

Trustee's Requests for 341 Hearings

1. Proof of ID, proof of SSN are due **at least 2 weeks prior to the meeting date**. Deadline is October 10 for the Oct 24 meetings. Please meet this deadline.
2. Tax returns are still due **at least one full week before** the meeting – please provide them as early in the case as possible.
3. **In each case**, please provide photo identification and proof of social security number as **two separate documents**, uploaded to Sharefile naming them by the case number, name and document type (i.e. “23-55555 Doe SCDL” and “23-55555 Doe SS card”). The separate documents will allow the trustee to protect the debtors’ privacy by permanently discarding the SS proof as soon as it is verified, and then keep the copy of the ID only – again destroying it after it has been used to verify identity at the 341 meeting.
4. The photo identification must be clear enough to allow the trustee to visually identify the debtor from the image. This will generally mean that black and white photocopies will not be acceptable. If you do not have a color printer, we will accept a photo of the ID, taken with a cell phone.
5. Forms of acceptable ID – see attached on next page– this list will also be uploaded to Sharefile and www.charleston13.com for future use. The Trustee is not permitted to deviate from this list.
6. Until we all get used to the process, the Trustee recommends that attorneys invite debtors to come to their offices, so debtors can use the technology at your offices. All debtors should listen to the announcements at the beginning of each ½ hour, and can benefit from hearing other meetings. It’s OK to block video except when your case is called. If you have multiple hearings in one session, and are putting each debtor in separate rooms in your office and do not have video ability in each room, you should try to have them use the phone number to call in to listen, and then hang up when you are ready for them to be on video.



Acceptable Photo Identification and Social Security Number Documents

Prior to the 341 meeting all debtors must submit to the trustee: (1) a copy of their original government-issued photo Identification (ID) and (2) confirmation of their Social Security number (SSN) or Individual Tax Identification number (ITIN). Acceptable forms of photo ID and proof of SSN are listed below.

ACCEPTABLE PHOTO IDENTIFICATION DOCUMENTS

- ◆ Driver's license
- ◆ U.S. government ID
- ◆ State ID
- ◆ Student ID
- ◆ Passport or current visa, if not a U.S. citizen
- ◆ Military ID
- ◆ Resident alien card
- ◆ Identity card issued by a national government authority

ACCEPTABLE SOCIAL SECURITY NUMBER DOCUMENTS

- ◆ Social Security card
- ◆ Medical insurance card
- ◆ Pay stub
- ◆ W-2 form
- ◆ IRS Form 1099
- ◆ Social Security Administration statement
- ◆ ITIN (only if debtor is not eligible for an SSN)

Please note that tax returns are **NOT** acceptable proof of an SSN.

If the debtor fails to provide an acceptable identification document, Social Security number document, or both to the trustee prior to the 341 meeting, the trustee will likely adjourn and continue the 341 meeting.

If you have any questions:

Please consult the Handbook for Chapter 7 Trustees, Handbook for Chapter 12 Standing Trustees, or Handbook for Chapter 13 Standing Trustees, as applicable, or contact your trustee. All Handbooks are available at <https://www.justice.gov/ust/private-trustee-handbooks-reference-materials>