

# YVONNE V. VALDEZ

## *Chapter 13 Trustee*

539 N. Carancahua, Ste. 800  
Corpus Christi, TX 78401-0823  
[www.ch13cctx.com](http://www.ch13cctx.com)

Telephone (361) 883-5786  
Facsimile (361) 888-4126  
[www.13network.com](http://www.13network.com)

Dear Creditor:

We offer Electronic Funds Transfer (EFT) as a payment option to our monthly disbursement process. This would consolidate our disbursements to you into one direct deposit, enable you to receive your creditor payments quickly, and eliminate checks being lost in the mail. We usually disburse on the third Wednesday of each month. Our tentative disbursement schedule is posted on our website at [www.ch13cctx.com](http://www.ch13cctx.com). To receive your month-end disbursement funds by EFT, please complete and return the attached form to us. Additionally, please attach a blank voided check. **This form must be signed and dated, and please indicate a telephone number, email address and person to contact should questions arise regarding the disbursement.** We will send an acknowledgement to tell you when your account has been set up on our system and when the first EFT deposit will be made.

Our office will provide you with the list of case payments that currently prints on the voucher portion at the top of our checks, as you would no longer get paper vouchers. That information file will be transmitted to you at the email listed on the form. The header information sent by our bank to your financial institution contains an "individual ID #" field. This field contains your 6-digit creditor number, a space, and then the 7-digit check number. This check number is what you will input at either site to get the detail of your payment. If your financial institution does **not** provide you with the check number, you may need to tell them that it is housed in the "Addenda Record" with each payment. You can request EDI-Payment Detail information from your institution.

The National Data Center hosts information on Chapter 13 cases for the entire United States. To obtain more information, visit [www.ndc.org](http://www.ndc.org). You can also access the Chapter 13 Network for case information, but you must be an authorized user with an assigned login and password provided by our office. If you are not already an authorized user, visit our website at [www.ch13cctx.com](http://www.ch13cctx.com) and download our Website Access Agreement. Complete the form and send it to our office. Once approved by the Trustee, you will be notified of your login and password.

If you change bank accounts at any time, you would have to submit a new authorization form covering the new account. **We require 15 days advance notice, in writing, in order to terminate this EFT arrangement.** The attached form only covers payments to be sent to you on this specific creditor number. Should you have any questions, please email at [info@ch13cctx.com](mailto:info@ch13cctx.com).

Sincerely,

YVONNE V. VALDEZ, CHAPTER 13 TRUSTEE

Enclosures

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### AUTHORIZATION FOR ELECTRONIC DISBURSEMENTS

#### CREDITOR REQUESTING ELECTRONIC DISBURSEMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Trustee Office Use:

Creditor Number: \_\_\_\_\_

Your Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### EFT Coordinator (Bank Contact):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For Trustee Office Use:

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

#### Account Information:

Routing Transit Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Yvonne V. Valdez, Chapter 13 Trustee, hereafter "TRUSTEE", is hereby authorized to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries in error, to the account indicated above. This authority is to remain in full force and effect until TRUSTEE has received written notification from me or other authorized representative of its termination in such time and in such manner as to afford TRUSTEE a reasonable opportunity to act on it. This authorization will terminate if TRUSTEE discontinues the Electronic Creditor Disbursement Program or if creditor fails to acknowledge receipt of funds. **Any return of funds, if necessary, will not be accepted electronically.**

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

For Trustee Office Use:

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_