

District of Vermont

**UNITED STATES TRUSTEE'S INSTRUCTIONS
FOR AMENDMENT OF SOCIAL SECURITY NUMBER**
(Effective 12/01/03) (Revised 12/08/09)

Filing an incorrect social security number can adversely affect another person's credit record. Upon finding that an incorrect social security was used, the debtor's attorney or *pro se* debtor, is required to amend the bankruptcy forms and make sure that all affected entities are made aware of the amendment. The United States Trustee and the case trustee will verify the filing and service of the amendments. In the event timely compliance is not made, the United States Trustee or the case trustee may move the Court for relief

IF THE ERROR AFFECTS ONLY THE FIRST FIVE DIGITS OF THE SOCIAL SECURITY NUMBER, FOLLOW STEPS ①, ②, & ③.

IF THE ERROR AFFECTS THE LAST FOUR DIGITS, FOLLOW STEPS ①, ②, ③, & ④.

①. Submit, in paper, to the United States Bankruptcy Court Clerk, an Amended Statement of Social Security Number(s) (Form 21) (Forms available at www.uscourts.gov) indicating the full and correct social security number. The Clerk of the Court is located at 67 Merchants Row, P.O. Box 6648, Rutland, Vermont 05702-6648. Please continue to step ②.

②. Serve upon all creditors, the chapter 7 or 13 trustee, and the United States Trustee the Amended Statement of Social Security Number(s) (Form 21), reflecting the full and correct social security number. Please continue to step ③.

③. File, with the United States Bankruptcy Court Clerk, a completed Certificate of Service by Mail, certifying service of the Amended Statement of Social Security Number(s) (Form 21) upon all creditors, the chapter 7 or 13 trustee, and the United States Trustee. (Attached is a Certificate of Service form to use). Please attach to the Certificate a list of all creditors, their names and addresses as well as the chapter 7 or 13 trustee's name and address indicating the entities served). **DO NOT ATTACH A COPY OF THE AMENDED STATEMENT OF SOCIAL SECURITY NUMBER(S) TO THE CERTIFICATE OF SERVICE.** Please continue to step ④ only if applicable.

COMPLETE STEP ④ ONLY IF THE ERROR AFFECTS THE LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER

④. **File**, with the United States Bankruptcy Court Clerk, an amended petition (Form available at www.uscourts.gov) with the correct last four digits of the social security number, pursuant to Fed. R.Bankr. P. 1009 and Vt. LBR 1009-1. The filing requirements pursuant to Vermont Local Bankruptcy Rule 1009-1 are available at www.vtb.uscourts.gov and noted, in part, below:

- ▶ **Amendments Generally.** All amendments must include the case name (as set forth on the petition), case number and chapter. The party filing the amendment shall contemporaneously serve the amendment on all creditors, the Office of the U.S. Trustee, and the case trustee. A copy of the Cover Sheet for Amendments may be used. (Form attached).
- ▶ **Interlineation.** No amendment by interlineation shall be permitted. The entire page or pages that the amendment affects shall be redrafted with the amendment redlined, underlined, or boxed in, and in such manner that the amended page(s) will be complete without referring to the page or pages that have been amended.
- ▶ **Filing.** At the time of filing, the amendment must be accompanied by a Cover Sheet for Amendments, sample attached, that includes a declaration signed by the debtor. The declaration certifies that a notice of the amendment was served on all creditors, the Chapter 7 or Chapter 13 trustee appointed in the case, and the United States Trustee. (Please include the list of all creditors served, their names and addresses as well as the Chapter 7 or Chapter 13 trustee's name and address, and the United States Trustee).
- ▶ **Declarations.** If electronically filed, a new Declaration Regarding Electronic Filing (Form attached) must be filed with each amendment in the form set forth in Vt. LBR 5003-1(b) and Standing Order 03-6. .
- ▶ **Electronic Case Filing System.** The District of Vermont participates in the Electronic Case Filing System for document filing. The website is www.vtb.uscourts.gov.

Please feel free to contact Diana M. Nuss, Paralegal Specialist, Office of the United States Trustee, Albany, New York at telephone number (518) 434-4553 with any questions.

Failure to amend bankruptcy forms to correct social security number may result in dismissal of case
See, In re Riccardo, 248 B.R. 717 (Bankr. S.D.N.Y. 2000)

UNITED STATES BANKRUPTCY COURT
DISTRICT OF VERMONT

IN RE:

Case No. _____

Chapter: _____

Debtor(s).

CERTIFICATE OF SERVICE BY MAIL

The undersigned hereby certifies that (he/she) is a citizen of the United States and resides in _____ County, State of Vermont and is of suitable age and discretion as to be competent to serve papers.

That on _____, 20_____, (he/she) served a copy of the

**Amended Statement of Social Security Number,
and Amended Petition** (if applicable)

By placing a true copy thereof in a sealed envelope, with postage fully prepaid, and depositing said envelope in a United States Post Office mailbox addressed to all the people listed below and on the attached list:

(1) All Creditors (attach a list of the names and correct addresses of all creditors in the case)

(2) Office of the United States Trustee
74 Chapel Street, Suite 200
Albany, New York 12207

(3) Chapter 7 or 13 Bankruptcy Trustee:
(Insert name and address)

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, in _____, Vermont.
(date) (City)

(Signature) _____

(Printed Name) _____

(Address) _____
