

MONTHLY OPERATING REPORT INSTRUCTIONS

Name

Case No.

As a self-employed or business owner Chapter 13 case, you are **required** to submit a monthly report of your cash receipts and disbursements, **both personal and from each of your businesses**, to **THE OFFICE OF THE CHAPTER 13 TRUSTEE, PO BOX 10556, SAVANNAH, GA 31412**. All income and expenses of the debtor and spouse living in the debtor's household (even if the spouse is not a party to the bankruptcy) must be included on the second page of the report. Do not omit the **source** of your income other than from business or self-employment. This report is due in the Trustee's office by the **tenth day of the month** following the month covered by the report through the entire course of your plan. ***YOUR FIRST REPORT SHOULD COVER THE MONTH IN WHICH YOUR PETITION IS DATED AND MUST BE SUBMITTED TO THIS OFFICE ON OR BEFORE THE TENTH DAY OF THE FOLLOWING MONTH.*** The following are other points to remember:

- **Make extra copies before you begin so that you will have forms to use in future months. The Chapter 13 Office WILL NOT send these forms each month.**
- **Carefully read and follow the instructions printed on the form.**
- **Where there is no income or expense for a particular item, state NONE OR "0". Total the columns to arrive at the net business and household income.**
- ***Incomplete and incorrect reports will not comply with the Trustee's requirement.***
- **Keep a copy of the entire report for you records.**
- **Be sure to sign and date the report.**
- **If the reports are INCOMPLETE, INCORRECT, OR NOT SENT TIMELY, the Trustee will have no choice but to file a Motion to Dismiss on your case.**
- ***DO NOT SEND PAYMENTS TO THE ABOVE ADDRESS.* Payments should be addressed to Chapter 13 Trustee – Savannah & mailed to PO Box 116561, Atlanta, GA 30368-6561. Please be sure to print your name clearly and include your case number on your payment.**
- **For questions or clarification, please call us at (912) 234-5052.**