

## **CHAPTER 7 TRUSTEE'S FINAL REPORT (TFR)**

### **GENERAL INFORMATION AND INSTRUCTIONS**

Chapter 7 trustees must use the new UST Form 101-7-TFR (uniform form attached) for TFRs submitted to the United States Trustee on or after April 1, 2009.

To assist chapter 7 trustees in completing the UST Form 101-7-TFR, the following information and instructions are provided:

All dollar amounts must include cents (\$x.xx).

All percentages must be rounded to the nearest tenth of a percent (xx.x%).

The date format to be followed is mm/dd/yyyy.

Financial-account numbers must be redacted; only the last four digits of a financial-account number may be shown.

Enter the district, state, and division for the United States Bankruptcy Court. If district or division is not applicable, these fields may be deleted from the form.

Enter the case name and case number in the caption area. The case number should be in the format required by the court. If additional information (such as judge's name) is required at the beginning of the form pursuant to local rules, it may be entered here.

If this is an amended TFR, "Amended" may be entered in the form title prior to "Trustee's Final Report (TFR)." If this is not applicable, the field may be deleted from the form.

Paragraph 1 – Enter the original chapter in which the debtor filed the petition and the date of filing. If not originally filed as a chapter 7, provide the date of conversion to chapter 7. [Delete the sentence about conversion to chapter 7 if it does not apply.] Enter the date on which the chapter 7 trustee was appointed to the case.

Paragraph 4 – Enter the gross receipts from the liquidation of estate assets, and the totals of amounts disbursed to date for payments made under an interim distribution, administrative expenses, bank service fees, other payments to creditors, non-estate funds paid to third parties, exemptions paid to the debtor, and other payments to the debtor. Gross receipts minus these disbursements ("Leaving a balance on hand of") must match the ending "Checking Account Balance" on Exhibit B, as well as the balance on the most recent bank statement (which must be provided to the United States Trustee with the TFR, but is not filed with court).

Paragraph 6 – Enter the deadline dates for filing non-governmental and governmental claims in the case.

Paragraph 8 – Enter the maximum compensation allowable to the trustee pursuant to 11 U.S.C. § 326(a); the amount of interim compensation paid, if any; the sum requested with the TFR; the total of compensation previously paid and the compensation being requested; the amount of any prior reimbursement for reasonable and necessary expenses; the amount of reimbursement for expenses being requested with the TFR; and the total of expenses previously reimbursed and those being requested for reimbursement.

Signature of Trustee – Enter the current date and sign in the format: /s/name of trustee.

#### Attachments to UST Form 101-7-TFR

Exhibit A – Complete the Individual Estate Property Record and Report (Form 1) for the case as prescribed in the *Handbook for Chapter 7 Trustees*.

Exhibit B – Complete a Cash Receipts and Disbursements Record (Form 2) for each estate bank account as prescribed in the *Handbook for Chapter 7 Trustees*.

Exhibit C – Attach a completed claims analysis in the format currently utilized in the judicial district; a uniform format for this analysis has not been promulgated.

#### Exhibit D – Trustee's Proposed Distribution

Enter case number, case name, and trustee name.

Enter the balance on hand. This must match the “balance of funds on hand” reported in paragraph 4 on page 1 of the TFR.

For each secured claimant, enter the claim number, the claimant’s name, the amount of the claim asserted, the allowed amount of the claim, any interim payments to date, and the amount of the proposed payment. Enter the total amount that will be paid to secured claimants and the balance of funds remaining to be distributed, but not less than zero. If there are no secured claims, enter NONE, and delete the blank lines.

For each chapter 7 fee and administrative expense and for each prior chapter fee and administrative expense proposed for payment, enter the name next to the appropriate “Reason/Applicant” title, the total amount requested to be paid, any interim payments to date, and the amount of the proposed payment. Disclose any retainers next to or below the name of the person/party requesting payment. If there is more than one applicant for a “Reason/Applicant” title (e.g., more than one “Attorney for trustee”), use the spaces marked “Other” to add the additional applicant(s), being sure to indicate the name and title of the applicant. Add as many “Other” lines as needed. If there is no payment for a particular “Reason/Applicant” (e.g., auctioneer fees), the line may be deleted. Enter the total amount that will be paid for chapter 7 fees and expenses and for prior chapter fees

and expenses, and enter the balance of funds remaining to be distributed, but not less than zero.

Enter the total amount of allowed priority claims. For each individual claim, provide the claim number, the claimant's name, the allowed amount of the claim, any interim payments to date, and the amount of the proposed payment. Enter the total amount that will be paid to priority claimants and the balance of funds remaining to be distributed, but not less than zero. If there are no allowed priority claims, enter NONE, and delete the blank lines.

For timely allowed general unsecured claims, tardily filed general unsecured claims, and subordinated unsecured claims, enter the total amount allowed and the anticipated dividend percentage.

For the each individual timely allowed general unsecured claim, each tardily filed general unsecured claim, and each subordinated unsecured claim, enter the claim number, the claimant's name, the allowed amount of the claim, any interim payments to date, and the amount of the proposed payment. Enter the total amount that will be paid to each class of claimants, as applicable, and the balance of funds remaining to be distributed, if any, but not less than zero. If there are no timely allowed general unsecured claims, tardily filed general unsecured claims, or subordinated general unsecured claims, enter NONE, as applicable, and delete the blank lines.

If funds remain after payment of all allowed claims, enter the legal rate of interest, the amounts of funds available to pay interest, and the amount of the surplus that will be returned to the debtor. If no funds remain for interest and surplus to the debtor, delete these paragraphs.