

Laurie K. Weatherford  
Chapter 13 Standing Trustee  
P.O. Box 3450  
Winter Park, FL 32790  
Phone: (407) 648-8841  
Fax: (407) 648-2665  
[www.c13orl.com](http://www.c13orl.com)

**TRUSTEE’S NOTICE OF PAYMENT REQUIREMENTS**

I/We, the undersigned Debtor(s) in bankruptcy case number \_\_\_\_\_, hereby acknowledge that I/we have received notice of the following:

I/We will be required to make payments to Laurie K. Weatherford, Chapter 13 Trustee, beginning within 30 days after the filing of the bankruptcy case and continuing on the same day of each succeeding month until I/we have completed the plan to be confirmed by the Court.

Should I/we receive a motion to dismiss or an affidavit of non-payment from the Chapter 13 Trustee, I/we will have to pay the amount shown as delinquent plus the next payment within 21 days of the date of such motion/affidavit, or my/our case will be dismissed.

I/We understand that I/we will be allowed to make monthly, biweekly, or weekly payments to the Chapter 13 Trustee, but the entire amount of my/our monthly payment is due by the payment date. I/We understand that my/our failure to make timely payments will result in the dismissal of my/our case.

I/We need to be able to provide proof of making all payments during the pendency of my/our case. I/We realize that I/we must maintain copies of all money orders, cashier’s checks or proof of online TFS payments showing all payments I/we have made, and must produce at the confirmation hearing in my/our case all copies of payments made if requested by the court or Chapter 13 Trustee.

**NOTE: Do NOT use any type of “OVERNIGHT” or “EXPEDITED” delivery method for your payment (i.e. Federal Express, United Parcel Service, USPS, etc.) as there is NO LOCAL PAYMENT ADDRESS. ALL payments must be made either online ([www.TFSBillPay.com](http://www.TFSBillPay.com)) or by regular first class mail to Laurie K. Weatherford, Trustee, P.O. Box 1103, Memphis, TN 38101-1103.**

\_\_\_\_\_  
Debtor

\_\_\_\_\_  
Co-Debtor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Debtor Phone Number

\_\_\_\_\_  
Co-Debtor Phone Number

\_\_\_\_\_  
Debtor Email

\_\_\_\_\_  
Co-Debtor Email

FOR ATTORNEY USE ONLY:

Petition date: \_\_\_\_\_

Payment Due: \_\_\_\_\_

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Case No. \_\_\_\_\_

**DEBTOR DUTIES AND DISCLOSURES**

**DEBTORS' DUTIES:**

**DUTY TO PROVIDE TAX RETURNS BY APRIL 30**

I/We, the Debtor(s) in the above-referenced case, declare that I/we have been advised that I/we must have already filed and provided (if required) tax returns for the three (3) years preceding the filing of this case, plus the return for the year of this bankruptcy filing.

Further, I/we acknowledge the obligation to provide copies of all tax returns that come due while the case is still pending, by April 30<sup>th</sup> of each calendar year.

**I/We acknowledge failure to do so constitutes grounds for Chapter 13 case dismissal.**

**DUTY TO TIMELY PROVIDE FINANCIAL DOCUMENTS**

**I/We understand failure to promptly provide tax returns and any other supporting financial documentation constitutes grounds for Chapter 13 case dismissal.** These documents include but are not limited to bank records, pay stubs or any other financial information requested by the Office of the Chapter 13 Trustee.

**DUTY TO MAKE TIMELY AND CONTINUOUS PLAN PAYMENTS**

**I/We understand failure to ensure timely and continuous plan payments (through TFS or otherwise) constitutes grounds for Chapter 13 case dismissal.**

**DUTY TO SURRENDER ALL TAX REFUNDS**

Until all payments due under your Chapter 13 Plan have been made, you are required to turn all tax refunds over to the Office of the Chapter 13 Trustee. Your refund is part of your disposable income and it must be surrendered upon receipt until you have completed all payments in your case. Refunds MAY NOT be credited to future tax liability.

**I/We understand failure to comply with this provision and promptly surrender all tax refunds to the Office of the Chapter 13 Trustee constitutes grounds for Chapter 13 case dismissal.**

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**AUTHORIZATION FOR RELEASE AND TRANSMITTAL OF FINANCIAL INFORMATION**

I/We authorize the release of any and all financial information requested by the Office of the Chapter 13 Trustee or provided by counsel, including but not limited to TFS payments, ACH payments, tax returns, bank statements, pay stubs, and records concerning my mortgage loans to Laurie K. Weatherford, Chapter 13 Trustee, or my bankruptcy attorney, during the pendency of my Chapter 13 Bankruptcy. I/We further authorize release and transmittal (electronically or otherwise) of all financial information received by this office to state or federal agencies at the Trustee's discretion.

By signing below, I/we acknowledge all Debtor duties as outlined and agree to timely and continuously comply with my/our obligations herein.

\_\_\_\_\_  
Debtor

\_\_\_\_\_  
Co-Debtor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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### **INCURRING DEBT**

I/We, the Debtor(s) in the above-referenced case, declare that I/we have been advised that I/we must obtain written approval from the Trustee whenever I/we plan to incur long-term debts, including but not limited to the following examples:

1. Refinancing or purchase of a new home;
2. Refinancing or purchase of a new automobile;
3. Debt owing to Internal Revenue Service (IRS) at filing of yearly tax returns;
4. Use of existing or obtaining new credit card accounts;
5. Rapid refund tax service.

I/We understand that in order to obtain the Trustee's written approval, I/we must first contact my/our attorney. My/Our attorney will contact the Trustee, in writing, requesting permission to incur new debt. The Trustee will either approve or deny the request, in writing, and respond directly (via fax or email) to my/our attorney.

I/We further understand that failure to comply as noted above may result in the denial or dismissal of the discharge of my/our bankruptcy case.

\_\_\_\_\_  
Debtor

\_\_\_\_\_  
Co-Debtor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Case No. \_\_\_\_\_

**Notice Is Hereby Given That Information Relating to Your  
Chapter 13 Bankruptcy Case Will Be Made Available on The  
Internet to Your Creditors and Other Parties in Interest**

Pursuant to 11 U.S.C. Sections 1302(b)(1) and 704(a)(7), your Chapter 13 Trustee has a duty, unless otherwise ordered by the U.S. Bankruptcy Court, to furnish information concerning the administration of your bankruptcy case as is requested by parties in interest.

In furtherance of this duty, the Chapter 13 Trustee will make the following information available to parties in interest who request such information:

- (1) Your name, address, bankruptcy case number, state and district in which your case is pending, and the trustee assigned to your case. Your social security number will not be visible to parties in interest, but they will be able to search for your bankruptcy case using your social security number. Furthermore, your employer's name will not be displayed.
- (2) Information regarding claims filed against your bankruptcy case including the identity of the claimant, the type of claim (e.g., priority, secured, unsecured, etc.), and the amount of the claim.
- (3) A history of all payments you make to the Chapter 13 Trustee in your bankruptcy case including the date and amount of each payment.
- (4) A history of all disbursements made by the Chapter 13 Trustee in your bankruptcy case including the date of the disbursement, the payee, and the amount.

You may review, without charge, the information about your Chapter 13 bankruptcy case that is posted on the Internet.

Your case information is posted on [www.ndc.org](http://www.ndc.org), a website operated by the National Data Center, Inc. ("NDC"). You can contact the NDC at 866-938-3639.

\_\_\_\_\_  
Debtor

\_\_\_\_\_  
Co-Debtor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date