

# **MAKING YOUR CHAPTER 13 PLAN PAYMENTS**

Your first payment is due no later than thirty (30) days after your case is filed.

If you wish to stay in Chapter 13 you must make a plan payment each month or the Chapter 13 Trustee will Motion to dismiss your case.

The following payment methods are available:

1. Wage Deduction

This is the method preferred by the Court. Your employer will be required withhold the plan payment from your pay check and at least once per month send the funds to the Trustee. Most employers will split your payments into weekly or bi-weekly deductions.

A form is available for your use in the Client Resources Section of our website.

2. Online Payment

Payments may be made online via [www.TFSbillpay.com](http://www.TFSbillpay.com).

3. ACH Bank Debit

You may authorize the Trustee to debit your plan payments from a checking or savings account. Payments can be deducted once or twice per month.

A form is available for your use in the Client Resources Section of our website

4. Direct Payment by Mail

Payments can be mailed to:

Daniel B. O'Brien  
Chapter 13 Trustee  
P.O. Box 1779  
Memphis, TN 38101

The Trustee will accept only money orders or cashier's checks.

Be sure to print your name and court case number on all payments.