

Thomas D. Powers, Standing Chapter 13 Trustee

ePay Online Payment System *Quick Reference Guide*

The ePay Online Payment System is a convenient alternative to the use of Cashier's Checks and Money Orders by using your checking or savings account (pre-paid debit or credit cards are not eligible) to make direct payments to the Trustee on a confirmed plan. This is an instant payment system, in conjunction with our bank, to provide a verifiable, trustworthy, and more expedited payment option. This system is totally optional – if you choose not to use it, you may continue to send Cashier's Checks or Money Orders to the Trustee's lockbox at our bank in Memphis.

Benefits of the Online Payment System:

- The ability to make payments from any location at any time of day, as long as you have internet access.
- Save time and money by not having to purchase and mail a Cashier's Check or Money Order.
- Payments made before 5:00 p.m. Eastern time (4:00 p.m. CT) will be credited to your bankruptcy case the next business day.

In order to use the ePay Online Payment System, your plan must be confirmed by the court and you must have i) an **internet connection**, know your ii) **Case Number**, iii) **last four digits of your Social Security number**, iv) have a **checking or savings account**, and v) a **valid current e-mail address**.

REGISTRATION:

Start by going to the Trustee website at <http://www.dallasch13.com>. Click on the **PAYMENT** tab.

Click on the ePay Online Payment link and then click on the **REGISTER NOW** Button. This will direct you to the ePay Online Payment Center so you may begin the registration process. Please fill out the registration page and click Next when done. For your **USERNAME**, we strongly recommend that you use your complete email address (if less than 21 characters) or the portion of your email address prior to the @ symbol (if more than 21 characters), as that will help in remembering your **USERNAME** each time you access the Online Payment System.

The next page will ask you for your **ONLINE PAYMENT ID**. Your Online Payment ID number consists of your **case number (without dashes)** and the **last four digits of your Social Security number**. Your case number may be found on documents you have in your possession.

Example: Case # **15-21234**-HDH and SS# **123-45-6789**

The Online Payment ID is: **15212346789** (This is only an example - it is NOT your Online Payment ID).

After inputting your Online Payment ID twice, click *Next*. The next page will provide you one last opportunity to verify your information before submitting. Click Submit Registration if your information is correct. Once you've created a username and password, be sure to keep this information in a safe secure place as you will need it for all future logins.

MAKING YOUR BANKRUPTCY PAYMENT ONLINE VIA EPAY:

Go to the Trustee website at <http://www.dallasch13.com> and click on the PAYMENT tab, then the ePay link. Click on the MAKE A PAYMENT Button and log in with your USERNAME and PASSWORD. Begin by choosing the amount to pay. Next, key in your checking or savings account information and select what type of account it is. If you are unsure of your routing and account numbers, please click on the image button to the right of the routing number field to see an example. Routing numbers are always 9 digits long and to the left of your account number (Note: DO NOT use a deposit slip to obtain your routing number. The deposit slip routing number is typically different from the routing number associated with the checking account). Click Submit Payment once your payment information has been input. Please note that there is a \$1.50 convenience fee to use this payment system. This fee covers the cost to our bank for providing this service. The Trustee does not receive this money.

It is very important that before you start this payment process you verify your bank account has enough funds to cover the transaction. If you submit a payment without having enough funds in your bank account to cover the transaction, the result will most likely be a Non-Sufficient Funds transaction. If this occurs, your bank account will be overdrawn and you may suffer consequences from your bank. In addition, if your payment is returned for Non-Sufficient Funds, or any other reason, your account will be locked immediately and you will not have the option of using the Online Payment System for the duration of your Bankruptcy Case. You will then be required to make your monthly plan payment by using Cashier's Checks or Money Orders. THERE ARE NO EXCEPTIONS TO THIS RULE.

Questions or Help: For questions or help, please e-mail us at epayquestions@dallasch13.com or visit our webpage at <http://www.dallasch13.com>. Go to the PAYMENT tab and click on the ePay link to view our Frequently Asked Questions.

WHERE IS MY CASE NUMBER LOCATED

Below are 3 examples of documents which may be helpful to you in identifying your case number. Please note that the case number below is NOT YOUR case number, but is simply an example. When you enter your case number in this system please ignore any preceding or trailing letters, as well as the hyphen and enter the case number as the two digit number followed by the five digit number.

The following 3 example documents may have been received from your Trustee, Attorney, or the Bankruptcy Court:

1. Chapter 13 Meeting of Creditors Notice (341 Meeting) from your Trustee
2. Chapter 13 Plan
3. Bankruptcy Court Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors, & Deadlines

Chapter 13 Meeting of Creditors Notice (341 Meeting) from your Trustee

OFFICE OF THE STANDING CHAPTER 13 TRUSTEE (For Office Correspondence Only) 125 E John Carpenter Freeway Suite 1100 11th Floor Irving, TX 75062 (214) 855-9200 February 06, 2015			
Re: Debtors	JOE Q & JOANN PUBLIC	1st Payment Date:	Saturday, February 21 2015
Case #	88-88812-HDH-13	1st Payment Amount:	Contact Your Attorney
Section 341 Meeting Date: Monday, February 23 2015 8:15AM			
IMPORTANT NOTICE REGARDING 341 MEETING OF CREDITORS PLEASE READ CAREFULLY OR YOUR CASE MAY BE DISMISSED			

Chapter 13 Plan

IN THE UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF TEXAS DALLAS DIVISION	
In re: John Q Public & Joann Public	Case No: 88-88812-HDH-13
Debtors(s) Attorney Phone No: (214) 555-1212	DATED: 02/06/2015 Chapter: 13 Judge: Harlan D. Hale
DEBTOR(S)' CHAPTER 13 PLAN AND MOTION FOR VALUATION SECTION I DEBTOR(S)' CHAPTER 13 PLAN - SPECIFIC PROVISIONS FORM REVISED 5-29-13	
This Plan contains non-standard provisions: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	
A. DEBTOR PAYMENTS	DEBTOR(S) PROPOSES TO PAY TO THE TRUSTEE THE SUM OF: MONTHS <u>1</u> TO <u>60</u> \$ <u>200</u> PER MONTH

Bankruptcy Court Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors & Deadlines

B91 (Official Form 91) (Chapter 13 Case) (12/12)		Case Number 88-88812-hdh-13
UNITED STATES BANKRUPTCY COURT Northern District of Texas		
Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors, & Deadlines		
The debtor(s) listed below filed a chapter 13 bankruptcy case on 1/4/15.		
You may be a creditor of the debtor. This notice lists important deadlines. You may want to consult an attorney to protect your rights. All documents filed in the case may be inspected at the bankruptcy clerk's office at the address listed below. NOTE: The staff of the bankruptcy clerk's office cannot give legal advice.		
Creditors — Do not file this notice in connection with any proof of claim you submit to the court. See Reverse Side For Important Explanations		
Debtor(s) (name(s) used by the debtor(s) in the last 8 years, including married, maiden, trade, and address): Joe Q. and Joann Public 123 Any Street Dallas, TX 75208		
Case Number: 88-88812-HDH-13	Social Security / Individual Taxpayer ID / Employer Tax ID / Other nos: xxx-xx-6789	
Attorney for Debtor(s) (name and address): Joe Q. Public's Attorney 456 Any Street Dallas, TX 75202	Bankruptcy Trustee (name and address): Thomas Powers 125 E. John Carpenter Frwy., Suite 1100 Irving, TX 75062-2288 Telephone number: 214-855-9200	