

# Recurring Payment Instructions

1. Go to [www.ch13wdva.com/epay.html](http://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

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### 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. Click on the **Recurring Payment** Tab.

**Online Payment ID**

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

*Next payment is scheduled on 07 May 2013 for \$ 3,751.00*

**Single Payment** | **Recurring Payment**

Starting Payment Date:

Number of Payments:

Payment Frequency:

Recurring Payment Amount:

Bank Processing Fee:

**Total Payment Amount**:

- Click on the calendar next to the Starting Payment Date field and choose the date you want your first payment to be debited from your account.



- Enter the number of recurring payments that you would like to have debited from your account. The maximum number of recurring payments that you may enter is twelve.

Number of Payments

- Choose how often you would like this payment to be debited from your account by clicking on the drop down box labeled Payment Frequency. The options are Weekly, Every Two Weeks, Monthly or Quarterly.

Payment Frequency

- Enter the Recurring Payment Amount, this is the amount that will be debited from your account based on the Payment Frequency set in step 7. Be sure that this Recurring Payment Amount multiplied by your Payment Frequency equals your Total Monthly Plan Payment Amount.

Recurring Payment Amount

- In this example the Total Monthly Payment Amount is \$7,500.00. There are twenty-six pay periods in a year. To get your payment amount for "**Every Two Weeks**" take your total monthly payment and multiply it by twelve. Next divide that total by twenty-six.

Payment Amount is \$3,461.54.

\$7,500 Recurring Payment Amount

x 12 Months

\$90,000 ÷ 26 = \$3,461.54

Due Date	Monthly Plan Payment Amount	Total Monthly Payment Amount
22 Jul 2013	\$ 7,500.00	\$ 7,500.00

Single Payment **Recurring Payment**

Starting Payment Date

Number of Payments

Payment Frequency

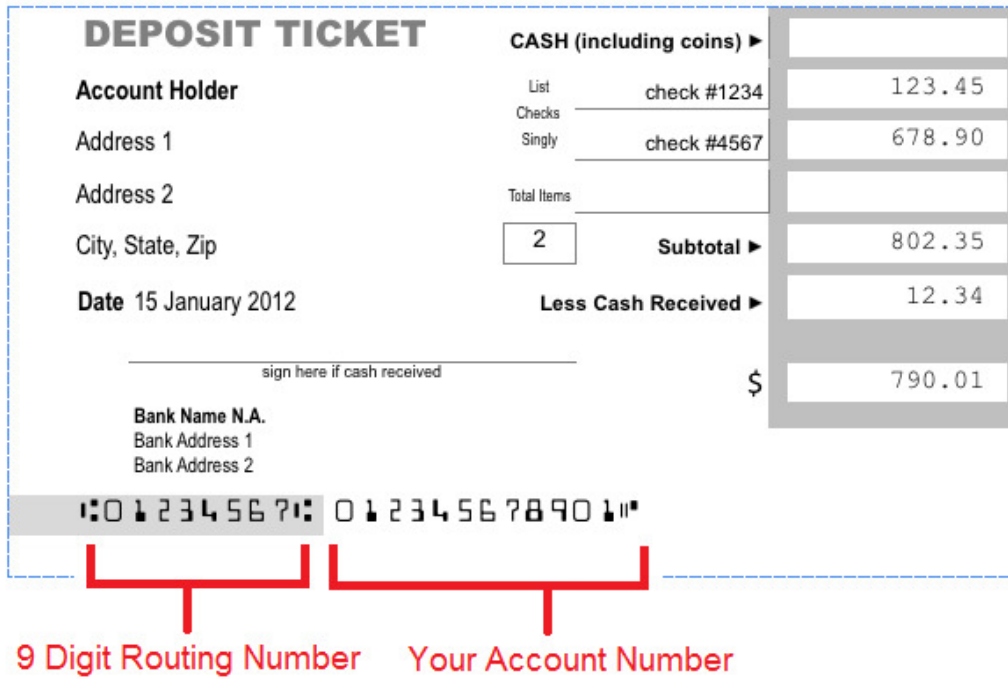
Recurring Payment Amount

Bank Processing Fee

**Total Payment Amount**

10. **Checking/Savings**

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 or deposit ticket, see examples below.



