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**From:**  
**Sent:** Monday, July 8, 2019 4:21 PM  
**To:**

**Cc:**  
**Subject:** Chapter 7 matters

Just wanted to send you all a reminder regarding certain procedures that should be followed when administering your cases.

1. Interim Distributions – If you are considering making an Interim Distribution in one of your cases, you should first discuss this with your Assistant U.S. Trustee. Claims should be resolved and sufficient funds should be reserved to administer the estate prior to preparing an interim distribution. Interim distributions should be reviewed by staff in the field office before filing same with the Court. A Form 2 (and the bank statement that matches the balance in the interim distribution) should accompany the interim distribution you send to the field office for review.
2. TFR & TDR issues:
  - A) Because of recent bank changes & related changes to software systems, please include the name of your software system (AXOS, Stretto, Blue Stylus, IQ7, etc.) in the email you send with the TFR/TDR. We search bank records by software system and not bank name.
  - B) Please submit a copy of the NFR you filed with the court with your TDRs. Sometime the NFR changes between the time you submit it initially and it's filed with the Court.
  - C) Please do not submit a TDR until you have a zero bank statement. We cannot process the TDR until we get that statement.
  - D) If you make a correction in one part of the TFR, remember to follow the change all the way through the TFR (ex. If the gross receipts change on Form 1, the gross receipts on page 1 of the TFR will also change).
  - F) Buyer's premiums – The buyer's premium usually bypasses the estate and is paid by the buyer directly to the auctioneer. This is not considered property of the estate or an expense of the estate. However, if you receive the buyer's premium, it is considered to be a non-estate receipt (using UTC 1280-000 for the receipt and 8500-002 for the transfer of the funds to the auctioneer or you can record the disbursement with the UTC 1280-000 as a negative receipt. Trustee compensation should not be taken on these monies.