

**Office of The Chapter 13 Standing Trustee
Western District of Louisiana
Monroe Division**

E. Eugene Hastings, Trustee

Stacy L. Guice, Staff Attorney

Date: _____

Case Number: _____

Name: _____

Dear Chapter 13 Debtor(s):

The Trustee's Office has received information that your employment status has recently changed.

PLEASE NOTE

YOU ARE RESPONSIBLE FOR MAKING YOUR PLAN PAYMENTS UNTIL SUCH TIME AS PAYROLL DEDUCTION CAN BEGIN. IF FOR SOME REASON YOU ARE UNABLE TO MAKE YOUR PLAN PAYMENT YOU SHOULD CONTACT YOUR CHAPTER 13 ATTORNEY.

YOUR DIRECT PAYMENTS SHOULD BE MAILED IN THE FORM OF MONEY ORDER OR CASHIER'S CHECK (PERSONAL CHECKS ARE NOT ACCEPTED). PLEASE REMIT ALL PAYMENTS TO E. EUGENE HASTINGS, TRUSTEE, POST OFFICE BOX 270 MEMPHIS, TN 38101-0270.

Additionally, it is necessary for you to complete and sign the form below and return it the Trustee's correspondence address of P.O. Box 14839 Monroe, LA 71207.

Person employed: _____

New Employer: _____

(please enclose a copy of your pay stub from current employer)

Employer address: _____

City: _____ State: _____ Zip code: _____

Telephone number: _____

Please provide your current mailing address and telephone number below:

Street address: _____

City: _____ State: _____ Zip code: _____

Signature: _____ Date: _____