

Dear Counsel,

Attached you will find a copy of the Chapter 11 Guidelines, PDF files of the monthly operating report forms that we believe are most appropriate for use by your client, and a statement and authorization for release of information for use in connection with your client's new debtor-in-possession bank accounts. The forms will be discussed with you and your client at the Initial Debtor Interview (IDI).

The IDI is scheduled for [DATE] at [TIME] in our office – attendance by you and your client is required. We are always happy to try to accommodate your schedule when that is necessary. However, we find IDIs most useful when they are conducted at least 7 days before the meeting of creditors. Requests to schedule them otherwise can only be considered when all of the items requested in advance of the IDI, listed below, have been submitted.

We need the following items in advance of the IDI, which should be sent to our office by [DATE, 1 week before IDI]. Emailing the documents is preferred.

1. Tax returns with schedules, statements, and W2s for the past two years;
2. Year-to-date financial statements for the current year – balance sheet/profit & loss statement;
3. Most recent paystub if the debtor is an employed individual;
4. Three most recent bank statements for all accounts open in any of the three months prior to the petition date;
5. Proof of property and liability insurance;
6. Proof of opening a new, debtor-in-possession bank account(s) at an approved depository; and
7. A completed copy of the statement and authorization for release of information mentioned above and attached hereto.

The following documents should be brought to the IDI if not available beforehand:

8. Voided check for the new account(s) showing words "Debtor-in-Possession"; and
9. Proof of closing old bank accounts.

Please note that if your client has a controlling interest of 20% or more in any entities, then Official Form B26 (available on the Bankruptcy Court's website) must be filed with the Court at least 7 days prior to the Meeting of Creditors.

Also please note that as of May 15, 2019 there is a new address for quarterly fee payments:

U.S. Trustees Payment Center  
P.O. Box 6200-19  
Portland, OR 97228-6200

The new overnight delivery address for quarterly fee payments is:

U.S. Bank  
Attn Government Lockbox – U.S. Trustee Payment Center 6200-19  
175650 N.E. Sandy Blvd  
Portland, OR 97230

If you have any questions, please feel free to call me, [ANALYST] or [TRIAL ATTORNEY], Trial Attorney assigned to this case.

Yours truly,  
Amy Busch

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