

W.H. Griffin, Chapter 13 Trustee  
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**AUTHORIZATION FOR ELECTRONIC DISBURSEMENTS**

**Primary Creditor Name (Please Print):**

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**Payment Address:  
(As shown on filed Proof of Claim(s))**

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\*Please use the address for check processing by the creditor to be paid to the routing and account number listed below. Please note that you will receive separate EFT deposits for each name/address variation. If needed, please attach a list of additional check processing addresses or if multiple variations exist, please contact our IT Department at: (913) 677-1311 ext. 303 to discuss combining name records.

**Bank Information:**

Bank Name:

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Bank Address:

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Account Name:

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EFT Routing  
Transit Number:

	Account Number:	
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Account Type (please mark only one):

Checking  Savings  General Ledger  Loan

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**Voucher Information:** Vouchers can be accessed in the following ways; please choose one:

**13 Network:** We will provide a single password for all creditor names and addresses provided above.

**National Data Center** is another way to access the vouchers. National Data Center is a subscription that is set up and paid for by you at: [www.NDC.org](http://www.NDC.org).

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W.H. Griffin, Standing Chapter 13 Trustee, hereafter called TRUSTEE, is hereby authorized to initiate credit entries to the account indicated above. The authority is to remain in full force and effect until TRUSTEE has received written notification from me or other authorized representative of its termination in such time and in such manner as to afford TRUSTEE a reasonable opportunity to act on it. This authorization will terminate if TRUSTEE discontinues the Electronic Creditor Disbursement Program.

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Authorizing Signature\*  
(Must be executive staff member)

Telephone Number

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(Print Name)

Authorizing Signature Email Address

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Title

Date

\*I certify that I am authorized to sign this Authorization for Electronic Disbursements on behalf of the above named creditor/attorney.

TRUSTEE OFFICE USE ONLY

Verification of Bank Information

Verified By/Date: \_\_\_\_\_

Creditor Name ID: \_\_\_\_\_

Trustee Approval/Date: \_\_\_\_\_

## BANKRUPTCY DOCUMENTS REGISTRATION INSTRUCTIONS

### Bankruptcy Documents Registration

- Go to [www.bkdocs.us/](http://www.bkdocs.us/) and then click the “Register” button.
- Enter your email address and click “Register”. You will receive an email containing a “Confirm email address” button. You must click on this button to complete your registration.
- Your web browser will take you to the “Registration Details” page where you will need to fill in all boxes and set up your password.
- Click “Update” when finished.

### Access

To obtain **access to upload documents** to your **Trustee, W.H. Griffin**, click “Request Trustee Access”. Then click “Request”. You will receive an email once approved.

### Uploading Documents through Bankruptcy Documents

- Click on the “Document Upload” link.
- This will take you to the Document Upload page. “**Step 1: Choose Your Trustee**” should show “**W.H. Griffin**” as the default.
- Click on the “Browse” button to select the file(s) that you want to upload. You must enter this specific number **2499999 (do not enter a case number)** and choose “**EFT Documentation**” Document Type for the file(s) that you are uploading. PLEASE include a description of the document. Once all details have been entered, you will need to check the box next to “**You must agree to the stated redaction rules**” and then click the “**Send Files**” button.
- The next screen will show that the upload was successful.
- On this screen you can also click on the DOC link to print a “Certification of Document Receipt”.
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## INSTRUCTIONS FOR ACCESSING CHECK VOUCHERS

Vouchers may be accessed in two ways:

1. 13 Network – A single password can be used for all creditor names and addresses that you provide on the authorization form. The Trustee’s office will provide this password to you so you may access [www.13Network.com](http://www.13Network.com) to view your vouchers. (Rodney Boyce will assist with this method)
2. National Data Center (NDC) – You may choose to pay for a subscription to [www.NDC.org](http://www.NDC.org) to access vouchers, which could also include an EXCEL data file.

### Using 13 Network

Follow these steps to login and view vouchers on 13 Network:

1. Go to [www.13network.com](http://www.13network.com)
2. Log in to your account using the User ID and Password provided to you by the Trustee’s office.
3. Locate the “Click to View Vouchers” link at the top right of the screen and click on it.
4. This will show a listing of check numbers and corresponding dates.
5. Click on check number to view the voucher.

### Using NDC

Follow these steps to login and view vouchers on NDC:

1. Go to NDC | Chapter 13 Bankruptcy Case Information
2. Log in to your account.
3. Click the “Vouchers” tab.
4. Select the Trustee.
5. Select “Check/EFT Payment Date” and click the calendar to choose the last business day of the disbursement month.
6. Click “Search”.
7. Click on the check number to view that voucher.