

FINAL AUDIT CHECKLIST

Name:

Completed: ☐

Dismissed: ☐

Case Number:

Converted: ☐

☐

Base Plan

☐

Below Median Income

☐

DSO Case

☐

100% Plan

☐

Above Median Income

☐

No Disbursements Made

☐

Review case notes. Familiarize yourself with the recent circumstance of the case. Be aware of any cause which would impede completion.

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Review images. Read any recently received correspondence etc. This will aid you in becoming familiar with the circumstances in the case. Again, be aware of any impediments.

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Reconcile the Court Claims Register with the Trustee's payee records to ensure that all claims filed with the court are reflected properly in the Trustee's system. View the image of any secured, priority or other "questionable" claim.

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Review the court docket to ensure that the case was administered in accordance with the docs filed.

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If appropriate, calculate the number of payments made to the mortgage creditor to ensure that the continuing/post petition payments are current through the month in which the case completes. Note any payments changes to the mortgage over the term of the plan in the forum for future reference should the creditor or debtor contact the Trustee post discharge with questions or concerns.

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Review the Receipt History. Look for irregular dollar amounts or payment sources. View the image of such receipts to ensure that they were posted properly.

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Review the Payments History noting any debtor refunds.

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Verify that the receipts posted, less any refunds to debtor equals the Total Paid In.

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Verify that the Base Amount, less the Total Paid In equals the Base Balance.

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Review the total paid/principal owed to creditors ensuring that creditors were paid pursuant to the debtor's Chapter 13 Plan.

☐

Ensure that there is treatment provided for all of the claims filed.

- ☐ Verify that claims/base has been properly satisfied in accordance with the debtor's Plan.
- ☐ Browse through the case file looking for improperly flagged fields ie; incorrectdebtor address information, hold fields reflecting a dollar amt, etc.
- ☐ Complete the case status by changing the Close Code field in the case file to "Completed"(J).
- ☐ Update the Closing Order Date field in the case file to reflect the date on which the case is deemed complete.
- ☐ Update the Debtor Entitled to Discharge field in the case file as appropriate (for each Debtor).
- ☐ Document the review and status of the case in the forum. Reference any pertinent information such as the date that the mortgage has been paid through and any refund amount due to the debtor and if the case is above or below median income.
- ☐ Release the Wage/Tax Directive when appropriate.
- ☐ Email Administrative Assistant if this is a DSO case.

Date Completed:

Completed By:

Notes