

**OFFICE OF
CHAPTER 13 STANDING TRUSTEE
POST OFFICE BOX 40873
PHILADELPHIA, PA 19107
Telephone: 215-627-1377 Facsimile: 215-627-6299
****IMPORTANT NOTICE TO DEBTOR(S)******

As your chapter 13 standing trustee, I would like to provide you with some basic information to facilitate the orderly progress of your case. I represent your bankruptcy estate. I **do not** represent you individually. Thus, my staff and I cannot give you legal advice. You should call your attorney whenever you have a **legal** question concerning your case. My office reviews and collects **payments** under your chapter 13 plan and conducts the **meeting of creditors** in your case. If you comply with the following instructions, problems in the administration of your case can be avoided:

A. PAYMENTS -

We encourage the use of TFS Bill Pay (www.TFSBillPay.com) for payments as well as the National Data Center (www.NDC.org) for tracking your case.

You **must** begin making payments under your chapter 13 plan so that my office **receives** the first one within **thirty (30) days** from the date the **case was filed**. Payments must be sent by regular mail to P.O. Box 1799, Memphis, TN 38101-1799. **Only money orders and certified checks will be accepted**. Arrangements can also be made for electronic payments through the TFS Bill Pay service, at www.TFSBillPay.com.

We do not accept payments at our office; nor is any staff person authorized to accept payments personally. All money orders and certified checks should be made payable to **Kenneth E. West, Trustee**, and your **name and bankruptcy case number** should be indicated clearly on the payment. Please keep receipts for all your payments and match them with the payments shown on the periodic reports that we send you regarding the status of your case.

B. MEETING OF CREDITORS -

You will shortly receive in the mail a Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors, and Deadlines. Among other things, the date for the **meeting of creditors** will be provided in this document. All debtor(s) and their counsel **must** attend the meeting of creditors. **ALL WEAPONS, INCLUDING FIREARMS, ARE PROHIBITED IN THE 341 WAITING ROOM AND HEARING ROOMS. Note for the time being, all such meetings are virtual.**

At least seven (7) days before the meeting of creditors, we **must** receive from you a copy of your Federal tax return for the most recent tax year ending immediately before the commencement of the case and for which a return was filed, including any attachments, or a transcript of the return; **also**, self-employed debtors must provide a completed Business Questionnaire (consult with your attorney).

At least one (1) day before the meeting of creditors, you **must** file with the appropriate tax authorities (federal, state and local) all returns for all taxable periods ending during the 4-year period ending on the petition filing date.

At the meeting of creditors, you are **required** to bring the following documents:

- (a) a current picture identification issued by a government unit (e.g. driver's license, passport, non-driver's ID) **and original** evidence of your social security number (e.g. SS card, W-2 Statement);
- (b) evidence of current income, such as most recent pay stub;
- (c) statements for **each** depository and investment account, including checking, savings, and money market accounts, mutual funds and brokerage accounts for the time period that includes the filing of the petition;
- (d) documentation of certain expenses - contact your attorney regarding this requirement;
- (e) fair market value evidence for all real property owned;
- (f) proof of all mortgage balances for all real property owned;
- (g) proof of insurance for all real property owned if property is rental or a business case (consult with your attorney);
- (h) Completed business questionnaire with proof of business insurances and licenses for self-employed debtors (consult with your attorney).

Failure to comply with any of these instructions could lead to the dismissal of your bankruptcy case, and if you are entitled thereto, loss of the "automatic stay" which prevents creditors from proceeding against you.

Kenneth E. West, Chapter 13 Standing Trustee

(OVER)

NOTICE - 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(7) , your Chapter 13 standing trustee has a duty, unless otherwise ordered by the 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 standing 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 in your bankruptcy case, including the identity of the claimant, the type of claim (e.g. priority taxes, secured, unsecured, etc.), and the amount of the claim.

3. A history of all payments you make to the Chapter 13 standing trustee in your bankruptcy case, including the date and amount of each payment.

4. A history of all disbursements made by the Chapter 13 standing trustee in your bankruptcy case, including the date of the disbursements, the payee, and the amount.

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

The URL address where your information is posted is <https://www.ndc.org> - operated by the National Data Center, Inc.

NOTICE – YOU CAN ALSO OBTAIN A PERSONAL ACCOUNT WITH THE NATIONAL DATA CENTER, AT NO COST, SO THAT YOU CAN CHECK THE STATUS OF YOUR CASE AT ANY TIME. USE THE LINK PROVIDED ABOVE TO CONTACT THE NDC.

November 1, 2021