

**UNITED STATES DEPARTMENT OF JUSTICE
OFFICE OF UNITED STATES TRUSTEE**

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Form 10
Rev. 3/26

To: Chapter 11 Debtors, Counsel, and Appointed Chapter 11 Trustees

From: Margaret K. Garber
Assistant U.S. Trustee

Subject: Chapter 11 Debtor Instructions and Requirements

INITIAL DEBTOR CONFERENCE:

The U.S. Trustee is required by law to monitor the financial performance of Chapter 11 debtors and to ensure that debtors otherwise comply with applicable provisions of the Bankruptcy Code. This is done primarily through ongoing financial review of the debtors' business activities with particular emphasis on whether the debtor is remaining current with its post-petition (after filing) obligations and whether the reorganization of the debtor's business is feasible. In order to facilitate the debtor's compliance with its reporting obligations, all Chapter 11 debtors are required to meet with the Office of the U.S. Trustee within 10 days after their case is filed to discuss the operation of the business and the ongoing reporting requirements. Failure to attend the conference or to provide the required documentation in a timely manner may result in an immediate motion to dismiss the case.

It is the responsibility of counsel for the debtor to provide the debtor with this Guideline Package and all forms.

At the conclusion of the conference, the debtor will be required to sign a certification that the instructional package has been received and reviewed and that all guidelines, general requirements and reporting requirements are understood.

The CEO and the financial officer of the debtor are required to personally attend the conference. The conference will be held telephonically and all parties must call the U.S. Trustee's conference line (888-330-1716, passcode 7310927) to participate. The debtor's counsel must personally attend the conference. The U.S. Trustee will not proceed with the meeting without the participation of counsel.

Materials the Debtor must provide not less than 36 hours before the conference:

1. Copies of bank statements for all pre-petition bank accounts for the preceding one (1) year.
2. Copies of tax returns for the preceding three (3) years or copies of currently valid filed requests for extension.

3. Financial Statements

The books and records of the debtor must be closed out as of the date of filing of the petition and a new set of books and records should be opened thereafter for the Debtor-in-Possession. Copies of all general financial reports for the period of one year preceding the bankruptcy must be provided by the debtor at the conference. Backup documentation such as ledgers and cancelled checks is not required unless specifically requested by the U.S. Trustee. In the event that reproduction of any of the referenced materials is voluminous, the U.S. Trustee should be contacted prior to the conference.

4. Bank Accounts

The Debtor in Possession Order requires that new post-petition bank accounts be opened. The debtor must furnish the Court and the Office of the United States Trustee with evidence that all existing accounts have been closed and that it has opened new accounts. The debtor must establish a separate general operating account for the purpose of paying bills incurred during the administration of the case, a separate tax trust account into which escrow funds are to be deposited for the payment of post-petition taxes and, if necessary, a payroll account.

The U.S. Trustee must be notified in advance of Debtor in Possession accounts being moved to another depository.

The Bankruptcy Code requires that all accounts must be in an account authorized by the U.S. Trustee, regardless of where they were pre-petition. See the attachment for a list of authorized depositories.

On the face of the checks for each new account, the words "Debtor-in-Possession" and the bankruptcy case number must appear. The debtor must submit a copy or sample blank check marked "VOID" for each new account that shows compliance with this requirement. (The abbreviation "DIP" is not acceptable.)

The U.S. Trustee's Office cannot waive this requirement. Appropriate pleadings must be filed with the Court to waive this requirement.

You should ensure that the account is set up on a calendar month; that is, the first day of the month through the last day of the month.

5. Proof of Insurance

The debtor must file with the United States Trustee's Office evidence that the debtor is insured by workers' compensation, liability, auto, fire and theft, and any other insurance customarily maintained in the business in which the debtor is engaged. The fair market value of the estate's property must be insured against loss. Said evidence will consist of a copy of the insurance binder or certificate of insurance. It must show the type and amount of insurance, the property insured, effective date and policy period, and that the debtor is an insured party. The debtor must instruct insurance companies and agents to provide the United States Trustee with prior notification regarding any change, cancellation or expiration of a debtor's insurance policy. **The Office of the United States Trustee must be added as Certificate Holder.**

In the event of termination or lapse of insurance, the debtor must immediately report the termination to the United States Trustee and immediately obtain replacement coverage.

Failure to provide correct and adequate proof of full insurance coverage will result in a Motion to dismiss the case.

6. Employee Information

The debtor must provide the Office of United States Trustee with a statement detailing the number of employees, total amount of the gross payroll per month, salary of officers, director and principals of the debtor, and a statement that the post-petition payroll is current, or if not current, the reason as well as a statement of the wages owed. If a motion to pay pre-petition wages is filed with the Court, this information need not be provided again.

