bkdocs.us - Document Categories and Description Guidelines

Name the file/document by category and include a brief description such as: account numbers and time periods, content or purpose of document. All documents should be in .pdf form. You will use this file/document name when you upload the document to bkdocs.us.		**Important: When submitting documents through bkdocs.us, after uploading the file you will be asked to "Identify Your File(s)" and add a Document Description which should be a detailed description of the contents of the file.**
Document Categories	**Naming Instruction for file/document**	**Examples of File/Document Description**
Affidavit: any declarations/affidavits from the debtor or from an outside party concerning the debtor including explanations of deposits/use of funds or other letters of explanation. Affidavits of non-filing taxes go under tax returns.	Affidavit [insert brief Description here]	Affidavit of Family Support Letter of Explanation of Bank Deposits
Bank Statements/Financial Documents: any bank statements (business or personal), 401k statements, deferred comp statements, retirement savings plan statements, etc. ** Bank statements must be separated by bank name & account number & put in order by month and sent in separate pdfs.	[Bank Name][account number][time period] [Investment Institution][account number][Description of account][date range]	Wells Fargo #8888 11/1/2018-12/31/2018 Fidelity #4444 401k 11/1/2018-11/30/2018
Business Documents: any documents concerning debtors business except bank statements (see above).	[Description of document]	Business License Articles of Incorporation Balance Sheet Inventory List
Divorce Decree/Family Court Orders: any divorce decree, support/custody orders, etc.	[Description of document]	Divorce Decree Child Support Order Alimony Order

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DSO Affidavits: affidavits or declarations concerning domestic/child support; DSO Information Sheet	[Description of document]	Domestic Support Obligation - Claimant Contact Info Domestic Support Obligation Declaration
Expense Documents: 401k loan docs, proof of debtor payment, utility bills (including electric, cable, phone, trash, water, etc), life insurance policy/premiums, HOA payments, home maintenance, vehicle maintenance, medical/dental bills, etc.	[Description of document][Date range]	Prudential #3232 401K LOAN 11/1/2018-11/30/2018
Legal Documents: lawsuits, personal injury settlements, etc.	[Description of document]	PI Case- Retainer agreement Unemployment Claim - Declaration re: Status
Mortgage/Real Estate Documents: proof of mortgage payments, mortgage statements, conduits docs, home appraisals, home insurance policies, lease agreements, etc.	Mortgage Statement [Name of Bank][Description of document][property address][priority of loan, if more than one]	Bank of America - Mortgage Statement - 123 Main St - 1st mortgage
	[Description of Document][Property Address]	Conduit Authorization Conduit Payment Information Sheet - 123 Main St Lease Agreement - 123 Main Street Notice of Trustee Sale - 123 Main Street Settlement Statement - 123 Main Street Appraisal - 123 Main Street
	Verification of Ongoing Direct Payments [Description of property][date range]	Direct Pay Verification 123 Main Street - 6/1/2018-12/31/2018 Direct Pay Verification 2011 Honda Accord - 6/1/2018-12/31/2018

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Pay Stubs/Income Verification: all income – paystubs, profit & loss statements, pensions, social security income, annuity payments, short or long term disability payments, etc ** If there are 2 debtors, pay info must be sent in separate pdfs for each debtor.	[Debtor name][employer name][date range] P & L [Business name][Date range} [Description of document]	Bob - MGM - 6/1/2018-11/30/2018 Mary - Caesar's - 6/1/2018-11/30/2018 P&L - Bob's Mechanic Shop - 6/2018-11/2018 Letter of Explanation of Missing Pay Periods
Tax Returns/Tax Documents: federal, state & business tax returns Also, any affidavit of non-filing tax years. Each year must be sent in separately. State returns & business returns must be sent in separately by year also. Note: You MUST redact the tax documents to remove all personally identifiable information (PII). Any tax return containing PII will be rejected and deemed as not provided to the Trustee without further notice. This is for the protection of your client.	Tax return [year of tax return] Tax Affidavit [year] [Description of document]	Tax return 2016 Tax return 2017 Tax return 2018 Tax Affidavit 2015-2018 Letter from IRS - retention of 2017 refund
Vehicle Documents: vehicle insurance documents, vehicle contracts, bill of sale, titles, vehicle value/appraisals, proof of vehicle payments, conduit documents for vehicle.	[Description of Document][Vehicle Description]	Vehicle Insurance - 2011 Honda Accord Appraisal - 2011 Honda Accord Purchase contract - 2016 Dodge Ram
341 Meeting Forms: 341 Interpreter Request, Questionnaire	[Description of Document]	Questionnaire 341 Intepreter Request
Drivers License and Social Security Card: verification of identification and social security number. Note: ID/SSN or verification of Idenity and Social Security Number are to be provided **unredacted**. To secure the PII, these documents are deleted from the Trustee's system after the 341 Meeting has concluded.	[Description of Document]	ID/SSN