

**CHAPTER 11 OPERATING GUIDELINES AND  
REPORTING REQUIREMENTS  
OF THE UNITED STATES TRUSTEE**

**JUDICIAL DISTRICTS OF LOUISIANA & MISSISSIPPI**

**REGION 5**



**DAVID W. ASBACH  
ACTING UNITED STATES TRUSTEE**

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Effective: February 4, 2026

**CHAPTER 11 OPERATING GUIDELINES  
AND REPORTING REQUIREMENTS OF  
THE UNITED STATES TRUSTEE, REGION 5,  
JUDICIAL DISTRICTS OF  
LOUISIANA AND MISSISSIPPI**  
[www.justice.gov/ust/r05](http://www.justice.gov/ust/r05)

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## **I. INTRODUCTION**

### **A. Authority**

In furtherance of the duties imposed upon the United States Trustee under the United States Bankruptcy Code (Code) and 28 U.S.C. § 586(a)(3), the United States Trustee Region 5 (UST) herein promulgates the following Operating Guidelines and Reporting Requirements (OGRR-11) for cases filed under Chapter 11 of Title 11 of the United States Code. The OGRR-11 establishes the instructions for all debtors in possession and appointed Chapter 11 trustees (hereinafter collectively debtor or debtors).

**THE DEBTOR'S ATTORNEY SHOULD CAREFULLY REVIEW THE CONTENTS OF THESE INSTRUCTIONS WITH THE DEBTOR IMMEDIATELY UPON RECEIPT.**

The responsibilities of the UST include the administrative supervision of Chapter 11 proceedings. Pursuant to Federal Rules of Bankruptcy Procedure, it is the responsibility of the debtor to keep the UST informed of all matters pertaining to the case at all times. This includes ensuring that the UST is served with copies of all pleadings filed in the case.

Unless specifically directed otherwise, all communications and document submissions should be addressed to the appropriate office of the United States Trustee (Attachment I).

### **B. Purpose**

The OGRR-11 establishes the procedures to be followed by each debtor subsequent to the entry of an order for relief in Chapter 11 cases and standardizes the practices in Region 5.

### **C. Certification**

The debtor, or the debtor's authorized officer in the case of a corporation, and the debtor's attorney must sign the attached "Receipt and Certification" (Attachment III) which will be submitted on or before the initial debtor interview.

### **D. Compliance, Amendments or Modifications**

Timely compliance with each of the requirements contained herein is mandatory. Any requests to amend or modify these requirements for a particular Chapter 11 case must be made in writing and approval by the UST must be in writing to be effective.

## **II. OPERATING REQUIREMENTS**

### **A. General Requirements**

1. The debtor must pay all obligations arising in the normal course of business after the filing of the petition (post-petition) in full when due.
2. The debtor may not pay pre-petition obligations except as allowed by the Code or by order of the court.
3. The debtor may not employ or compensate any professional, including but not limited to attorneys, accountants, realtors, or appraisers, without court approval.
4. The debtor must file all required tax returns. The debtor may not pay pre-petition taxes except as allowed by order of the court. The debtor is responsible for the timely deposit and payment of post-petition taxes. Individual Chapter 11 debtors must review IRS Notice 2006-83 which provides guidance regarding tax treatment of individual Chapter 11 debtors. This notice can be obtained from the Internal Revenue Service website: <https://www.irs.gov>.

### **B. Initial Debtor Interview with Office of the U.S. Trustee**

The debtor and attorney are required to attend an initial debtor interview (IDI) and no less than two days prior to the IDI produce the Initial Operating Report with all required documents (Attachment II).

