

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

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

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

October 15, 2020

RE: EFT Disbursement Enrollment program
Request to submit forms by December 15, 2020

Dear Sir or Madam:

Did you know? To streamline and expedite our monthly disbursement payment process, we offer an *electronic funds transfer (EFT) disbursement program*.

The electronic funds transfer (EFT) disbursement program eliminates delays associated with the processing, signing, postage and delivery of paper checks by directly depositing your disbursement payments into your bank account.

Electronic payments will soon become our *primary* method of disbursing funds. The vouchers for to support your multiple payment disbursement checks will be readily available for you to access on **ndc.com**.

We need the following to enroll YOU into this EFT disbursement program:

- A completed and executed EFT authorization form with a valid email address.
- If you are a single payment check recipient, your business address on the EFT authorization must match the address on PACER.
- A completed Name I.D. listing form.

Attached you will find an EFT Authorization form and the Name ID listing form that must be submitted to participate in the EFT program. Both documents must be completed and submitted together. You may have multiple Name IDs. A document showing you how to locate your Name ID(s) on our checks is attached as well.

Please retain the completed copies of the EFT Authorization form and Name ID listing form for your own records (should any updates to add Name IDs be required). The attached forms can be found online at https://www.det13.net/eft_disbursement_information/

Please email your completed forms to: **eft.terryt@det13.net**

When your setup is complete, you will receive confirmation emails. If you have questions, email Patricia Waller at wallerp@det13.net

Sincerely,

Tammy L. Terry, Trustee