

Office of the Chapter 13 Standing Trustee

Kenneth E. West

Chapter 13 Standing Trustee

My office has been assigned as trustee for your Chapter 13 case. My office reviews and collects your payments under your Chapter 13 plan.



Contact Information

Phone: 215-627-1377

E-mail: info@ph13trustee.com

Payment Address:

P.O. Box 1799

Memphis TN 38101-1799

Visit us on the web
www.ph13trustee.com

Legal Advice

My staff and I are unable to provide legal advice. Please contact your attorney.

PAYMENT PROCESS

Your first payment due date is (30) thirty days after the date the case was filed

We DO NOT accept personal checks

We do accept money orders or certified checks

- Payable to Kenneth E. West, Trustee
- Mailed to P.O. Box 1799 Memphis TN 38101-1799
- Include name and bankruptcy case number

Online payments are available through TFS visit them at www.TFSbillpay.com or use the QR code



Your attorney can set up pay deductions for your plan payments discreetly through e-Wage. Money is directly deposited into an e-Wage account and immediately transferred to the Trustee from the e-Wage account. The transaction is completed without your employer being advised that you have filed bankruptcy.

Register at www.NDC.org to view your case information



Your case information is available 24/7 online. This valuable resource provides secure access to your case information including payments and important reminders.

REMINDER - You must complete a financial management course before the end of your case to be eligible for discharge

You filed for Chapter 13 bankruptcy. What happens next?

File Pay Advices

Your attorney must file pay advices with the original petition or within 14 days of the petition filing date. If pay advices do not exist a certification of no pay advices must be filed with the court

Begin Making Payments

Your first plan payment is due 30 days after your case is filed

Prepare for Meeting of Creditors

You will receive a notice indicating the date of your virtual meeting of creditors. **You must attend the meeting**

DOCUMENTS THAT MUST BE UPLOADED at least 7 days before the meeting of creditors

Your attorney must upload the following documents to our secure site www.bkdocs.us

- ✓ Most recent year federal tax return with all attachments - **REDACTED**
- ✓ Oath that your attorney has confirmed your photo ID and social security number

IF YOU ARE SELF EMPLOYED

- ✓ Completed Business Package
- ✓ Two years of Tax Returns

Make sure to provide your attorney with all the referenced documents. The meeting of creditors will not be held if the documents have not been uploaded by the deadline.

Documents Required To Be Uploaded

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| <p><i>Income</i></p> <ul style="list-style-type: none"> • Most recent pay advice and/or • Contribution affidavit and/or • Other proof of income SSI, SSD Pension, etc. | <ul style="list-style-type: none"> • Notice – disclosure obligations • 341 information request form (DSO) | <p><i>Insurance</i></p> <p>Proof of property insurance (if applicable)</p> | <p><i>Assets</i></p> <ul style="list-style-type: none"> • Proof of fair market value house(s), car(s), etc. • Statements for all accounts (checking, savings, investment, pension...) that include the <u>date of filing balance.</u> |
| | <p><i>Liabilities (Priority/Secured)</i></p> <p>Statements for balances owed on the date of filing</p> <ul style="list-style-type: none"> • Schedule D (Mortgage, Car Loans and/or Real Estate Taxes) • Schedule E (IRS/State taxes owed) | | |

Make sure your attorney has the above documents ASAP

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