### **C. Bank Accounts**

The debtor shall:

1. Immediately upon the filing of the petition close any bank account over which the debtor has possession or control at the time of filing, open new debtor-in-possession accounts in an authorized depository for estate funds and certify compliance (Attachment V).
2. Ensure that the depository imprints the name of the debtor on all permanent checks for all accounts (Attachment VI – sample of check form to be used). The debtor must type or print all of the foregoing information on temporary checks. The new account signature cards shall clearly indicate that the debtor is a “Chapter 11 Debtor-in-Possession.” A “voided” original pre-printed check for each account shall be provided to the UST with Attachment II.
3. Deposit all receipts and make all disbursements of estate funds by check or electronic fund transfers through these accounts. Notations representing reasons for disbursements shall be recorded on each check and reported monthly on the cash receipts and disbursements statement. Any funds in excess of those required for current operations should be maintained in an interest-bearing “debtor-in-possession” account.
4. When a trustee is appointed to succeed a debtor-in-possession, the trustee may continue previously opened and maintained debtor-in-possession accounts, but must ensure that the accounts and checks reflect the trustee’s name and title along with the name of the debtor and the case number. The trustee should also ensure that debtor is removed as a signatory on the account.
5. Funds of the estate may only be deposited in financial institutions which are UST Region 5 authorized depositories. A list of authorized depositories is available on the Bankruptcy Forms page of the UST Region 5 website at [www.justice.gov/ust/r05](http://www.justice.gov/ust/r05).

#### D. **Insurance**

1. All debtors must maintain insurance and make all insurance premium payments when due.
2. Unless the UST directs otherwise, the debtors shall maintain at least the following insurance coverage:
  - (a) If the debtor has tangible assets susceptible to casualty loss (fire, weather, theft, vandalism, etc.), casualty insurance must be maintained at an amount at least equal to the replacement value of the property;
  - (b) If the debtor has employees, workers' compensation insurance and unemployment insurance must be maintained in accordance with applicable state laws;
  - (c) If the debtor conducts business operations, general liability and, if applicable, product liability insurance must be maintained; and
  - (d) Any other insurance customarily used in the debtor's business.
3. The debtor must notify the insurance carrier(s) that the UST is a party to be notified regarding changes in coverage. The debtor shall have each insurance carrier send a copy of the declaration page or certificate of proof of insurance to the UST indicating that the UST has been added for notification.
4. Upon expiration, termination, or renewal, or any changes affecting coverage whatsoever, the debtor shall immediately notify the UST and provide adequate proof of renewal or replacement coverage.
5. Proof of compliance with all sections dealing with insurance must be provided at the IDI with Attachment II.

#### E. **Chapter 11 Quarterly Fees**

Title 11 U.S.C. § 1930(a)(6) requires that in addition to the filing fee which is paid to the Court, a quarterly fee must be paid to the UST in each case under chapter 11 of title 11 other than under Subchapter V for each quarter (including any fraction of a quarter the debtor is under chapter 11 protection) until the case is closed, dismissed, or converted to another chapter. The quarterly fee is based on the amount of the disbursements made by the debtor during the quarter, even when there are no disbursements in a quarter. The quarterly fee schedule can be found at: <https://www.justice.gov/ust/chapter-11-quarterly-fees>.

Quarterly fee statements are mailed to the debtor by the UST at the end of each quarter with instructions on how to determine the fee and make proper payment of the fee. The fee is due on the last day of the calendar month following the calendar quarter for which the fee is incurred. Any debtor not receiving a statement for the fee or having questions about the fee should contact the appropriate UST office (see Attachment I). Failure to timely pay quarterly fees may result in dismissal of the case or conversion of the case to chapter 7. See 11 U.S.C. § 1112(b)(4)(K).

Interest is charged on delinquent fees. See 31 U.S.C. § 3717.

## Payment Method

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.<sup>1</sup> 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 (xxx-xx-xxxxx) 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.<sup>2</sup> 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 could result in delays in payment and the accrual of interest and other penalties, and legal action for failure to timely remit payment.

