

Laurie K. Weatherford
Standing Chapter 13 Bankruptcy Trustee
P. O. Box 3450
Winter Park, FL 32790-3450
Telephone (407) 648-8841 Fax (407) 648-2665

REQUEST TO KEEP INCOME TAX REFUND
(Or Portion Thereof)

NAME OF DEBTOR: _____ CASE NUMBER: _____
Requested By: _____ Phone Number: _____
Tax Year: _____ Email address: _____

1. IN A BRIEF, CONCISE STATEMENT, PLEASE EXPLAIN THE REASON FOR THIS REQUEST.

2. YOUR REQUEST WILL NOT BE PROCESSED UNLESS THE FOLLOWING INFORMATION IS PROVIDED WITH THE REQUEST.

- a. Complete copy of your Income Tax Return, including all Schedules, W-2s, & 1099s.
- b. You must turnover the Refund Check before your request will be considered.
- c. We need written estimates for any request for repairs to your home or vehicle.
- d. We need statements/bills for any request for medical treatment.
- e. To be considered, all payments to the Trustee must be current at the time of this request.

If the request is approved, a copy of the actual payment for services rendered or items purchased must be provided to the Trustee. Failure to provide these receipts may result in the withdrawal of the approval.

Please keep in mind that we have a large volume of cases, and we will process your request as quickly as possible. Providing the information requested above with your request will assist in the process. Thank you.