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GENERAL REQUIREMENTS FOR CHAPTER 13 BUSINESS CASES

1. Make an entry on your books and records to indicate clearly the date of your bankruptcy filing. All business transactions conducted after your bankruptcy filing must be documented on your books and records. You may be asked to produce your books and records for inspection by the Trustee at any time during the course of your Chapter 13 case.
2. You should not combine your personal and business finances. If you haven't already done so, you should open a *separate* business checking account. All receipts and disbursements relating to the business should be made through your business checking account.
3. It is your responsibility to get and maintain comprehensive liability insurance and/or any other insurance that may be required in the ordinary course of such business. Failure to obtain and maintain such insurance may result in the dismissal of the case.
4. You must have Court approval to use "cash collateral" in which any creditor has a security interest. You will need to speak with your attorney immediately about obtaining court permission for its use.
5. You should review your plan carefully. Payments which are to be made by you directly to your creditors should start at once.
6. Plan payments to the Trustee's office should also start on schedule. Your first plan payment is due 30 days after the Petition is filed. Payment should be as scheduled in the plan and sent to the lock box address. Paying a lesser amount than is called for is improper.
7. All tax returns and reports should be filed on time with the appropriate tax authority. No extensions are permitted.
8. All tax payments - income, sales, property, etc - should be made on time and in full. If you have employees, you should be sure that all employee withholding taxes incurred after your filing date are paid regularly to the proper tax authorities.
9. Quarterly estimated income tax payments to the federal government should be made each January, April, June and September so as not to incur any unpaid income tax obligation when

your returns are filed each April.

10. You should send complete copies of all federal and business income tax returns to the trustee each year by April 15th.

11. You must obtain Court approval for any sale or other disposition of business property or any business borrowing which is outside the ordinary course of your business. When in doubt, ask your attorney.

12. You should submit monthly reports to the trustee regarding the cash flow of your business until confirmation. A form report is available on our web site. Your monthly report should reflect all business activity (on a "cash basis") for each calendar month. Reports are due at the trustee's office by the 20th of each month, reflecting your business activity for the preceding month. If you operate more than one business, separate monthly reports for each business should be submitted. If you own or operate a small corporation or partnership, separate monthly reports for each corporation or partnership should be submitted.

13 You must insure that all entities which you know to be holding money or property subject to withdrawal or your order, including every bank, savings or building and loan association, public utility company and landlord with whom you have a deposit, and every insurance company which has issued a policy having a cash surrender value payable to you is listed on your schedules.

14. The trustee cannot and will not act as your attorney. Your lawyer works for you and is your advocate. Keep in touch with your attorney at all times.