Dear Region 4 Chapter 7 Trustees with **12/31/19** TIRs:

Please send a quick reply by return email, if possible, to confirm receipt of this message and also forward it on to appropriate staff members. Also, to verify my records from the last reporting period, please provide the name of your current bank and your software provider (BMS, Epiq TCMS, Epiq TCMS Web, Epiq TCMS Net, Trustee Solutions, IQ7, Stretto).

You are receiving this e-mail because your Trustee Interim Report (TIR) period ends December 31, 2019. **Please e-mail your Reports and Database files to** USTP.Region04.TIR@usdoj.gov **by no later than** January 31, 2020. Our Program e-mail mailbox sometimes has issues with messages greater than 6mb. If your files will be in excess of this, you may need to break it into multiple e-mails.

All information will be submitted electronically.

Your TIR will consist of:
(Prior to generating the information for your TIR, it is recommended that you run the TIR "audit" program provided with your software. Correcting data identified in this report will help to eliminate findings in the TIR.)

1. Forms 1, 2 and 3 in a PDF format. The signature page of Form 3 with the following text: "I certify that I have filed and reviewed Forms 1 & 2 for all cases listed on Form 3 and they are accurate and correct to the best of my knowledge." should be printed, signed and dated by the Trustee, scanned and submitted with the software generated PDFs of the Forms. Please maintain the original Form 3 signature page with your records.

2. Database Form 1s, 2s and 3s must be sent in an XLS or CSV format depending on your database service provider (BMS, Epiq TCMS, Epiq TCMS Web, Epiq TCMS Net, Trustee Solutions, IQ7). Be sure to check that *all* appropriate Form 1s and Form 2s are submitted with the database files. Attached are instructions to generate the reports. Some of the instructions may be revised from previous periods.

(Before submission, confirm the dates entered by your system as having a beginning date of January 1, 2019 and ending date of December 31, 2019. Trustees on semi-annual reporting will use the six month period July 1, 2019 to December 31, 2019.)

Note that you need to follow your service provider's instructions EXACTLY in order for the reports to work. Do <u>not</u> change the names for the data files generated. Trustees should check with their software providers for any additional updates before running the reports.

The PDF reports will be kept as your official Annual Report filing and will be used in any scheduled CPA Audits or Field Exams if you are so selected in the future. The database files (XLS OR CSV) are important in updating our database and in analyzing case progress.

Attached is a list of suggestions to avoid common errors in your Interim Report and how to accurately capture the information for the database files. Please use this email and the suggestions as a checklist during your review prior to submission of the files.

If you have any questions, you let me know. Thank you for your help and patience as we implement the consolidation of these duties.

<u>**Update to Application Form**</u>

Please complete the attached form and email it directly to me at: