**Chapter 13 Trustee's Procedures for Debtors Engaged in Business**

**Prior to the §341 Meeting of Creditors:**

For all Debtors who are determined to be self-employed or debtors engaged in business, the Trustee requires that the following documentation be emailed to our office at: 13documents.com no less than one week prior to the §341 Meeting of Creditors with all PII redacted:

1. No less than the two most recent Federal tax returns filed by the Debtor and/or any of Debtor's business entities; and
2. An income and expense projection for no less than the next twelve months.

Self-employed and business debtors are also required to list the gross income received from their business on Schedule I and provide breakdown of business expenses for the six months prior to Debtor's petition date. The breakdown of business expenses should be attached to Schedule J.

**Following the §341 Meeting of Creditors:**

Following the §341 Meeting of Creditors, the Trustee may require Debtors engaged in business to submit additional documentation. This additional documentation includes, but is not limited to, income and expense breakdowns, profit and loss statements, bank statements, insurance policies, tax returns and a business questionnaire. Requests for additional documentation will be made on case-by-case basis.

**Following Confirmation:**

Following confirmation, Debtors engaged in business will be required to submit yearly reports so the Trustee can make sure that neither the Debtor nor Debtor's business are experiencing any negative changes to their financial situation. In most cases, the yearly reports shall substantially comply with the Profit and Loss statements. The yearly reports are due to the Trustee on or before April 30 of each year. At the Trustee's discretion, the post-confirmation reporting requirement may be altered such that Debtors may need to submit reports on a more frequent basis.