

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

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Tammy L. Terry, Trustee
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Marilyn R. Somers- Kantzer, Staff Attorney

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INSTRUCTIONS REGARDING 2025 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, upload your federal return at <https://www.bkdocs.us> or send a copy to:** Tammy L. Terry, 20750 Civic Center Dr., Suite 290, Southfield, Michigan 48076
 - **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 and on the memo area of the tax refund check.**

If the Federal Return is not received by our office, we may file a motion to dismiss your case. **The filing deadline for tax returns is April 15, 2026.**

- 3) Please review your Plan terms; if your Plan requires that you turn over the **Federal Tax Refund** to the Trustee and you receive a refund, you should:
 - (1) Issue a check payable to **Tammy L. Terry, Trustee**, and note in the memo **"2025 Tax Refund"**; or
 - (2) Endorse the actual refund check received from the IRS payable to **Tammy L. Terry, Trustee**.
 - a. Mail the Tax Refund to the following address:
Chapter 13 Trustee - TLT
P.O. Box 2039
Memphis, TN 38101-2039.
 - b. **If you are unsure about the tax return requirements, contact your attorney.**
- 4) If you have filed 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 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.