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

**NOTICE: DISCLOSURE OF INTENT TO USE TAXPAYER IDENTIFYING NUMBER FOR THE PURPOSE OF COLLECTING AND REPORTING DELINQUENT QUARTERLY FEES OWED TO THE UNITED STATES TRUSTEE PURSUANT TO 28 U.S.C. § 1930(a)(6).**

Pursuant to the Debt Collection Improvements Act of 1996, Public Law 104-134, Title III, § 3100 (i)(3)(A), 110 Stat. 1321-365, codified at 31 U.S.C. § 3701, the UST intends to use the debtor's Taxpayer Identifying Number ("TIN") as reported by the debtor and the debtor's counsel in connection with the chapter 11 bankruptcy proceedings for the purpose of collecting and reporting on any delinquent debt, including chapter 11 quarterly fees that are owed to the UST.

The UST will provide the debtor's TIN to the Department of Treasury for its use in attempting to collect overdue debts. Treasury may take the following steps: (1) submit the debt to the Internal Revenue Service Offset Program so that the amount owed may be deducted from any payment made by the federal government to the debtor, including but not limited to tax refunds; (2) report the delinquency to credit reporting agencies; (3) send collection

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<sup>1</sup> 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.

<sup>2</sup> Automatic 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.

notices to the debtor; (4) engage private collection agencies to collect the debt; and (5) engage the United States Attorney's office to sue for collection. Collection costs will be added to the total amount of the debt.

**F. Communication with United States Trustee**

United States Trustee personnel cannot communicate directly with debtors represented by an attorney unless written permission is provided prior to the communication (Attachment VIII).

### **III. REPORTING REQUIREMENTS**

#### **A. Operating Reports**

Debtors-in-possession and chapter 11 trustees must account for the receipt, administration, and disposition of all property; provide information concerning the estate and the estate's administration as parties in interest request; and file periodic reports and summaries of a debtor's business, including a statement of receipts and disbursements, and such other information as the United States Trustee or the United States Bankruptcy Court requires. 11 U.S.C. §§ 1106(a)(1), 1107(a); Fed. R. Bankr. P. 2015(a)(2), (a)(3). The monthly periodic report filed during the case before the confirmation of a plan of reorganization is generally known as the monthly operating report (MOR). The quarterly periodic report filed after the confirmation of a plan of reorganization and before the case is closed is generally known as the post-confirmation report (PCR).

For all chapter 11 debtors except those who are small businesses or who, in accordance with the CARES Act, elect relief under subchapter V of chapter 11, the reports and the instructions for these reports can be found at: <https://www.justice.gov/ust/chapter-11-operating-reports>.

Any non-individual debtor or trustee, if appointed in the case is required to prepare and file with the MOR a Statement of Cash Receipts and Disbursements, a Balance Sheet containing the summary and detail of the assets, liabilities and equity (net worth) or deficit, a Statement of Operations (Profit or Loss Statement) and all bank statements and bank reconciliations for the reporting period. The UST reserves the right to require that additional supporting documentation be prepared and filed with the MOR.

#### **B. Chapter 11 Small Business Operating Reports**

Chapter 11 debtors designated as a small business or who elect subchapter V must prepare the Small Business Monthly Operating Report (Form 425C) through the effective date of the plan. A fillable form must be filed to enable the court to download the information. The fillable form may be found and downloaded at:

<https://www.uscourts.gov/forms/small-business-forms/monthly-operating-report-small-business-under-chapter-11>

In the event a non-subchapter v small business case remains open after the effective date of the plan, the debtor(s) must continue to file the Small Business Monthly Operating Report (Form 425C) or file the quarterly periodic report (PCR), as provided in section IIIa. above, to satisfy the debtor(s) obligations under Fed. R. Bankr. P. 2015(a)(5). Subchapter V cases are not required to file reports after the effective date of a confirmed plan.

#### **C. Other Periodic Reports**

A chapter 11 debtor must also file periodic financial reports using Official Form B 426 to report the value, operations, and profitability of each entity in which the debtor has a substantial or controlling interest unless the entity is publicly traded or also a debtor in bankruptcy. This requirement applies mostly to debtor corporations which control or own at least 20 percent of another entity. See Fed. R. Bankr. P. 2015.3. A copy of this form is available at the U.S. Bankruptcy Court's website at: <https://www.uscourts.gov/forms/bankruptcy-forms/periodic-report-regarding-value-operations-and-profitability-entities-which-0> .

