

CHAPTER 13 TRUSTEE EDKY  
PROTOCOL  
REGARDING A DEBTOR'S LACK OF PROOF OF SSN  
AT THE SECTION 341 MEETING

If a debtor appears at the section 341 meeting and does not have acceptable proof\* of his/her social security number, I require this protocol:

- 1) The debtor must personally appear at the office of the debtor's attorney with an original form of acceptable proof\* of his/her social security number.
- 2) The debtor's attorney must personally review the original documentation, and cause a photocopy of the original to be made for the chapter 13 trustee.
- 3) The debtor's attorney must personally sign an Affidavit stating that:
  - a) The attorney has reviewed the original documentation;
  - b) The original documentation is in the form of \_\_\_\_ [*Insert as appropriate, such as social security card, W-2, etc.*].
  - c) The SSN on the original documentation does (or does not) match the SSN filed with the petition; and
  - d) A true and correct copy of the original has been mailed to the chapter 13 trustee.
- 4) The Affidavit must NOT set forth the debtor's SSN.
- 5) The debtor's attorney must file the Affidavit, but must NOT file a copy of the social security card or other evidence of the debtor's SSN.
- 6) The debtor's attorney must mail to the chapter 13 trustee:
  - a) the photocopy of the proof of SSN; and
  - b) a copy of the Affidavit.
- 7) The above-described protocol must be completed within ten (10) days following the section 341 meeting.
- 8) The debtor's attorney must ensure that the debtor's SSN is NOT disclosed to the public in any document filed in the case via ECF.

Beverly M. Burden  
Chapter 13 Trustee, EDKY  
10/01/2008

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\* The chapter 13 trustee subscribes to the policy of the United States Trustee regarding what constitutes acceptable proof of a debtor's SSN: "Acceptable forms of proof of social security number may include the following original documents: (1) social security card, (2) medical insurance card, (3) pay stub, (4) W-2 form, (5) IRS form 1099, and (6) Social Security Administration report." A military ID which contains a photo ID and the debtor's SSN may also constitute adequate proof.