11. 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**

Starting Payment Date 22 Jul 2013

Number of Payments 12

Payment Frequency Every 2 Weeks

Recurring Payment Amount 3461.54

Bank Processing Fee 1.00


**Total Payment Amount 3462.54**

**Checking/Savings**

Previously Used  [Remove](#)

New Routing Number 061000104 Account Type Personal/Checking

Account Number 000850008963 Confirm Account Number 000850008963

 [Submit Payment](#)

The Online Payment Center will store the five most recent accounts used and you will be able to choose one from the Previously Used dropdown menu when setting up future recurring payments.

12. Read the Make A Payment - Terms & Conditions

### **Make A Payment - Terms & Conditions**

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

13. 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](#)

14. 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:** **Recurring Payment**  
Payment Entered Date: 07 May 2013  
Starting Payment Date: 07 May 2013  
Payment Effective Date: 08 May 2013

Number Payments: 12  
Payment Frequency: Every 2 Weeks

Payment Amount: 3461.54  
Bank Processing Fee: 1.00  
**Total Amount:** 3462.54

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

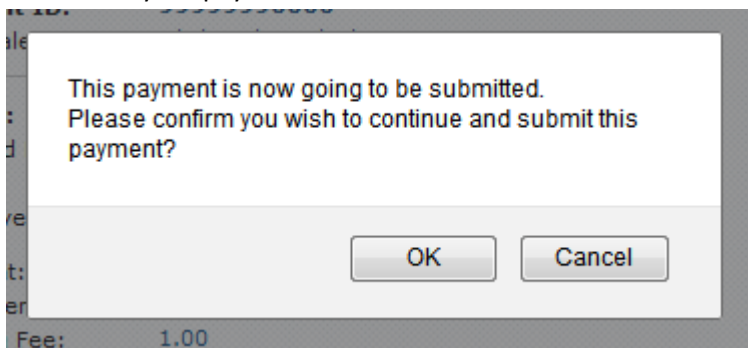


[Submit Payment](#)



[Cancel](#)

15. 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.



16. You will then get a Payment Complete - Confirmation. It is recommended that you print a copy of this confirmation for your records. Click on the Close Window button.

## 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, \$ 3,462.54 will be debited from your account.**

Confirmation Number:	730554
Payer Name:	Your Name
Payer Email Address:	Your Email Address
Online Payment ID:	99999990000
Christopher Micale:	Christopher Micale
Payment Type:	Recurring Payment
Payment Entered Date:	07 May 2013
Starting Payment Date:	07 May 2013
Payment Effective Date:	08 May 2013
Number Payments:	12
Payment Frequency:	Every 2 Weeks
Payment Amount:	\$ 3,461.54
Bank Processing Fee:	\$ 1.00
<b>Total Amount:</b>	<b>\$ 3,462.54</b>



[Close Window](#)



[Print](#)

17. If you would like to view your Recurring Payment Schedule click on the Home button located at the top left of the screen.

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[Home](#) [Settings](#) [Logoff](#)

18. Click on the Scheduled Payments tab. This will show a list of all the Recurring Payments that you have just scheduled.

Make A Payment		Scheduled Payments		Payment History		
Online Payment ID	99999990000					
Christopher Micale	Christopher Micale					
ID	Date Created	Status	Type	Method	Payment Date	Total Amount
<a href="#">730554</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 07 May 2013	\$ 3,462.54
<a href="#">730555</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 21 May 2013	\$ 3,462.54
<a href="#">730556</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 04 Jun 2013	\$ 3,462.54
<a href="#">730557</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 18 Jun 2013	\$ 3,462.54
<a href="#">730558</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 02 Jul 2013	\$ 3,462.54
<a href="#">730559</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 16 Jul 2013	\$ 3,462.54
<a href="#">730560</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 30 Jul 2013	\$ 3,462.54
<a href="#">730561</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 13 Aug 2013	\$ 3,462.54
<a href="#">730562</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 27 Aug 2013	\$ 3,462.54
<a href="#">730563</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 10 Sep 2013	\$ 3,462.54
<a href="#">730564</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 24 Sep 2013	\$ 3,462.54
<a href="#">730565</a>	07 May 2013 3:10 PM	Scheduled	Recurring	ACH	Tue 08 Oct 2013	\$ 3,462.54