

# Reminder

## Tax Return/Refund-Calendar Year 2023

It's tax return season and this is a reminder that each year you are required to submit copies of your tax returns to the Chapter 13 Trustee. The terms of your plan of reorganization require that you do this within 14 days of filing with the taxing authority.

As soon as you file your taxes, **transmit a copy to your attorney (not to our office directly)**. In turn, your attorney will upload the returns to the Trustee via a secure portal that helps to protect your personally identifiable information.

You are also obligated to turnover your tax refund. You are allowed to retain the first \$1,000, but the balance must be turned over as a supplemental plan payment. Here is a chart to help you calculate how much you must turnover.

<b>Federal Refund:</b> (Subtract if taxes owed, add if refund due)	\$
<b>Earned Income Tax Credit:</b> (Starting in 2022, subtract amount listed on Line 27)	\$
<b>Child Tax Credit:</b> (Starting in 2022, subtract amount listed on Line 28)	\$
<b>AZ State Refund:</b> (Subtract if taxes owed, add if refund due)	\$
<b>Tax Preparation Fee:</b> (Subtract amount paid – receipt must be attached to the return in order to deduct)	\$
<b>Total</b>	\$
Subtract the amount to be retained	\$ (1,000)
<b>This amount needs to be turned over to the Trustee</b>	\$

You may turn over the refund in addition to your regular plan payment through the TFS Bill Pay portal (select Tax Refund) or mail guaranteed funds (please include your name, case number, and indicate 2023 Tax Refund) directly to:

Dianne C. Kerns, Trustee  
31 N 6th Avenue #105-152  
Tucson, AZ 85701

Failure to submit your taxes and turnover the net refund will result in action being taken to dismiss your chapter 13 case. If you have questions, please consult your attorney. **Voluntarily applying a refund to next year's estimated tax liability does not eliminate the obligation to turn over the tax refund.**