

RUSSELL BROWN CHAPTER 13 TRUSTEE

Please retain this document for your records

Case No. _____
Plan Payment Amount: \$ _____

PLAN PAYMENTS

Trustee accepts plan payments only by cashier's check, money order, TFS Electronic Fund Transfer, or a check from your employer (a company you own is not your employer).

Make all plan payments payable to "Russell Brown, Trustee" and, except for TFS payments, mail them to this address:

**Russell Brown, Trustee
P.O. Box 52548
Phoenix, Arizona 85072**

- Put your **name(s) and case number** on the payment. Sign the cashier's check.
- Do not use a company name on your payments. The Trustee's records are not organized by business name.
- The Trustee accepts no personal checks, no personal electronic fund transfers, no online Bill Pay, or cash. The cashier's check must be drawn from an institution in the United States. Talk to your attorney about deducting plan payments from your wages.
- Sign up for TFS Automated payments by visiting www.TFSbillpay.com. Have your case number, district name (Arizona) and plan payment amount available when signing up.
- Do not mail payments by Express Mail, FedEx, UPS or similar expedited delivery service.
- Keep your payment receipts or carbon copies at least until you have completed your plan payments and the court has entered your discharge. Place the receipts or carbon copies in a safe location. You have the burden of proving that you made your plan payments.
- Make your payments on or before the day they are due. Payments made after the due date may cause interest to accrue on secured claims and a funding shortfall in your case.
- Unless you have an emergency or the Trustee's office makes a request, please do not bring plan payments to the Trustee's office.
- The address on the Trustee's envelopes, letters, pleadings, and Recommendations is not the plan payment address.
- Do not use your plan payment envelope for a change of address. Send a change of address form to the Bankruptcy Court and a copy to the Trustee's correspondence address.

LETTERS AND INQUIRIES

You may fax documents to the Trustee's fax number: 602-253-8346.

Mail letters and documents (no plan payments) to the correspondence address:

Russell Brown
Chapter 13 Trustee
Suite 800
3838 North Central Avenue
Phoenix, Arizona 85012-1965

The general email address for the office is:
mail@ch13bk.com.

The Trustee's website has more information:
www.chapter13.info.

INTERNET ACCESS TO YOUR CASE INFORMATION

If you have access to the Internet, you can view your case information at the National Data Center, such as plan payments received and how the Trustee pays your creditors.

Go to www.ndc.org and click "click here" in the Debtor area. Follow the instructions provided by the National Data Center.

Contact the National Data Center if you are unable to gain access to your case information.

However, contact the Trustee's office about information shown in your case; do not contact the National Data Center.

See the other side of this sheet for more information.

**Notice Is Hereby Given That 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. §§ 704(7) and 1302(b)(1), the Chapter 13 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 Trustee will make the following information available to parties in interest who request such information:

- 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. Your employer's name will not be displayed.
- Information regarding claims filed against your bankruptcy case including the identity of the claimant, the type of claim filed, and the amount of the claim.
- A history of all payments you make to the Chapter 13 Trustee in your bankruptcy case including the date and amount of each payment.
- A history of all disbursements made by the Chapter 13 Trustee in your bankruptcy case including the date of disbursement, the payee and the amount.
- This information is from the Trustee's office, not from the Bankruptcy Court.

You may review, without charge, the information about your Chapter 13 case that is posted on the Internet. The website address where you may access your information and where it is posted is <http://www.ndc.org> which is operated by the National Data Center, Inc., a nonprofit corporation.

If you believe the information shown about your case is inaccurate, please contact the Chapter 13 Trustee's office with specific information, not the NDC.

COURSE IN PERSONAL FINANCIAL MANAGEMENT BY THE TRUSTEE EDUCATION NETWORK

Debtors are required to complete a course in personal financial management. The Trustee provides a free course through the Trustee Education Network. Go to www.13class.com and use the Trustee's registration number of TEN13002.