7. Cash Flow Projection

The debtor must provide a six-month cash flow projection beginning with the first full month after filing and containing projected receipts, disbursements, and cash balance for each month. For individuals, the Schedule of Current Income and Expenses (bankruptcy schedules I and J) will suffice unless it differs materially from month to month.

I. **GENERAL REQUIREMENTS FOR ALL CHAPTER 11 DEBTORS**

- A. Compliance with the law -- the debtor must comply with the Bankruptcy Code, the Bankruptcy Rules, Local Rules and any court order.
- B. Debts -- the debtor must pay all post-petition debts on a current basis.
- C. The debtor must serve the United States Trustee with a copy of any motion, application, request or adversary proceeding filed by the debtor with the Bankruptcy Court.
- D. It is the debtor's responsibility to notify the United States Trustee and the Bankruptcy Court in writing of any change of address or telephone number within ten (10) days after the change occurs.
- E. Employment and compensation of all Professionals (including attorneys, accountants, appraisers, auctioneers, real estate agents and other professionals) must have prior approval of the Court. No professional fees can be paid until the Court has approved the requested compensation by written Court Order.

II. **MONTHLY OPERATING REPORTS**

The Office of the U. S. Trustee is unable to assist Chapter 11 debtors in the preparation of the Chapter 11 monthly reports other than to provide general instructions at the Initial Debtor Conference or to answer occasional general questions that may arise. The U.S. Trustee's Office cannot provide specific advice in the preparation of these reports. If the debtor is unable to fully and completely prepare the monthly reports, the debtor must contact counsel or other competent professionals for assistance.

The monthly operating report must be filed with the Clerk's Office of the United States Bankruptcy Court by the 21st day of the following month.

The contents of the monthly report depend upon the debtor's business status and accounting basis, whether cash or accrual. At the initial debtor conference, a determination will be made by the U.S. Trustee regarding the form of the monthly operating report. **No exception to the reporting requirements shall be made except in writing signed by the U.S. Trustee.** In any event, copies of all bank statements are to be attached to each monthly report as part of Official Form 425C Monthly Operating Report for Small Business or as a separate document for UST Forms 11-MOR and 11-PCR.

The debtor is responsible for reporting to our office the accrual of professional compensation and expenses every month. If the debtor does not receive a bill each month from its professionals, the debtor must contact the professionals to obtain this amount (or a good faith estimate) so that it can be reported in the monthly report. Professionals are required to keep track of the time spent in the debtor's case, so this should not present a problem. UST Form 11-MOR, UST Form 11-PCR, and Form 425C Monthly Operating Report for Small Business all address this. Please visit https://www.justice.gov/ust-regions-r04/file/ch11_mor_small_business_debtor_WDVA.pdf/download to download the Official Form 425C Monthly Operating Report for Small Business.

If the debtor is not classified as small business or Subchapter V, the debtor is required to abide by the Final Rule 85 FR 82905 (Dec. 21,2020) for Uniform Periodic Reports. This Rule governs the filing of pre-confirmation Monthly Operating Reports (MORs) and quarterly Post-Confirmation Reports (PCRs). These new forms **must** be used for all report filings in which the debtor is not a small business or Subchapter V. Please visit <https://www.justice.gov/ust/chapter-11-operating-reports> to download the data-enabled forms.

The debtor must provide a schedule of all post-petition obligations. Post-petition debts must be paid on a current basis.

Trust fund withholdings are those monies which the employer (debtor) does not own, but the debtor as a fiduciary must withhold, collect and deposit for the benefit of the Internal Revenue Service or State Taxing Authority. They include employees' federal income taxes, employees' portion of FICA, sales taxes, etc. **It is not permissible to take any amounts from those funds to be used as a source of ready cash.** Trust fund and withholding taxes must be paid or deposited on the same day as paying any portion of compensation to the employee. Evidence of payment or deposit of these taxes must be provided with each monthly operating report. The tax liability must be paid by the end of each month. Such evidence must be a receipted copy of IRS Form 6123 (enclosed), or a bank receipted copy of the invoice coupon and check. The evidence of deposit **must** show the gross salaries, deductions, net pay, amount of deposit, and pay period.

Additional reports may be required in supervising the administration of the estate.

All disbursements must be made by check and disbursements by cash (currency) are prohibited. The payee name must appear on the face of the check. The check cannot be made payable to cash.

Failure to comply with United States Trustee requirements or failure to file timely and complete reports may result in a motion for conversion or dismissal of the bankruptcy case.

III. FIRST MEETING OF CREDITORS

The Chief Executive Officer and the person(s) who signed the schedules and the other employees generally responsible the debtor's financial affairs are all required to personally appear at the scheduled Section 341 meeting of creditors.

