

March 06, 2017

## **TRUSTEE'S REQUEST FOR 2016 TAX RETURN**

Case Number:

**WHETHER YOU FILE A JOINT OR SEPARATE RETURN DO NOT SPEND MORE THAN \$2,000.00 OF YOUR COMBINED 2016 TAX REFUND UNTIL YOU RECEIVE TRUSTEE APPROVAL.**

Pursuant to 11 U.S.C. Section 521, the Trustee requests that you provide our office with a **copy of the first two pages of your 2016 1040 Federal Tax Return and Schedule C (if you have business income)**, when the RETURN is filed, in lieu of filing with the Bankruptcy Clerk's office .

Please send **ONLY ONE COPY** by **ONE** of the following methods.

1. You may upload a **PDF** copy at <https://www.13Documents.com> (See Instructions for Registration and Document Upload for 13Documents at <http://dallasch13.com/>)
2. You may fax a copy to: (214) 855-1441
3. You may mail a copy to: 125 E John Carpenter Freeway, Suite 1100  
Irving, Texas 75062

**Please black out the social security numbers on all pages for you and your dependents and all bank account information on the RETURN.**

**DO NOT SEND YOUR TAX REFUND TO THE TRUSTEE UNLESS REQUESTED.**

Please write your BANKRUPTCY CASE NUMBER on the top of page one of the RETURN.

**DO NOT SPEND ANY OF YOUR REFUND over \$2,000.00 unless you receive permission to do so from the Trustee. The Trustee may request all or part of the excess above \$2,000.00 be paid to your creditors.**

If you request an extension from the IRS for filing your RETURN, please provide a copy of the extension when it is filed (no later than April 18th) to this office and **then provide a copy of the RETURN once filed.**

If you file an amended RETURN, send a copy to the Trustee.

If you are not required to file a RETURN, please contact your attorney so that he or she can assist you in preparing a sworn statement as to why a RETURN is not required. The sworn statement should be provided by April 15th.

**IF THE RETURN, EXTENSION OR SWORN STATEMENT IS NOT TIMELY RECEIVED, THE TRUSTEE MAY FILE A MOTION TO DISMISS YOUR CASE.**

If you have any questions on what you are required to do or you have concerns about your abilities to do what is requested in this letter, please do not hesitate to contact your attorney or this office.

Standing Chapter 13 Trustee

cc: , via list report