

OFFICE OF THE STANDING CHAPTER 13 TRUSTEE
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**INSTRUCTIONS FOR CHAPTER 13 MONTHLY CASH RECEIPTS
AND DISBURSEMENTS REPORTS**

Who must file?

Chapter 13 debtors engaged in business must submit a monthly report.

What information is required?

The report is designed to provide an overview of the financial situation on a monthly basis. It must include all income received by the household for the month, all expenses for the month, and a report of amounts of available cash (in and out of bank accounts). All expenses which are labeled business expenses must be itemized on the second page of the report.

When are the reports due?

Each report is due 21 days after the end of the month that is being reported. For example, a report for April will be due May 21st. A report must be submitted for each month beginning the month the case was filed. The first report may, therefore, be for a partial month.

Where are the reports to be sent?

Each report must be filed at:

United States Bankruptcy Court
Suite 300B
660 North Central Expressway
Plano, Texas 75074

And copies must be sent to:

Chapter 13 Trustee
P. O. Box 941166
Plano, Texas 75094-1166

Failure to file reports is a violation of Local Rule of Bankruptcy Procedure 2015(a).

A plan may not be approved if reports are not sent to the Trustees.

If you have any questions, please contact your attorney as soon as possible.