

KURT A. STEINKE Chapter 13 Trustee
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KEEP THESE INSTRUCTIONS - INCOME TAX RETURNS AND REFUNDS

WHEN DO I SEND THE RETURNS? Immediately when completed.

WHAT DO I SEND? Copies of all (Federal, State and City if applicable) and all W-2 STATEMENTS.

WHERE DO I SEND THE RETURNS? To your attorney.

WHERE DO I SEND THE REFUND MONEY? Send your refund money to the Trustee unless instructed otherwise by your attorney.

HOW MUCH DO I SEND TO THE TRUSTEE? Send the **NET** income tax refunds (total refunds, minus amount you owe to a taxing authority and minus cost of refund preparation but **NOT** the "rapid" refund costs).

WHAT IF MY SPOUSE DID NOT FILE CHAPTER 13 WITH ME? Send the Trustee a copy of **ALL** (your's and spouse's) W-2's and 1099's with your returns, and 1/2 the net refund.

HOW DO I SEND THE MONEY TO THE TRUSTEE?

1. Deposit the refund money in your own bank account.
2. Send a cashier's check or money order payable to Kurt A. Steinke, Chapter 13 Trustee at P.O. Box 1818, Memphis, TN 38101-1818. **NOTE ON THE CHECK THIS MONEY IS INCOME TAX REFUNDS.**
3. Electronically on the internet at TFSBillpay.com.

WHAT IF I FILED AN EXTENSION? Send a copy to the Trustee and your attorney.

WHAT IF I RECEIVED A NOTICE REGARDING INTERCEPT, DELAY OR ERROR? Send a copy to the Trustee and your attorney.

DO NOT SPEND YOUR REFUND MONEY WITHOUT THE PERMISSION OF THE COURT OR TRUSTEE. FAILURE TO TURN OVER INCOME TAX RETURNS AND REFUNDS COULD LEAD TO DISMISSAL OF YOUR CHAPTER 13 CASE.