

## How to make your plan payments to the trustee

The following information is provided to assist you in complying with the requirement to make plan payments to the trustee. If there is any conflict between the information provided here and direct advice from your attorney, please make sure to follow the advice of your attorney.

### **1. Acceptable form of payment:**

The chapter 13 trustee does not accept payments by cash or personal check. As provided for in LBR 3015-1(k)(3), plan payments must be made by **cashier's check or money order**. After your case is confirmed, plan payments may also be made by automatic transfer from your bank.

### **2. Who to make out the check to:**

Please make your cashier's check or money order payable to Amrane Cohen, chapter 13 trustee.

### **3. Additional required information on your payment.**

Please make sure to write **your name and case number** on the face of your cashier's check or money order.

### **4. Address where your payments should be sent for SANTA ANA Cases (where case number starts with 8:):**

Amrane Cohen, Chapter 13 Trustee  
P.O. Box 1252  
Memphis, TN 38101-1252

### **5. Address where your payments should be sent for RIVERSIDE Cases (where case number starts with 6:):**

Amrane Cohen, Chapter 13 Trustee  
P.O. Box 562  
Memphis, TN 38101-0562

**Payments that are not made by cashier's check or money order may be returned to the sender. This will mean your case will be considered delinquent and may be dismissed.**

**Cashier's checks or money orders that do not have the debtor name and case number on their face may be returned to the sender. This will cause the case to be considered delinquent.**

### **Payment by automatic transfer (ACH)**

You may authorize the chapter 13 trustee to withdraw the plan payment from your checking account. This method is safe as you will be credited with your payment every month and it is convenient as you do not have to purchase a cashier's check or money order to make your payment. **Failure to have sufficient funds in your account after authorizing the automatic transfer, ACH, will result in NSF charges to you by your bank.**

**If you select this method to make your plan payment, you must make your payment by cashier's check or money order until your case is confirmed. You will receive a letter from the trustee informing you that your automatic withdrawal is in place, until you receive that letter please continue to make your payment by cashier's check or money order. IF YOU HAVE ANY QUESTION ABOUT WHETHER YOUR PAYMENT IS GOING TO BE WITHDRAWN AUTOMATICALLY, JUST CALL THE OFFICE, WE WILL BE HAPPY TO ANSWER YOUR QUESTIONS.**

If you want to make your plan payments by automatic transfer, please fill out and return the attached authorization. YOU ARE NOT REQUIRED TO FILL OUT THIS AUTHORIZATION BUT THE OFFICE OF THE CHAPTER 13 TRUSTEE PREFERS TO PROCESS PAYMENTS THIS WAY. IF YOU SELECT THIS METHOD TO MAKE YOUR PAYMENT, YOU CAN SELECT ONE OF THREE DUE DATES. THEY ARE THE 20th, THE 25<sup>TH</sup>, OR THE END OF EACH MONTH.