

## 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, POST OFFICE BOX 10556, SAVANNAH, GEORGIA, 31412**. All income and expenses of 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 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, BECAUSE 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 net business and household income.
- **Incomplete and incorrect reports will not comply with Trustee's requirement.**
- Keep a copy of the entire report for your records.
- Be sure to sign and date the report.
- The Trustee will have no choice but to file a Motion to Dismiss your case if the reports are INCOMPLETE, INCORRECT, OR NOT SENT TIMELY
- **DO NOT SEND PAYMENTS TO THE ABOVE ADDRESS. Payments should be addressed to Chapter 13 – Savannah, P. O. Box 116561, Atlanta, Georgia 30368-6561.**
- For questions or clarification, call Cheryl Key at (912)234-5052 ext. 154.
  
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