

**MARY K. VIEGELAHN
CHAPTER 13 TRUSTEE**

10500 Heritage Blvd, Ste. 201
San Antonio, TX 78216
(210) 824-1460

Re: Case#

YOU MAY BE REQUIRED TO TURN OVER ALL REFUNDS.

IF YOU FAIL TO COMPLY WITH THE REQUIREMENTS REGARDING THE TURNOVER OF YOUR INCOME TAX RETURNS AND/OR REFUNDS, THE TRUSTEE MAY FILE A MOTION FOR DISMISSAL OF YOUR CHAPTER 13 CASE WITH THE BANKRUPTCY COURT.

- 1) Prepare your returns by the due date established by the IRS .
- 2) Immediately upon completion, send copies of returns, W-2 statements, 1099s, etc. (all papers you send to the I.R.S.) **to your attorney**. If not represented by an attorney, send to:

Mary K. Viegelahn, 10500 Heritage Blvd, Ste. 201, San Antonio, TX 78216

Please redact the social security numbers of the taxpayer (s) and dependants and names of dependants. Include your case number on the first page of the tax return whether sent to your attorney or if not represented by an attorney sent to my office. If this data is not redacted your return may be rejected.

- 3) If these returns are not received by our office by May 1st, I may file a motion to dismiss . The filing deadline for tax returns is April 18, 2017. This year the deadline is April 18, 2017. (April 15th falls on a Saturday and a holiday on the 17th make the next business day April 18th.)
- 4) Please review your Plan and if your Plan requires that you turnover the tax refund and you receive a refund, you may: (1) issue a check payable to Mary K. Viegelahn Trustee, and note in the memo: 2016 Tax Refund; or (2) endorse the actual refund check received from the IRS payable to Mary K. Viegelahn, Trustee. The address to mail the refund to is: P.O. Box 1231, San Antonio, TX 78294-1231. If you are unsure as to the requirements, contact your attorney.
- 5) If you have filed for an extension of time to file your returns, send a copy of the approved extension by May 1st to your attorney, who will provide a copy to the Trustee.
- 6) If you receive an INTERCEPT, DELAY or ERROR notice, please send a copy to your attorney as soon as you receive it.
- 7) If you have a specific need for your refund that was not anticipated in your budget please contact your attorney . It may be possible for you to retain all or a portion of the refund.
- 8) If you have any questions regarding this letter please contact your attorney.

Mary K. Viegelahn
Chapter 13 Trustee

cc:
Attorney Name and Address