#### IV. CONCLUSION

Pursuant to 11 U.S.C. § 101 *et. seq.*, and 28 U.S.C. § 586(a)(3), the UST reserves the right to revise, modify or amend these guidelines as deemed appropriate. Any inquiries regarding compliance with these guidelines should be addressed to the appropriate office of the UST.

/S/ DAVID W. ASBACH  
Acting United States Trustee  
Region 5, Judicial Districts of  
Louisiana and Mississippi

**REGION 5 MAILING ADDRESSES**

1. EASTERN AND MIDDLE DISTRICTS OF LOUISIANA:

OFFICE OF THE UNITED STATES TRUSTEE  
600 S. MAESTRI ST., SUITE 840-T  
NEW ORLEANS, LOUISIANA 70130  
TELEPHONE: (504) 589-4018

2. WESTERN DISTRICT OF LOUISIANA:

OFFICE OF THE UNITED STATES TRUSTEE  
300 FANNIN STREET, ROOM 3196  
SHREVEPORT, LOUISIANA 71101  
TELEPHONE: (318) 676-3456

3. NORTHERN AND SOUTHERN DISTRICT OF MISSISSIPPI:

OFFICE OF THE UNITED STATES TRUSTEE  
THAD COCHRAN UNITED STATES COURTHOUSE  
501 E. COURT STREET, SUITE 6-430  
JACKSON, MISSISSIPPI 39201  
TELEPHONE: (601) 965-5241

**Initial Debtor Interview Financial Report**

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**Mark One Box For Each Required Document.**

**Debtor must attach each of the following documents or a satisfactory explanation for failure to attach a document.**

Document Attached	Previously Submitted	Explanation Attached	REQUIRED DOCUMENTS
{ }	{ }	{ }	1. Latest Fiscal Year Financial Statements.
{ }	{ }	{ }	2. Balance Sheet as of Month-end Immediately Preceding Filing.
{ }	{ }	{ }	3. Profit and Loss Statement for Month Immediately Preceding Filing.
{ }	{ }	{ }	4. Proof of Insurance Coverage – General Liability Coverage, Property (Fire, Theft, etc.) Insurance, Workers’ Compensation Insurance, Vehicle Insurance or Other.
{ }	{ }	{ }	5. Receipt and Certification of Understanding Operating Guidelines and Reporting Requirements for Chapter 11 Cases (Attachment III).
{ }	{ }	{ }	6. Completed “Information for Initial Debtor Interview” (Attachment IV).
{ }	{ }	{ }	7. Completed Declaration of Pre-Petition Account Closings” (Attachment V).
{ }	{ }	{ }	8. Proof of establishment of debtor in possession bank accounts as outlined, <i>infra</i> , with voided preprinted check and a copy of the bank’s completed signature forms for each bank account.
{ }	{ }	{ }	9. Most recently filed Federal Income Tax Return with all schedules and attachments.
{ }	{ }	{ }	10. Delinquent Quarterly Fee Notice (Attachment VII).
{ }	{ }	{ }	11. Authority for Direct Communication (Attachment VIII).
{ }	{ }	{ }	12. Six-month cash flow projections in small business cases (Attachment IX).

I declare under penalty of perjury that the following Initial Debtor Interview Financial Report, and any attachments thereto are true and correct to the best of my knowledge and belief.

