

STEVEN G. TATE
STANDING CHAPTER 13 TRUSTEE
Western District of North Carolina
Shelby and Wilkesboro Divisions
PO Box 1778, Statesville NC 28687-1778
704-872-2401
May 17, 2011

To Debtor Attorneys and Staff:

From: Steven G. Tate, Standing Chapter 13 Trustee

Re: Secure upload site

I have been concerned for some time about the various methods used to transmit highly personal and sensitive pre-confirmation documents to our office. In response to this concern, we have recently added a link on our website to enable you to forward all of your pre-confirmation documents to our office securely and efficiently via a safe website. Attached are the technical instructions for using this link. A few pointers about this process:

1. You should be sending these pre-confirmation documents as soon as you can after the case is filed, but certainly with enough time prior to the 341 meeting for my staff to review. The needed documents are:

- Legible copy of driver's license or other governmental ID with photo
- Legible copy of social security card
- The last federal tax return that your client(s) filed

2. Only PDF format documents can be uploaded.

3. Please start using this website link immediately.

4. Because of the secure nature of this site as opposed to other methods of transmission of this sensitive data, **BEGINNING JUNE 1ST, 2011, WE WILL NO LONGER ACCEPT ANY OTHER METHOD FOR RECEIPT OF PRE-CONFIRMATION DOCUMENTS.** After June 1st, do not email, snail-mail, or fax pre-confirmation documents. Please respect the sensitive nature of your clients' information, and use this method to protect it from use by unapproved sources.

5. If you have any problems using this site, please contact me or my IT specialist in the office, Chris.

Thanks for your assistance!