. What is your line of work, if any? \_\_\_\_\_
3. Have you factored future employment into the terms of your plan? ☐ Yes ☐ No

**PLEASE NOTE:** Changes in employment status must be reported to the Trustee's office.

**PAYMENT PLAN OPTIONS – PLEASE SELECT AN OPTION AND INITIAL BELOW**

1. ☐ Direct payment by automatic debit via TFS, if so, sign up at [www.tfsbillpay.com](http://www.tfsbillpay.com)  
(initial) \_\_\_\_\_
2. ☐ Employer Payroll Allotment Deductions, if so, deductions from Debtor or Joint/Co-Debtor (initial) \_\_\_\_\_

If you do not complete or choose one of the above options provided, your case will be set for employer deducted payments.

**CONTRIBUTIONS/RETIREMENT PLANS/LOANS**

How much do you contribute monthly to charitable organizations? \$ \_\_\_\_\_  
How much have you contributed each year for the past 2 years? \$ \_\_\_\_\_ \$ \_\_\_\_\_

Are you making payments into a retirement plan? ☐ Yes ☐ No (check one)

Do you plan to continue making these payments? ☐ Yes ☐ No (check one)

Are you repaying a loan to your retirement plan? ☐ Yes ☐ No (check one)

Do you plan to continue making these loan payments? ☐ Yes ☐ No (check one)

Amount of Payment \$ \_\_\_\_\_ How often? \_\_\_\_\_

Balance due on loan \$ \_\_\_\_\_

**Have you read the Bankruptcy Information Sheet prepared by the Office of the U.S. Trustee? ☐ Yes ☐ No**

I declare under penalty of perjury that I have read the answers contained in the above Trustee's Questionnaire and that they are true and correct.

I agree to accept and receive service of pleadings in my case via email and the email address to be used is located on page one of this questionnaire.

Penalty for making a false statement or concealing property: Fine of up to \$500,000.00 or imprisonment for up to 5 years or both. (18 U.S.C. 152 & 3571)

**While this bankruptcy case is pending, any changes in my finances will be disclosed and I will report such changes to the Court and the Trustee.**

**I shall not, without prior Court approval, (a) incur new debt, whether secured or unsecured, that causes my total principal amount borrowed post-petition to exceed \$15,000.00 at any point in time, (b) transfer or sell real or personal property with a value that exceeds \$15,000.00, (c) refinance or modify a loan secured by real or personal property, or (d) encumber real or personal property.**

**I shall disclose to the Trustee and the Court any acquisition of real or personal property with a value that exceeds \$15,000.00.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_