# <u>Providing Pay Advices and Tax Returns to the Trustee's Office</u>

Debtors must provide the trustee with pay advices for the 60 day period pre petition and copies of the prior four years federal tax returns a **<u>minimum</u>** of seven days before the 341 meeting. **<u>Please do not send state tax returns</u>**. §521(e)(2)(A) requires the debtor to provide the trustee with a copy of <u>federal</u> tax returns.

It is best that they be provided **<u>2 business days</u>** after the case is filed to allow time for the case to enter our system. **If you send the documents before the case number is in our case management software you will receive an e-mail with an error message.** You must wait a day and send the documents again.

Pursuant to 1308 (a) & (b) we cannot conclude a 341 meeting unless the debtor provides us tax returns (or tax return transcripts) for the four years pre petition.

Please take a moment to sort the documents before scanning them. If we receive a jumbled out of order half upside down illegible mess we will delete the files and have you sort and resend them.

**Please send two e-mails for each case.**

Please send one e-mail with one PDF file with only federal taxes, most recent year first.

Please send one e-mail with one PDF file with only pay advices, most recent first.

The Subject Line **must** include **only** the case number. For example: 1012345

Please limit pay advices to 60 days only. In the unlikely event that we need to see more than 60 days pay advices we will request them.

The process of indexing pay advices and tax returns is automated. You will receive an e-mail confirming the documents were received. If there was a problem you will receive an e-mail stating what the problem is.

Please send the documents to the appropriate e-mail address listed below.

| Document | e-mail address |
|---|---|
| Pay Advices | Payadvices@lisle13.com |
| Taxes | Taxes@lisle13.com |

**<u>Do not</u>** fax tax returns or pay advices. **<u>NO FAXES</u>**.

If you are still having problems sending the documents, please call Mike McGuckin at 630-981-3888 x 261.

Please note that the e-mail accounts for taxes and pay advices are automated system e-mail accounts and **NO HUMAN** looks at the e-mails.

These accounts are designed specifically to receive documents **ONLY. DO NOT ADD ANY CORRESPONDENCE WHEN SENDING TAXES AND PAY ADVICES AS IT WILL NOT BE VIEWED.**