

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:

**Brett N. Rodgers, 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.

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:
 - i. 50 Louis St. NW, Ste 700, Grand Rapids, MI 49503

ADDRESS CHANGES

It is the responsibility of each debtor to inform his/her attorney, the Bankruptcy Court, and the Trustee in writing of changes in their personal addresses, and any address change for their mortgage companies or other creditors as soon as the debtor becomes aware of such changes.

Questions about your responsibilities while in a Chapter 13 should be directed to your attorney.

Please save this letter for future reference. Thank you for your cooperation!