Executed on: \_\_\_\_\_  
(date)

Debtor(s): \* \_\_\_\_\_

By: \*\* \_\_\_\_\_

Position: \_\_\_\_\_

Name of Preparer: \_\_\_\_\_

Telephone No. of Preparer: \_\_\_\_\_

\*both debtors must sign if a joint petition  
\*\*for corporate or partnership debtor

**RECEIPT AND CERTIFICATION OF UNDERSTANDING**  
**OPERATING GUIDELINES AND REPORTING REQUIREMENTS**  
**FOR CHAPTER 11 CASES**

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

I hereby certify that I have reviewed the United States Trustee Region 5 Operating Guidelines and Reporting Requirements for Chapter 11 cases. Further, I hereby certify that I have read and understand the guidelines and requirements, and agree to perform in accordance with said guidelines and requirements.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Debtor Signature)

\_\_\_\_\_  
(Debtor Signature) \*

\_\_\_\_\_  
(Corporate Representative Signature) \*\*

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Printed Name of Each Signatory)

The undersigned, as counsel for the debtor, has read and reviewed with the debtor the operating guidelines and reporting requirements discussed above.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Attorney for Debtor)

\*Both Debtors must sign if a Joint Return.

\*\*For Corporate or Partnership Debtor

**INFORMATION FOR INTIAL DEBTOR INTERVIEW**

DATE: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**BUSINESS INFORMATION:**

FUNCTION: \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_ DATE STARTED/INCORPORATED: \_\_\_\_\_

CORPORATE OFFICERS, PARTNERS OR SOLE PRPRIETORSHIP:

NAME	TITLE	% OF OWNERSHIP	SALARY (Past 12 Mos.)
_____	_____	_____	_____
_____	_____	_____	_____

HAS APPLICATION FOR APPOINTMENT OF DEBTOR'S COUNSEL BEEN FILED WITH THE COURT?

YES \_\_\_\_\_ NO \_\_\_\_\_

SPECIFIC CONDITIONS WHICH CAUSED THE CHAPTER 11 PETITION TO BE FILED: \_\_\_\_\_

DEBTOR'S PROPOSED PLAN OF ACTION: \_\_\_\_\_

FINANCIAL CONDITION AS OF FILING DATE:

CASH: \_\_\_\_\_ INVENTORY: \_\_\_\_\_

ACCTS RECEIVABLE (TOTAL): \_\_\_\_\_ AMOUNT UNCOLLECTIBLE: \_\_\_\_\_

FIXTURES &amp; EQUIPMENT: \_\_\_\_\_ VEHICLES: \_\_\_\_\_

**REAL ESTATE:**

LOCATION/DESCRIPTION: VALUE DEBT LIEN HOLDERS

LOCATION/DESCRIPTION:	VALUE	DEBT	LIEN HOLDERS
_____	_____	_____	_____
_____	_____	_____	_____

ACCOUNTS/NOTES RECEIVABLE FROM OFFICERS: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

OTHER SIGNIFICANT ASSETS: \_\_\_\_\_

UNSECURED/TRADE ACCOUNTS OWED \_\_\_\_\_ NO. OF ACCOUNTS: \_\_\_\_\_

TAXES OWED:

TAXING AUTHORITY

AMOUNT

_____	_____
_____	_____
_____	_____

WAGES OWED: \_\_\_\_\_ NO. OF CLAIMS: \_\_\_\_\_

RENT OWED: \_\_\_\_\_ MOS. IN ARREARS: \_\_\_\_\_

ACCOUNTS OR NOTES PAYABLE TO OFFICERS: \_\_\_\_\_

POST PETITION LITIGATION: \_\_\_\_\_

ENVIRONMENTAL CONCERNS (describe): \_\_\_\_\_

SECURED DEBTS: (DO NOT REPEAT OBLIGATIONS LISTED UNDER REAL ESTATE)

<u>SECURED PARTY</u>	<u>TRANSACTION DATE</u>	<u>AMOUNT</u>	<u>COLLATERAL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMMENTS: (OPTIONAL)

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

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**DECLARATION OF PRE-PETITION ACCOUNT CLOSINGS**

All pre-petition bank accounts of \_\_\_\_\_ as listed below\*, were closed on \_\_\_\_\_ (Debtor)

\_\_\_\_\_  
(Date)

<u>Depository Name</u>	<u>Account Type</u>	<u>Account Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

All funds have been transferred to the following debtor in possession bank accounts\*:

