

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF VIRGINIA

In re:	)	
Enter Debtor's Name here, Debtor /Employee.	)	<b>Case No: Enter Case Number here</b>

**INITIAL WAGE DEDUCTION ORDER**

	<b>Employer</b>		<b>Chapter 13 Trustee (Payments must be sent to this address)</b>
Name:	Employer's Name		Angela Scolforo, Trustee
Address:	Employer's Street Address		P.O. Box 1961
(if known)	Employer City State Zip		Memphis, TN 38101-1961
Email:			<b>(434) 817-9913</b>
Phone:			<b>For ACH options see: tfsbillpay.com/employer</b>

The Court orders:

1. The Employer must deduct the following amounts from wages payable to Enter Debtor's Name here (SSN xx-xx- ) and send the deducted funds to the Chapter 13 Trustee:

Monthly	Semi-monthly	Bi-weekly	Weekly
\$	Monthly x 12/24	Monthly x 12/26	Monthly x 12/52

The Employer must include the case number and the Debtor/Employee's name on each check and may convert the monthly amount to the Employee's pay-period based on the formula above.

2. The first deduction must occur no later than the first payday following 7 days after the Employer receives this Order and be promptly sent to the Trustee. Deductions for pay periods thereafter may be accumulated but must be sent to the Trustee at least monthly. **The Employer must not charge or require a fee or other cost for compliance with this Order.**

