

**THE OFFICE OF THE CHAPTER 13 TRUSTEE
WESTERN DISTRICT OF MISSOURI
Richard V. Fink, Trustee**

**SECURE TRANSFER OF DOCUMENTS TO THE TRUSTEE -
ENROLLMENT FORM INSTRUCTIONS**

The Office of the Chapter 13 Trustee – Western District of MO is now providing a secure site for the transfer of documents to the trustee from parties in Chapter 13 proceedings.

This site is now the exclusive method for electronically providing documents such as tax returns (affidavits regarding tax returns), deeds of trust, warranty deeds, promissory notes, certificates of title, pay stubs, bank and financial account statements, cancelled checks, dissolution decrees, Internal Audit docs, etc., to the trustee.

Before submitting any documents to the Trustee's SFTP server, ensure Social Security Numbers or birth dates are redacted to protect personal identifiable information.

Please complete the attached form and return the original to The Office of the Chapter 13 Trustee, ATTN: Systems Administrator, 2345 Grand Blvd., #1200, Kansas City, MO 64108-2663. Upon receipt of the signed, completed form, the trustee will enroll the user in this program and, then, return to the physical address provided on the form, a copy of the enrollment form confirming your enrollment in the program.

INSTRUCTIONS ONCE YOU ARE ENROLLED

The Office of the Chapter 13 Trustee has a Secure FTP Server (SFTP) which will allow parties in interest in Chapter 13 cases in the Western District of Missouri to provide tax returns, paystubs, recorded deeds of trust, promissory notes, etc., to the trustee. The SFTP uses SSH to encrypt data which creates a secure connection between the FTP client (you) and the FTP server (the trustee). In order to connect to the trustee's SFTP server, you must use a FTP client that supports SFTP protocol with strong encryption. The instructions provided in this guide are based on a FileZilla, a free FTP client. First, please complete the attached form and submit it to the trustee for setup of your user name, your login, and your password. Once the trustee returns the confirmation to you of your enrollment, complete the following steps:

1. **Go to <https://filezilla-project.org>** and download a FileZilla Client
2. **Install FileZilla** using the **default setting**
3. **Start FileZilla**
4. **Click File** and select **Site Manager**
5. **Click New Site**
6. **Enter sftp.wdmo13.com** in the **Host** field
7. **Ensure** that the **Protocol** is set for **SFTP – SSH File Transfer Protocol**
8. **Enter your login and your password**
9. **Click connect**
10. **Check the “Always trust this host, add this key to the cache” box**
11. **Click OK**
12. **Drag and Drop** the files into their respective folders (**Financial Docs** folder; **Support Docs** folder; **Tax Returns** folder; **Internal Audit** folder).
 - a. You cannot delete or rename files once they are dropped in a folder
 - b. You will receive an email at the email address you provided for each file that is successfully uploaded

- c. The file is removed from the folder once it's uploaded into the trustee's database

Important information:

- The following documents must be placed in the **Financial Docs** folder:
 - Pay stubs
 - Bank statements
 - Financial account statements
 - 1099's
 - W-2's
 - Divorce decrees
 - Domestic support orders, etc.
- The following documents must be placed in the **Support Docs** folder:
 - Warranty Deeds
 - Recorded Deeds of Trust
 - Promissory Notes
 - Certificates of Title
 - Notice of Liens, etc.
- The following documents must be placed in the **Tax Returns** folder:
 - Tax returns
 - Affidavits that no tax return is required to be filed
- The following documents must be placed in the **Internal Audit** folder:
 - All documents relating to the Trustee's Internal Audit request
- All other documents must be mailed to the trustee's physical address.
- **All filenames MUST START with the case number associated with the document and must contain a hyphen; and then a brief description of the document. Do not include the Judicial Division (-abf; -jwv; or -drd or -1; -2; or -3) or the Chapter number (-13). The following are examples of VALID filenames:**
 - 11-84154 2010 Tax return
 - 11-84154 2009 Tax return
 - 11-84154 2008 Tax return
 - 11-84154 W-2 are all are valid file names.
- **The following are examples of INVALID filenames:**
 - 2010 Tax return 11-84154-abf-13
 - 2010 Tax return 11-84154-3-13
 - 1184154 2009 Tax return
 - 1184154 2009 W-2
 - 2009 W-2 11-84154
- **ALL FILES MUST BE IN A PORTABLE DOCUMENT FILE (PDF) FORMAT**
 - The trustee is unable to attach any non-PDF files into a case
- **ALL FILES MUST BE SMALLER THAN 15MB.**
 - The trustee is unable to accept PDF larger than 15MB
- **ALL SOCIAL SECURITY NUMBERS OR BIRTH DATES MUST BE REDACTED.**

Technical Support:

- Contact **(816)842-1031 ext. 210** and ask for a Systems Administrator for technical support.

**THE OFFICE OF THE CHAPTER 13 TRUSTEE
WESTERN DISTRICT OF MISSOURI
RICHARD V. FINK, TRUSTEE**

ENROLLMENT FORM – SECURE FTP SERVER

USER INFORMATION	
FIRM OR COMPANY NAME:	
USER NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
EMAIL ADDRESS:	
USER'S SIGNATURE:	
CREATE YOUR OWN LOGIN AND PASSWORD	
LOGIN:	
PASSWORD: <small>(Your password must contain at least eight characters, upper and lower case, a number, and a symbol)</small>	

Authorized by: _____
(The Office of the Chapter 13 Trustee)

Date: _____
(The Office of the Chapter 13 Trustee)

MAIL, DO NOT FAX OR EMAIL, THE COMPLETED FORM TO:
The Office of the Chapter 13 Trustee
ATTN: Systems Administrator
2345 Grand Blvd., Ste. 1200
Kansas City, MO 64108-2663