

**INSTRUCTIONS FOR PAYMENTS TO**  
**CHAPTER 13 TRUSTEE**

If you are required to make direct monthly payments to the Chapter 13 Trustee of if you are temporarily making payments while waiting for payroll deduction to take effect, your payments should be made by cashier's check or money order payable to:

**Lucy Sikes, Trustee**

You must do the following:

1. Make the payment timely;
2. Put your name and bankruptcy case number on the cashier's check or money order. (10- )
3. Mail the payments by regular U.S. mail to:  
**Lucy Sikes, Trustee**  
**PO Box 2218**  
**Memphis, TN 38101-2218**

We strongly recommend that:

1. You purchase a bank money order or cashier's check or postal money order. You must keep a full copy of the money order or cashier's check (a stub receipt is NOT sufficient); and
2. You make a notation on the money order or cashier's check of the date you placed it in the mail.

If you have any questions, call the paralegal assigned to your case.

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