

OFFICE OF THE CHAPTER 13 STANDING TRUSTEE - DETROIT
TAMMY L. TERRY

535 Griswold St, Suite 2100, Detroit MI 48226 · Ph 313-967-9857

Tammy L. Terry, Trustee
Kimberly J. Shorter-Siebert, Staff Attorney
Marilyn R. Somers- Kantzer, Staff Attorney

Patricia A. Stewart, Operations Manager
Carl W. Brooks, Information Technology Manager

INSTRUCTIONS REGARDING 2019 INCOME TAX RETURNS AND REFUNDS

IF YOU FAIL TO COMPLY WITH THE REQUIREMENTS REGARDING THE TURNOVER OF YOUR FEDERAL INCOME TAX RETURNS AND/OR REFUNDS, THE TRUSTEE MAY FILE A MOTION FOR DISMISSAL OF YOUR CHAPTER 13 CASE WITH THE BANKRUPTCY COURT.

- 1) File your returns by the due date established by the Internal Revenue Service.
- 2) Immediately upon filing your return, send a complete copy of the **Federal Return** (including all schedules), W-2 statements, 1099s, K-1, etc. (all papers you send to the I.R.S.) to your attorney who will provide a copy to the Trustee.
 - **If you are not represented by an attorney, send a copy of your federal return to:**
Tammy L. Terry, 535 Griswold, Suite 2100 Detroit, Michigan 48226
 - **Please redact (cross out) the social security numbers of the taxpayer(s), dependents, and names of dependents.** If this data is not redacted, your return may be rejected and returned to you. This is to protect your Personal Information.
 - **Include your case number on the first page of the federal tax return.**

If the Federal Return is not received by my office, I may file a motion to dismiss your case. The filing deadline for tax returns is April 15, 2020.

- 3) Please review your Plan terms and if your Plan requires that you turn over the **federal tax refund** to the Trustee and you received a refund, you should:
 - (1) Issue a check payable to Tammy L. Terry Trustee, and note in the memo "2019 Tax Refund"; or
 - (2) Endorse the actual refund check received from the IRS payable to Tammy L. Terry, Trustee.
 - a. The address to mail the refund is: Chapter 13 Trustee – TLT, P.O. Box 2039 Memphis, TN 38101-2039.
 - b. **If you are unsure as to the tax return requirements, contact your attorney.**
- 4) If you have filed for an extension of time to file your returns, send a copy of the approved extension by May 1st to your attorney, who will provide a copy to the Trustee.
- 5) If you receive an INTERCEPT, DELAY or ERROR notice, please send a copy to your attorney as soon as you receive it.
- 6) If you have any questions regarding this letter, please contact your attorney.