One Time Payment Instructions

1. Go to www.ch13wdva.com/epay.html

2. Click on the **Login Now** button.

3. Enter your username and password then click on the **Sign On ▶** button.

OFFICE OF THE CHAPTER 13 TRUSTEE
Christopher Micale
Administering Bankruptcy Cases in the
Western District of Virginia

Chapter 13 Trustee Christopher Micale

Please enter your Username and Password:

Username

Password

Forgotten your Username?
Forgotten your Password?

Sign On ▶

Are you a new user?

Register now to create your username and password to use this secure application.

Welcome to the Online Payment Center. This Online Payment System allows you the option to make fast convenient payments to the Chapter 13 Trustee in a safe and secured environment.

You are under no obligation or requirement to use the Online Payment System. You may opt to send your payments by cashier's check or money order to:

PO BOX 750
Memphis, TN 38101-0750

If you elected to make your Plan payments by a Wage Deduction Order, please ensure that any payments through the Online Payment System are not duplicate payments. If you have any questions, please speak with your attorney or our office before making a payment through the Online Payment System. For the complete payment history on your case, please visit the National Data Center by selecting the link provided below.

4. Under the Single Payment tab select the date that you would like the payment to be debited from your account.
*Note: Single Payments can only be set for the current date or one day in advance.

5. Choose the amount to be debited from your account. You can make your Total Monthly Payment (Example 1)or choose Other Amount to make a payment smaller than the Total Monthly Payment (Example 2). If you would like to make your Total Monthly Payment plus an additional amount, enter the additional amount in the Additional Payment field (Example 3). Choose the source of the additional payment from the drop down box next to the Additional Payment field. The choices are Tax Refund Payment, Bonus Payment, Insurance Proceeds, Sale Proceeds, Settlement Proceeds, Cure Delinquency or Other.

Example 1:

Example 2:

Single Payment	Recurring Payment

Payment Date	07 May 2013 ▼
○ Total Monthly Payment Amount	7500.00
◉ Other Amount	3750.00
Additional Payment	0.00	▼
Bank Processing Fee	1.00
Amount to Pay	3751.00

Example 3:

Single Payment	Recurring Payment

Payment Date	07 May 2013 ▼
◉ Total Monthly Payment Amount	7500.00
○ Other Amount	
Additional Payment	250.00	01 - Tax Refund Payment ▼
Bank Processing Fee	1.00
Amount to Pay	7751.00

6. Enter your checking and/or your savings account information for the account from which you want your payment to be debited. You will need your routing number and your account number. These numbers can be found at the bottom of your check, see example below.

7. Once you have correctly entered your payment information click on the Submit Payment button at the bottom right of the screen.

Online Payment ID 99999990000

Due Date	Monthly Plan Payment Amount	Total Monthly Payment Amount
28 Jun 2013	$ 7,500.00	$ 7,500.00

Single Payment Recurring Payment

Payment Date	07 May 2013	
○ Total Monthly Payment Amount	7500.00	
◉ Other Amount	3750.00	
Additional Payment	0.00	
Bank Processing Fee	1.00	
Amount to Pay	3751.00	

Checking/Savings

○ Previously Used				
◉ New Routing Number	061000104	Account Type	Personal/Checking	
Account Number	000850008963	Confirm Account Number	000850008963	

Submit Payment

8. Read the Make A Payment - Terms & Conditions

Make A Payment - Terms & Conditions

1. Accept Terms & Conditions | 2. Confirm Payment Details | 3. Payment Completed

9. If you accept the Terms & Conditions click the check box next to the statement "I have read and accept the Terms & Conditions" then click on the Continue Payment button.

☑ **I have read and accept the Terms & Conditions**
(click box to continue)

Continue Payment   Cancel

10. Check your payment details to make sure all your information has been entered correctly. If all information is correct click the Submit Payment button at the bottom of the screen.

Make A Payment - Confirm Payment Details

1. Accept Terms & Conditions | **2. Confirm Payment Details** | 3. Payment Completed

Please confirm the following payment details are correct before continuing:

Payer Name: | Your Name
Payer Email Address: | Your Email Address

Online Payment ID: | **99999990000**
Christopher Micale: | Christopher Micale

Payment Type: | **Single Payment**
Payment Entered Date: | 07 May 2013
Payment Date: | 07 May 2013
Payment Effective Date: | 08 May 2013

Payment Amount: | 3750.00
Additional Payment: | 0.00
Bank Processing Fee: | 1.00
Total Amount: | **3751.00**

Payment Method: | **Checking/Savings**
Routing Number: | 061000104
Account Type: | Personal/Checking
Account Number: | xxxxx xxxx 8963
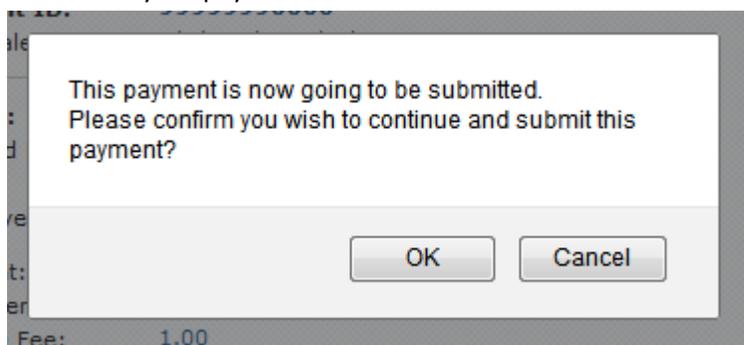
Submit Payment   Cancel

11. You will be asked for one final confirmation of that you wish to submit your payment. If you agree click the OK button and your payment will be submitted.

This payment is now going to be submitted.
Please confirm you wish to continue and submit this payment?

OK   Cancel

Fee: 1.00

12. You will then get a Payment Complete - Confirmation. It is recommended that you print a copy of this confirmation for your records. This completes the process.

Make A Payment

1. Accept Terms & Conditions | 2. Confirm Payment Details | **3. Payment Completed**

Payment Complete - Confirmation

Your payment has now been submitted. Please print this page for your records.

On the 08 May 2013, $ 3,751.00 will be debited from your account.

Confirmation Number:	730160
Payer Name:	Your Name
Payer Email Address:	Your Email Address
Online Payment ID:	99999990000
Christopher Micale:	Christopher Micale
Payment Type:	Single Payment
Payment Entered Date:	07 May 2013
Payment Date:	07 May 2013
Payment Effective Date:	08 May 2013
Payment Amount:	$ 3,750.00
Bank Processing Fee:	$ 1.00
Total Amount:	**$ 3,751.00**

Close Window   Print