<u>Depository Name</u>	<u>Account Type</u>	<u>Account Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

Executed on: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Debtor)

\_\_\_\_\_  
(Debtor)

\_\_\_\_\_  
(Printed Name of Signatory)

\_\_\_\_\_  
(Printed Name of Signatory)

\*Attach additional sheets if necessary

**DEBTOR IN POSSESSION ACCOUNTS**

<b>ABC, INC.</b> <b>1400 Everystreet</b> <b>Anytown, LA 80000</b>	Real Estate Account Trust Account Operating and/or Personal Account Payroll Account Tax Account Cash Collateral Account (Whichever Applicable)	<b>No.</b> _____
		<b>Date</b> _____, <b>20</b> ____
<b>PAY TO THE ORDER OF</b> _____		<b>\$</b> _____
		_____ DOLLARS
<b>THE BANK OF ANYWHERE</b>		
<b>FOR:</b> _____		_____ (Signature)
11111111111111111111111111111111 1111		

This is an example of the correctly-styled check for a debtor in a possession bank account. Please use it as a guide in setting up your account and in ordering checks.

You must insure that your checks are imprinted with the full name of the debtor-in-possession exactly as shown on your voluntary petition. (Official Bankruptcy Form B-101 for Individual Debtors and B 201 for Non-Individual Debtors) Handwritten, typewritten and hand-stamped versions are not acceptable. In addition, the checks must be pre-numbered by the printer.

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**NOTICE**

**DISCLOSURE OF INTENT TO USE TAXPAYER IDENTIFYING NUMBERS FOR THE PURPOSE OF COLLECTING AND REPORTING DELINQUENT QUARTERLY FEES OWED TO THE UNITED STATES TRUSTEE PURSUANT TO 28 U.S.C. § 1930(A)(6).**

Please be advised that, pursuant to the Debt Collection Improvements Act of 1996, Public Law 104-134, Title III, § 31001(i)(3)(A), 110 Stat. 1321-365, codified at 31 U.S.C. § 3701, the United States Trustee intends to use the debtor's Taxpayer Identifying Number ("TIN") as reported by the debtor or debtor's counseling connection with the chapter 11 bankruptcy proceedings for the purpose of collecting and reporting on any delinquent debt, including chapter 11 quarterly fees that are owed to the United States Trustee.

The United States Trustee will provide the debtor's TIN to the Department of Treasury for its use in attempting to collect overdue debts. Treasury may take the following steps: (1) submit the debt to the Internal Revenue Service Offset Program so that the amount owed may be deducted from any payment made by the federal government to the debtor, including but not limited to tax refunds, (2) report the delinquency to credit reporting agencies, (3) send collection notices to the debtor, (4) engage private collection agencies to collect the debt, and (5) engage the United States Attorney's office to sue for collection. Collection costs will be added to the total amount of the debt.

\_\_\_\_\_  
Debtor Signature

\_\_\_\_\_  
Debtor Signature

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**STATEMENT OF DEBTOR'S ATTORNEY CONCERNING DIRECT CONTACT**

As attorney for the above referenced debtor, the undersigned attorney has no objection to UST personnel contacting the debtor(s) or debtor's representative regarding financial information contained in the monthly operating reports or initial debtor interview documents or regarding UST quarterly fees.

Designated representative: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Designated representative: \_\_\_\_\_ Telephone #: \_\_\_\_\_

\_\_\_\_\_ requests all contacts with the debtor be arranged through the debtor's attorney.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Attorney for Debtor)

SAMPLE FORM

SIX MONTH CASH FLOW PROJECTIONS

Month:	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>

<b>Beginning Cash</b>						
-----------------------	--	--	--	--	--	--

RECEIPTS:

Sales						
Other Receipts						
<b>Total Receipts</b>						

DISBURSEMENTS:

Operating						
General and Administrative						
Taxes						
Notes Payable						
Personal						
<b>Total Disbursements</b>						

<b>Ending Cash</b>						
--------------------	--	--	--	--	--	--