

Start w/July

OFFICE OF THE STANDING CHAPTER 12 & 13 TRUSTEE
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**INSTRUCTIONS FOR CHAPTER 13 MONTHLY CASH RECEIPTS
AND DISBURSEMENTS REPORTS**

Who must file?

Chapter 13 debtors engaged in business must submit a monthly report.

What information is required?

The report is designed to provide an overview of the financial situation on a monthly basis. It must include all income received by the household for the month, all expenses for the month, and a report of amounts of available cash (in and out of bank accounts). All expenses which are labeled business expenses must be itemized on the second page of the report. Information on how to fill out the report is available from the Debtor Education Class given at the Plano Centre on the days that Plano meetings of creditors are held.

When are the reports due?

Each report is due 20 days after the end of the month that is being reported. For example, a report for April will be due May 20th. A report must be submitted for each month beginning the month the case was filed. The first report may, therefore, be for a partial month.

Where are the reports to be sent?

Each report must be sent to:

Chapter 13 Trustee
P. O. Box 941166
Plano, Texas 75094-1166

and

United States Trustee
110 North College, Suite 300
Tyler, Texas 75702

A plan may not be approved if reports are not sent to the Trustees.

If you have any questions, please contact your attorney as soon as possible.

CHAPTER 13 MONTHLY CASH RECEIPTS AND DISBURSEMENTS

For the Month of: _____, _____

NAME OF DEBTOR: _____

Nature of Employment (check one box)

CASE NUMBER: _____

☐ Self-employed ☐ Wage Earner

(Report on a cash basis, unless you keep financial records on an accrual basis)

I. Cash Received During the Month:

Salaries & Wages (Net):

\$

Other Income:

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Business - Cash Receipts:

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TOTAL RECEIPTS:

\$

II. Expenses Paid:

Total Paid for Household or Living Expenses:

\$

Business Expenses (Itemized on Page 2):

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Plan Payments to Chapter 13 Trustee:

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TOTAL EXPENSES:

\$

PROFIT (OR LOSS) FOR MONTH (Total Receipts – Total Expenses)

\$

III. Cash Reconciliation:

Cash and Bank Accounts Balance at the Beginning of the Month

\$

Income (or Loss) for Month:

\$

Cash and Bank Account Balance at the End of the Month

\$

I CERTIFY UNDER PENALTY OF PERJURY THAT I HAVE READ THE FOREGOING STATEMENT, AND IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Dated: _____

Debtor 1 Signature

Debtor 2 Signature

For the Month of: _____, _____

NAME OF DEBTOR: _____

CASE NUMBER: _____

Total Business Expenses (use additional expense pages if needed):