

Please have your clients register with [The National Data Center](#) before their 341 meeting.

STEARNS' OFFICE 341 FORM

Complete and E-mail this form to: 341documents@lisle13.com a week (or more) before the 341 meeting.

Subject line must be only the seven-digit case number i.e. 2112345 Case Number: _____

Attach a PDF with clear legible scanned copies of each debtor's driver's license (or state or military ID) and each debtor's Social Security card (or W2 or 1099).

341 Meetings are now held via Zoom. Please visit www.lisle13.com or click here: [Zoom Meeting link, Meeting ID and Passcode](#).

Debtor 1 Name: _____

Debtor 1 Employer: _____

Debtor 1 e-mail: _____

Debtor 2 Name: _____

Debtor 2 Employer: _____

Debtor 2 e-mail: _____

If the debtor(s) will be in your office for the meeting, you may defer sending the ID and proof of SSN until the meeting date, but you **MUST** advise us in advance by emailing Dana twombly_d@lisle13.com

****If debtor(s) will be in your office for the meeting, AND you and your client are ready to start, you must send an email to Dana at twombly_d@lisle13.com with CHECKING IN, DEBTOR NAME, CASE # in the subject line.*

Proof of ID Verification (who verified the debtors' ID and when did they do it?)

I, _____, hereby state the following:

1. The attached proofs of identification and social security were obtained by our office from the debtors and scanned into our client record as a procedure done in the ordinary course of business.
2. The identity of the debtors was verified at that time.
3. On _____, I confirmed the identity of these debtors when they signed their bankruptcy and all accompanying schedules and documents.

Signature: _____

Title: _____

Date: _____

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