


# One Time Payment Instructions

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



2. Click on the button.
3. Enter your username and password then click on the  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?](#)

**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.

- Under the Single Payment tab select the date that you would like the payment to be debited from your account.

**Make A Payment** | Scheduled Payments | Payment History

Thank you for visiting our website. For your complete payment details, please click on the link to the National Bankruptcy Court website. THE DUE DATE AND PLAN PAYMENT AMT, AS REFLECTED ON THE ONLINE PAYMENT PORTAL, ARE SUBJECT TO CHANGE. PLEASE CONTACT YOUR ATTORNEY FOR MORE INFORMATION. ANY FAILURE TO COMPLY WITH ALL BANKRUPTCY COURT ORDERS MAY RESULT IN YOUR CASE BEING CLOSED.

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: [ ]

Additional Payment: 0.00 [ ]

Bank Processing Fee: 1.00

**Amount to Pay**: 7501.00

**Checking/Savings**

- 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. **NOTE: If the additional payment was not proposed in your confirmed plan, please contact your attorney before paying. Additional payments may NOT result in early completion of your case.**

Example 1:

**Single Payment** | Recurring Payment

Payment Date: 07 May 2013

Total Monthly Payment Amount: 7500.00

Other Amount: [ ]

Additional Payment: 0.00 [ ]

Bank Processing Fee: 1.00

**Amount to Pay**: 7501.00

Example 2:

Single Payment		Recurring Payment	
Payment Date	07 May 2013 ▼		
<input type="radio"/> Total Monthly Payment Amount	7500.00	□	
<input checked="" type="radio"/> Other Amount	3750.00	□	
Additional Payment	0.00	▼	□
Bank Processing Fee	1.00		
<b>Amount to Pay</b>	<b>3751.00</b>	□	

Example 3:

Single Payment		Recurring Payment	
Payment Date	07 May 2013 ▼		
<input checked="" type="radio"/> Total Monthly Payment Amount	7500.00	□	
<input type="radio"/> Other Amount		□	
Additional Payment	250.00	01 - Tax Refund Payment ▼	□
Bank Processing Fee	1.00		
<b>Amount to Pay</b>	<b>7751.00</b>	□	

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 or deposit ticket, see example below.



## DEPOSIT TICKET

**Account Holder**

Address 1

Address 2

City, State, Zip

**Date** 15 January 2012

sign here if cash received

**Bank Name N.A.**  
Bank Address 1  
Bank Address 2

**CASH (including coins) ▶**

List	check #1234	123.45
Checks		
Singly	check #4567	678.90
Total Items	2	
	<b>Subtotal ▶</b>	802.35
	<b>Less Cash Received ▶</b>	12.34
		\$ 790.01

9 Digit Routing Number    Your Account Number

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 Number: 000850008963

Account Type: Personal/Checking
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 from the Previously Used dropdown menu when setting up future recurring payments.

8. Read the Make A Payment - Terms & Conditions

### Make A Payment - Terms & Conditions

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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

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

Please confirm the following payment details are correct before continuing:

<b>Payer Name:</b>	Your Name
Payer Email Address:	Your Email Address
<b>Online Payment ID:</b>	<b>99999990000</b>
Christopher Micale:	Christopher Micale

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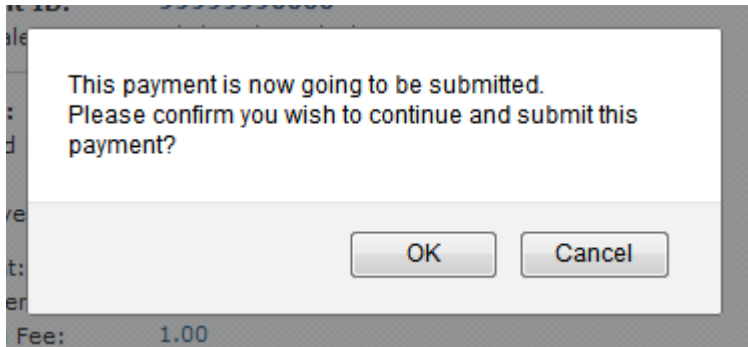
<b>Payment Type:</b>	<b>Single Payment</b>
Payment Entered Date:	07 May 2013
Payment Date:	07 May 2013
Payment Effective Date:	08 May 2013
Payment Amount:	3750.00
Additional Payment:	0.00
Bank Processing Fee:	1.00
<b>Total Amount:</b>	<b>3751.00</b>

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<b>Payment Method:</b>	<b>Checking/Savings</b>
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.



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
<b>Total Amount:</b>	<b>\$ 3,751.00</b>



[Close Window](#)



[Print](#)