IV. U.S. TRUSTEE QUARTERLY FEES

All Chapter 11 debtor-in-possession excluding Subchapter V debtors must pay a quarterly fee to the United States Trustee every calendar quarter from the time the petition is filed until the case is dismissed, converted, or closed by final decree 28 U.S.C. §1930. The Bankruptcy Code further provides that for a plan to be confirmed, all quarterly fees must be paid timely, or the plan must provide for payment of all fees on the effective date of the plan 11 U.S.C. §1129(a)(12). The debtor-in-possession's failure to timely pay quarterly fees is cause for conversion or dismissal of a chapter 11 case 11 U.S.C. §1112(b)(4)(K). Interest will be charged on unpaid quarterly fees, pursuant to 31 U.S.C. §3717.

The fee schedule can be found at: <https://www.justice.gov/ust/chapter-11-quarterly-fees>.

Quarterly fee bills are mailed to the debtor by the United States Trustee at the end of each quarter with instructions on how to determine the amount of fees owed and how to make proper payment of the fees. The debtor should note that the fee billed are usually an estimate based on the reports filed by the debtor when the invoice is generated and may not be the actual fee due depending on the debtors disbursements for the quarter. The fee is due on the last day of the calendar month following the calendar quarter for which the fee is owed. If the debtor does not receive a statement for the fee or if the debtor has a question about the fee, debtor's counsel should contact the Office of the United States Trustee, unless counsel for the debtor has executed an authorization allowing the United States Trustee to discuss the issue of quarterly fees with the debtor.

All plans of reorganization should contain language that covers any quarterly fee liability which has accrued but is not yet payable. The following language is acceptable:

All fees payable to the United States Trustee which have accrued pursuant to 28 U.S.C. § 1930(a)(6) and which are not paid on the date of confirmation, including any fees that may have accrued during the quarter in which confirmation occurs, will be paid in full on the effective date of the plan.

As of September 30, 2025, the United States Trustee Program no longer accepts checks or money orders as forms of payment for chapter 11 quarterly fees. Any checks or money orders received on or after this date will be returned to the sender. All quarterly fee payments must be made electronically through the United States Trustee Program's Pay.gov site located here:

<https://www.pay.gov/public/form/start/672415208>.

The party paying quarterly fees will need the ten-digit account number (xxxxxxxxxx) and bank account information (account and routing number) to remit quarterly fee payments via Pay.gov. You should follow the instructions on Pay.gov for remitting payment. Please note that you will be required to complete the box requesting your Taxpayer ID on Pay.gov to complete their payment. If a debtor does not have an EIN, you may enter all 9's in this box. Pay.gov allows the use of PayPal as a payment method, thereby enabling parties to make payments without sharing bank account details directly with Pay.gov. However, PayPal has transaction limits, which vary based on account verification status and payment method. Parties wishing to use PayPal to pay quarterly fees should check with PayPal.com directly for more information regarding the monetary cap.

Failing to make acceptable electronic payments of quarterly fees through Pay.gov in compliance with EO 14247 could result in delays in payment and the accrual of interest and other penalties, and legal action for failure to timely remit payment. Failing to include the debtor-in-possession's ten-digit account number may cause the payment to not be applied or a delay in processing.

Anyone who has questions about the payment of chapter 11 quarterly fees should contact their local United States Trustee office.

Each quarterly fee must be timely paid. Failure to receive a bill from the Executive Office for United States Trustees does not excuse timely payment. If the debtor does not receive a statement for the fee or if the debtor has a question about the fee, debtor's counsel should contact the Office of the United States Trustee, unless counsel for the debtor has executed an authorization allowing the United States Trustee to discuss the issue of quarterly fees with the debtor.

¹ On March 25, 2025, President Donald J. Trump signed Executive Order 14247 titled "Modernizing Payments to and From America's Bank Account" (EO 14247). This order aims to modernize the government's payment processes by mandating a transition from traditional paper-based payments to fast and secure electronic payments. In accordance with EO 14247, the United States Trustee Program will no longer accept checks or money orders as forms of payment for chapter 11 quarterly fees.

¹Automatic debits to business or checking accounts may be blocked by a security feature called ACH Fraud Prevention Filters. ACH Fraud Prevention Filters works by having an allowed list of ACH Company ID's, thereby enabling debits. The agency identification for the United States Trustee Program is 1501000502. This will allow payments being presented for payment to process and not blocked by your banks ACH Fraud Prevention filters.

V. TAX RETURNS

The debtor must file, on time, all required tax returns, including but not limited to income, withholding and sales tax.

VI. U.S. TRUSTEE CONTACT

Please contact the attorney assigned to your case by email.

Margaret K. Garber, Assistant U.S. Trustee
W. Joel Charboneau, Trial Attorney
B. Webb King, Trial Attorney

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Legal questions must be addressed to debtor's attorney.

Matthew W. Cheney
Acting United States Trustee for Region 4