

<p>INSTRUCTIONS FOR PLAN PAYMENTS IN CHAPTER 13 CASES</p>

If you have filed a Chapter 13 bankruptcy case, you are required to begin making regular payments to the Chapter 13 Trustee within 30 days after your Chapter 13 Petition was filed.

You should pay by either payroll wage deduction or ePay Online Payments.

A. When making payments by payroll wage deduction, you must do the following:

1. Give your employer a copy of these instructions.
2. Your employer may make deductions weekly, bi-weekly, semi-monthly or monthly, and mail to the Memphis, TN address below.
3. Check all your pay stubs to see if the payment has been deducted.
4. If payment is not being deducted, you should make your payments directly to the Chapter 13 Trustee.
5. Keep all of your pay stubs.

B. For more information and detailed video setup instructions for *ePay Online Payments* please go to our website at www.ch13wdva.com

The trustee's office cannot accept cash payments. Money orders, cashier's checks or personal checks are also acceptable forms of payment and must be made payable and mailed as follows:

**CHRISTOPHER MICALE, TRUSTEE
P.O. BOX 750
MEMPHIS, TN 38101-0750**

To make sure that your payment is administered in a timely manner, you must include the following information:

- 1. YOUR NAME**
- 2. YOUR ADDRESS**
- 3. BANKRUPTCY CASE NUMBER**

You must report any changes of address, employment, or telephone number to your Trustee and to your attorney.

If you do not make all of your regular plan payments, your case may be dismissed.