

NOTICE TO CHAPTER 13 DEBTORS OF TRUSTEE'S POLICIES

PAYMENTS

For all debtors who make a payment to their Chapter 13 by check or money order, for your safety write your name and your complete Chapter 13 case number on your payment or it will be sent back to you! We do not accept payments at our office!!! Payments received at our office will be returned to you. Be sure to send payments to lockbox:

**Elizabeth Clark, Trustee
Chapter 13 Trust Account
2482 Momentum Place
Chicago, IL 60689-5324**

Your attorney will advise you when to commence plan payments; however, prompt payments will help establish to the Trustee and the Court that your Plan is feasible and confirmable. If the Trustee is paying your mortgage or land contract, your plan payments should start immediately.

TFS Payments

Our office is now set up to accept payments from TFS. The link to TFS's website is as follows: <https://www.tfsbillpay.com/>. Please note that the Trustee's office just accepts payments from TFS. If you (or your client) are having issues, you will need to contact them for support.

TFS is only to be used after approval from the Trustee. TFS will be primarily used for retired or self employed debtors or special cases where you and the trustee agree. Per the local rules if the debtor is employed they are to be on a payroll order unless a motion is filed or an agreement can be reached with the Chapter 13 Trustee.

TAX RETURNS/REFUNDS

1. For most cases, Federal, State and Local tax returns and refunds will need to be submitted to the Trustee for 3 to 5 years.
2. Send tax refunds to the above payment address. Put your name and case number on the check or money order and note on the check or money order that it is payment for a tax refund and designate the type of refund. Example: IRS 2008.
3. Send copies of future tax returns to the Trustee at our mailing address:

**Elizabeth Clark, Trustee
3350 Grand Ridge Dr.
NE Suite 200
Grand Rapids, MI 49525**