

**Lawrence J. Warfield, CPA**

U.S. Bankruptcy Trustee

P.O. Box 14647  
Scottsdale, AZ 85267

(480) 951-8759  
Fax (480) 302-3681

[www.northernazbankruptcy.com](http://www.northernazbankruptcy.com)  
[www.phxbankruptcy.com](http://www.phxbankruptcy.com)

Dear Debtor(s):

Your bankruptcy case was filed on \_\_\_\_\_ and therefore, you must submit to the Trustee a copy of each federal and state tax return filed by you for 2011. Your receipt of a discharge from the Bankruptcy Court does not close your case with my office.

You are **REQUIRED** to forward to my attention a copy of all income tax returns filed for the 2011 year (Federal and all applicable states). These copies must include every page that you file with each taxing agency. **Do not wait until you receive your refund checks to forward copies of your returns.** Your case will not close until my office has received those returns.

**We strongly advise you not to spend the extra funds to do a rapid refund, as these costs to you will not provide you the benefit that you desire.**

**In addition, IF YOU ARE ENTITLED TO A REFUND, YOU MUST FORWARD THAT REFUND (STATE AND FEDERAL) TO THIS OFFICE FOR THE BENEFIT OF YOUR CREDITORS. DO NOT CASH OR DEPOSIT THESE CHECKS.**

If you are entitled to any pro-rata portion of these refunds, they will be calculated and remitted to you upon a complete review of your file.

If you have any questions with regard to this issue, you should contact us. Failure to abide by these instructions could cause a dismissal of your bankruptcy and re-establishment of those debts discharged through your filing.

Very Truly Yours,



Lawrence J. Warfield, CPA  
Bankruptcy Trustee

**ATTENTION**

**FOR QUICKER PROCESSING, PLEASE ATTACH THIS SHEET TO  
THE COPIES OF YOUR 2011 FEDERAL AND STATE INCOME TAX  
RETURNS WHEN SENDING THEM TO THE TRUSTEE**

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Debtor Name:  
Joint Debtor Name:  
Case Number:  
Filing Date:

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Please provide copies of your returns as soon as you complete them. **DO NOT WAIT TO SEND THEM WITH YOUR REFUND CHECKS.** An early examination of your returns will allow the Trustee to decide whether to make your expected refunds an asset in your case. If it turns out that the refunds will not be an issue, our office will make every attempt to inform you in a timely manner that you do not need to forward the checks.

In certain cases, the Internal Revenue Service and Arizona Department of Revenue will send your checks directly to the Trustee. If this does not happen, it is your responsibility to forward the checks to the Trustee. The Trustee may view a failure to surrender these assets as reason to seek that your discharge be revoked. **UNLESS YOU RECEIVE WRITTEN INSTRUCTIONS FROM OUR OFFICE NOT TO SURRENDER YOUR REFUND CHECKS, SEND THEM TO THE ADDRESS BELOW AS SOON AS YOU RECEIVE THEM:**

Lawrence J. Warfield, Trustee  
PO Box 14647  
Scottsdale, AZ 85267-4647

To assist our office further, please complete the following:

Trustee, Please find the following copies attached:

- Complete copy of my/our 2011 Federal Income tax return
- Complete Copy of my/our Filing Extension Request for my/our 2011 Federal Income Tax Return
- I/We am/are not Required to File a 2011 Federal Income Tax return

Reason:

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- Complete copy of my/our 2011 State Income Tax Return
- I/We am/are not required to file a 2011 State Income Tax Return

Reason:

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Additional Information:

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