

E-Pay Information-Frequently Asked Questions

What should I use as my Username?

For your USERNAME, we strongly recommend that you use your complete email address (if less than 21 characters) or the portion of your email address as that will help in remembering your USERNAME each time you access the system.

Do I have to use the Online Payment System?

No, you may ask your attorney to set up a payroll deduction or send us Cashier's Checks or Money Orders to the P.O. Box in Memphis, TN., if that is more convenient for you.

What is my Online Payment ID?

Your Online Payment ID is an 11 digit number consisting of your case number and the last 4 digits of your social security number (SSN). Do not use any dashes. For Example Case No. 11-12345, SSN 123-45-6789 the Online Payment ID is 11123456789.

Do I need to remember and input my Online Payment ID every time I log in?

No, you will only need to input this ID number the first time you register. However, it is a good idea to remember this number in case you have issues in the future with the e-Payment Center.

I have forgotten my password. How do I get a new one?

On the login page of the Online Payment Center, there is a link called "Forgotten Your Password?" The new page that opens upon clicking that link, will ask for your User Name and the system will send you a new password to the e-mail address associated with your online account. Once you receive that new password, enter it into the login page. Once you have obtained access to your account you can go to Settings and change your password to one of your choice.

Can I change my password?

Yes, once you are logged in click on **Settings** to change your password.

What types of accounts can be used to make payments by ePay?

Only valid checking or savings accounts may be used to make payments by ePay. Credit Card payments are not allowed and the payments will be rejected/returned and may result in your case being ineligible for ePay transactions.

Where do I find my Checking/Savings Routing and Account Numbers?

The Routing and Account Numbers are located on the bottom of your check. The Routing Number is always a 9 digit number and appears to the left of your Account Number. DO NOT look for these numbers on a deposit slip, as the Routing Number may be different on that document. If you are unable to find your Routing and Account Numbers please contact your banking institution for assistance.

Do I need to input my Checking/Savings account information each time I make a payment?

No, the Online Payment Center will store up to 5 different accounts and you will be able to choose an account from the Previously Used dropdown menu.

What happens if my payment is returned as Non-Sufficient Funds (NSF)?

It is very important that before you start this payment process you verify your bank account has enough funds to cover the transaction. If you submit a payment without having enough funds in your bank account to cover the transaction, the result will most likely be a Non-Sufficient Funds transaction. If this occurs, your bank account will be overdrawn and you may suffer consequences from your bank. In addition, if your payment is returned for Non-Sufficient Funds, or any other reason, your account will be locked immediately and you will not have the option of using the Online Payment System for the duration of your Bankruptcy Case. You will then be required to make your monthly plan payment by using Cashier's Checks or Money Orders. THERE ARE NO EXCEPTIONS TO THIS RULE

Can I schedule payments in advance?

You may log in and schedule a payment 30 days in advance.

How soon will the payment be taken from my account and be posted to my bankruptcy case?

Payments made prior to 5:00 p.m. Eastern will be debited from your account the same day and will be posted the next business day to your bankruptcy case. Please visit our website in approximately 3 business days if you would like to verify that the payment has been posted to your case.

Will I receive a receipt upon making a payment?

Yes, you will receive an automated email with your payment information listed in the body of the email.

Why are my payments held for 15 days?

This is done to prevent funds from being disbursed to the creditors in your case during the time when you could decide to reverse a payment or if the payment is returned as Non-Sufficient Funds (NSF). All funds received by this office, whether via ePay, employer check, cashier's check or money order are held for 15 days for this reason. After that period, the funds are available for disbursement to your creditors.

What is the \$2.00 Processing Fee?

This fee covers the cost of our bank for providing this service to debtors and the Trustee. The Trustee does not receive this money.

Why are not all my payments listed in the Payment History?

The Payment History in the Online Payment Center only displays payments made through the Online Payment System. It will not display payments made to the lockbox. For a full payment history in your case, please visit our website at www.13datacenter.com

Why is my account locked?

There are several reasons why your account may become locked. The Trustee reserves the right to lock your account and prevent a debtor from making payments online. The main reasons why the Trustee would lock your account include (1) a Non-Sufficient Funds payment (NSF), (2) a debtor placing a Stop Payment on submitted funds, or (3) the conversion or dismissal of your case. If your accounts have been locked and you are still required to make payments, please send Cashier's Checks or Money Orders to the PO Box in Memphis, TN.

If my case has been dismissed or converted, can I use the Online Payment System to start making payments again if instructed by my attorney?

No, you cannot use the Online Payment System until your case has been reopened, before that, please send Cashier's Checks or Money Orders to the PO Box in Memphis, TN. If your case is reopened, your Online Payment account will be reopened automatically. If the account does not become available within 3 business days after your case was reopened, please contact us via email at epay@ch13albany.com or telephone so we may unlock your account.

