

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

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

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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

February 17, 2023

RE: EFT Disbursement Enrollment program

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 <https://www.ndc.org>.

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

- **Submit verification letter from your financial institution verifying your account.**
- **Voided check**
- **A completed and executed EFT authorization form.**
  - **Include a valid email address.**
  - **Credentials for <https://www.13network.com/trustees/dtt/dtthome.aspx?tc=dt>**
- **If you are a single payment check recipient, your business address on the EFT authorization must match the address on PACER.**
- **A completed TLT Name I.D. listing form.**

All EFT documents must be completed and submitted together to avoid delays or rejections. You may have multiple Name IDs; a document showing you how to locate your Name ID(s) on our checks can be found online, along with all related documents, at [https://www.det13.net/eft\\_disbursement\\_information/](https://www.det13.net/eft_disbursement_information/).

Please retain the completed copies of all EFT Authorization documents for your own records (should any updates to add Name IDs be required).

Upload your combined documents to: **[www.bkdocs.us](http://www.bkdocs.us)**

When your setup is complete, you will receive confirmation emails. If you have questions, email Patricia Waller at [wallerp@det13.net](mailto:wallerp@det13.net)

Sincerely,

Tammy L. Terry, Trustee