

**SCOTT LIESKE
CHAPTER 13 TRUSTEE
EASTERN DISTRICT OF WISCONSIN**

Case No. _____

Plan Payment Amount: \$ _____

Please Retain this document for your records

PLAN PAYMENTS

The Trustee ONLY accepts plan payments by money order, cashier's check, TFS Electronic Fund Transfer or check from your employer.

Make all plan payments payable to "Chapter 13 Trustee" and, except for TFS payments, mail to:

**Chapter 13 Trustee
P.O. Box 730
Memphis, TN 38101-0730**

- Put your **case number and name(s)** on every payment. Sign the payment.
- DO NOT SEND personal checks, personal electronic funds transfers, online Bill Payments, or cash. The Trustee does not accept these forms of payment.
- DO NOT SEND payments to the Trustee's P.O. Box in Milwaukee.
- **Sign up for TFS electronic plan payments by using www.TFSbillpay.com. Have your case number, district name, and plan payment amount available when signing up.**
- Keep your payment receipts or carbon copies at least until you have completed your plan payments and the Court has entered your discharge. Place the receipts or carbon copies in a safe location. You have the burden of proving that you made your plan payments.
- You are responsible for making the plan payments until your employer begins doing so. Failure to make the payments may result in your case being dismissed.
- If you move or change jobs, contact your attorney so they can notify the Trustee and Court.
- Overnight payments may only be sent by U.S. Postal Service Express Mail to the Tennessee P.O. Address. Funds cannot be sent overnight by Federal Express or United Parcel Service, which cannot deliver to a Post Office Box and your package will be returned to you at your expense, which could also take an extended period of time.

LETTERS AND INQUIRIES

Mail letters and documents (no plan payments) to the correspondence address:

**Scott Lieske
Chapter 13 Trustee
P.O. Box 510920
Milwaukee, WI 53203**

The Trustee's general email address is:
info@chapter13milwaukee.com

The Trustee's website has more information:
www.chapter13milwaukee.com

Trustee's Phone: (414) 271-3943
Trustee's Fax: (414) 271-9344

Copies of your state and federal tax returns should be mailed, emailed, or faxed to the Trustee's correspondence address listed above.

**INTERNET ACCESS TO YOUR CASE
INFORMATION**

You can view your case information at the National Data Center, such as plan payment received and how the Trustee pays your creditors.

Go to www.NDC.org and click "Get Started. It's Free!" on the home page. Follow the registration instructions provided by the National Data Center.

Contact the National Data Center at (866) 938-3639 if you are unable to gain access to your case information.

Contact the Trustee's office about information that shows in your case; do not contact the National Data Center.

See the other side of this sheet for more information.

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**Notice Is Hereby Given That Information Relating To Your
Chapter 13 Bankruptcy Case Will Be Made Available On
The Internet To Your Creditors And Other Parties In Interest**

You may review, without charge, the information about your Chapter 13 Bankruptcy Case that is posted on the Internet. The website address where you may access your information and where it is posted is www.NDC.org, which is operated by the National Data Center, Inc., a nonprofit corporation. If you believe information shown about your case is inaccurate, please contact the Trustee's office, not the NDC.

Pursuant to 11 U.S.C. §§ 1302(b)(1) and 704(7), your Chapter 13 Trustee has a duty, unless otherwise ordered by the Bankruptcy Court, to furnish information concerning the administration of your bankruptcy case as is requested by parties in interest.

In furtherance of this duty, the Chapter 13 Trustee will make the following information available to parties in interest who request such information:

- 1) Your name, address, bankruptcy case number, state and district in which your case is pending, and the trustee assigned to your case. Your social security number will not be visible to parties in interest, but they will be able to search for your bankruptcy case using your social security number.
- 2) Information regarding claims filed against your bankruptcy case including the identity of the claimant, the type of claim (e.g., priority taxes, secured, unsecured, etc.), and the amount of the claim.
- 3) A history of all payments you make to the Chapter 13 Trustee in your bankruptcy case including the date and amount of each payment.
- 4) A history of all disbursements made by the Chapter 13 Trustee in your bankruptcy case including the date of the disbursement, the payee, and the amount.
- 5) The information shown on the NDC website is from the Trustee's office, not from the Bankruptcy Court.

Your information is posted on www.NDC.org, which is operated by the National Data Center, Inc., ("NDC"). You can contact the NDC at (866) 938-3639.

Obtaining Credit while in a Chapter 13 Bankruptcy

- You are not permitted to borrow money unless you have the written approval of the Court or the Trustee.
- The only exception is a medical emergency.
- If you need to obtain credit contact your attorney to discuss your options.

Selling Property while in a Chapter 13 Bankruptcy

- You must have written approval from the Trustee or the Court before you sell or dispose of your property. This includes cars and houses.
- Contact your attorney to discuss what you need to do to obtain approval before you enter into any agreements to sell your property.