

# 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  
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Patricia A. Snell-Waller, Operations Manager  
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## INSTRUCTIONS REGARDING 2021 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 18, 2022.

- 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 "2021 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.

### HELP US ADMINISTER YOUR CASE:

Sign up with NDC at [www.ndc.org/tdetr2](http://www.ndc.org/tdetr2) or scan the QR code for online access and to monitor your case on a regular basis: Review periodic messages from the Trustee, verify your plan payments and verify creditors who are being paid.

