

MARSHA L. COMBS-SKINNER

Chapter 13 Standing Trustee
Central District of Illinois

INCOME TAX RETURNS

Quick Reference Guide

You are required to provide the Trustee with a copy of your Federal and State Income Tax Returns, each year, when you file them. The Trustee will review the income tax returns to determine if there has been an over-withholding or an increase to your income.

For our office to efficiently process your taxes, submit the following as soon as they are completed each year:

- Federal Tax Return
- State Tax Return
- Extension of time to file return

Submission of Taxes:

The Trustee recommends for you to deliver your taxes to a secure website. By utilizing the secure website, it keeps your personal information private. Your attorney has access to the secure website.

Please choose a method other than fax or submission with your payment, as these methods are not secure and the documents are not always legible, therefore slowing down processing.

If you are unable to submit the taxes to your attorney, you may submit your taxes through the mail. **Do not mail your original tax documents.** Please keep all original tax forms for your records. Your taxes should be mailed to the following address:

Marsha L. Combs-Skinner
Chapter 13 Standing Trustee
108 S. Broadway
P.O. Box 349
Newman, IL 61942

Deadlines:

Tax returns must be submitted to our office within 10 days of filing your return. If you plan to file an extension, you will need to notify our office by mail. If you are not required by the IRS to file a tax return, you will need to submit a Notice to the Trustee Re: Tax Returns Form located on our website. This form will need to be completed every year you are not required to file.

Completion of Analysis:

Once the forms have been processed, you will receive a copy of your analysis in the mail. If it is determined you must turnover money, mail the amount indicated within 7 days of receipt of your tax refund money.

Questions or Help:

If you have questions, you may contact your attorney. You may also contact your Case Manager or visit the Information page on our website www.ch13cdil.com.