

Office of the Chapter 13 Trustee

Southern District of Georgia
Savannah Division

O. Byron Meredith III
TRUSTEE

33 Bull Street, Suite 415 (31401)
Post Office Box 10556
Savannah, Georgia 31412

(912) 234-5052
(800) 292-2811
FAX: (912) 232-8824

IMPORTANT NOTICE

1. **WE DO NOT ACCEPT CASH or PERSONAL CHECKS**, two-party checks, checks drawn on a bill-paying service or a debtor's business account. Payments must be made by payroll deduction, **MONEY ORDERS or CASHIER'S CHECKS only**.
2. **WE DO NOT ACCEPT PAYMENTS at our Savannah office**. Mail all money orders to:

**Chapter 13 Trustee -- Savannah
PO Box 116561, Atlanta, GA 30368-6561**
3. **PRINT your name & case number clearly on all payments**. Be sure to keep a COPY for your records, in case your payment gets lost in transit, and you need to have it tracked or replaced.
4. **We must have your CASE NUMBER to post your payments**. Payments that cannot be identified will be returned. This could cause your case to become delinquent.
5. **You must notify our office, IN WRITING, any time you move or change your MAILING ADDRESS, NAME or EMPLOYER**, so that we can update our system and change your payroll deduction to your new employer in order to keep your payments timely. You must also notify your attorney of all such changes. Payments **MUST** be made through payroll deduction unless the court has approved otherwise.
6. **Our CORRESPONDENCE ADDRESS is the Savannah Post Office Box address shown at top left, above**. Send all notices of name changes, address or employer changes to that address. Monthly Operating Reports due from self-employed debtors should also be mailed to the Savannah PO Box address.
7. **IF YOU DO NOT MAKE THE FULL REQUIRED PAYMENT EACH MONTH, THE TRUSTEE WILL MOVE TO DISMISS YOUR CASE**. It is your responsibility to see that your payments are made each month. If the full monthly amount is not withheld by your employer, you must make up the difference by money order or cashier's check. Status reports are furnished upon request.
8. **ANNUAL REPORTS are mailed out once each year on all CONFIRMED cases**. If you do not receive one by August 1st of each year, write or call our office to see if we have your correct address.
9. **For information on your case, you may visit the National Data Center website at www.13datacenter.com**. You must obtain a logon and password in order to access your case records. Follow the instructions on the left side of the Home Page screen to register. Case information is updated daily.

PLEASE KEEP THIS LIST FOR FUTURE USE!