

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN

A. Instructions for Completing AO Form 213; Payment by Check

Page 1

1. Enter name, address, full taxpayer identification number information in **Vendor Address** section. Do not enter a DUNS #.
2. Check appropriate box under **Type of Organization for 1099 reporting** section.

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1. Date and Sign Form

Please Note: Payments by check will be issued through the U.S. Department of Treasury, not through the local court. A paper check will be processed at a Central Check Processing Center and mailed out within 7 business days after the bankruptcy court processes the payment.

Upon completing all information on AO Form 213, email the form to lisa_heneka@mieb.uscourts.gov or mail the form to the following address:

**U.S. Bankruptcy Court
Attn: Lisa Heneka
211 W. Fort Bldg, Suite 2100
Detroit, MI 48226**

B. Instructions for Completing AO Form 213; Payment by EFT without registering in SAM or IPP

Page 1

1. Enter name, address, full taxpayer identification number information in **Vendor Address** section. Do not enter a DUNS #.
2. Enter bank name, city, state, zip code, routing #, account # and type of account under the **Financial Information** section.
3. Check appropriate box under **Type of Organization for 1099 reporting** section.

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1. Date and Sign Form

Please Note: If EFT payments are effectuated through the completion of AO Form 213 and not by registration in the SAM or IPP, you will not be able to manage your name, address, contact and banking information or check on the status of payments or receive email notifications. If your information should change in the future, you will be required to complete another AO Form 213, and submit it to the court. The court will then send that information to the Administrative Office. Changes will take a number of days to become effective.

Upon completing all information on AO Form 213, email the form to lisa_heneka@mieb.uscourts.gov or mail the form to the following address:

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