

## Introducing eWage by TFS

The biggest change to Chapter 13 plan payments since ePay

Traditional payroll deduction is often considered the gold standard in payments, but it does have its flaws. We heard from debtors about the embarrassment of having their employer know they are in bankruptcy, and their fear of losing their dignity in the workplace.

And we've heard from Trustees across the country about the difficulties associated with a traditional order – waiting months for an employer to begin a wage deduction, receiving checks with no case number or voucher, having the check lost in the mail with no way to track, and the headache of stopping the wage deduction after the case has been closed!

That's where eWage by TFS comes in. We've worked hard to build yet another payment option to combat the flaws and hassles the traditional methods provide. And, with yet another option, everyone benefits!





#### Dependable Payments

Wages go from the payroll to the trustee and the money never touches the debtor's hands. In addition, eWage removes common errors that are attendant to paper payments - funds will always be identified, and payments will never "get lost in the mail."



eWage is far easier to adjust for a plan adjustment. The attorney or paralegal simply prints out another form with the updated amount. New job? The debtor brings the authorization form to the new employer. No need for the Trustee to have the wage order sent to the new employer.



#### Easy to Use Tools

eWage provides the trustee's staff with better tools. If the case is completed, dismissed, or converted, the account can be deactivated and the flows of funds stopped. eWage also removes the paper-intensive procedures that currently surround traditional wage deductions.

**Want to learn More**? Contact us today at trustee@tfsbillpay.com to set up a walk through of the new eWage service!

www.tfsbillpay.com

#### DIRECT DEPOSIT AUTHORIZATION FORM

**For Employer/HR:** Please deposit <u>\$102.99</u> to the routing and account numbers on the check below.

The remaining net payroll should be deposited into my existing bank account.

Employee Name: James Girtatos



#### Authorization

Employer is hereby authorized to add a second account and deposit  $\frac{102.99}{1000}$  per pay period into the above account and the net into my existing account. This authorization will remain in effect until I modify or cancel it in writing.

#### Employee Signature: \_\_\_\_\_

Date:



The Ultimate in "Set It and Forget It"

# eWage by TFS Streamlined Plan Payments

In Direct Pay districts, debtors have the ability to choose their Chapter 13 payment method.

Our eWage product provides debtors an option that combines all of the benefits of our ePay solution while timing payments perfectly with their pay cycle.

No more adjusting payment dates to make sure it's after payday, eWage is funded by the debtor's paycheck – and it's totally anonymous to their employer!





Privacy Protected

The eWage process is "anonymous" in that there are no indications that it relates to a bankruptcy payment; it appears to the employer that their employee is simply splitting their pay between two accounts.



#### Dependable Payments

Debtor no longer has to worry about timing their withdrawals wages go from the payroll to the trustee. That means funds never touch the debtor's hands or bank account.



Can be easily modified for a job change or plan adjustment, and can be converted to ePay if the debtor prefers to have plan payments come out of their bank account.

www.tfsbillpay.com

# >Jump on the Fast Track

eWage empowers the debtor to fast track their plan payment directly to the trustee, avoiding needless deposits and bill payment exercises and providing the budgetary structure that leads to discharge.

### eWage

Attorney enters a client's case info and instantly creates a unique and anonymous account number that is ready to accept deposits. The per-payroll amount is automatically calculated!



Payments are sent to the trustee from payroll. Employer doesn't know that funds are credited to a bankruptcy, and the trustee receives funds two business days later.

> Payments reliably arrive each pay period until the plan is completed. No overdrafts, no complications, no "lost in the mail."







Attorney gives their client instructions on how to pay by certified check to an out-of-state PO Box. Client leaves without a recurring payment schedule set up.



Each month, debtor needs to make sure they have sufficient funds in their bank account or for their paycheck deposit to clear.



Once debtor has sufficient funds in their account, they need to purchase a certified check and then mail it to the trustee -- only to be subject to an uncertain delivery date.

# eWage Has Benefits For Everyone

eWage through TFS benefits everyone involved in a Chapter 13 case.



#### Trustee

Easily acceptable electronic payments that contain all required debtor information.



#### Attorney

Tools to help their client start on the right track and to stay on course throughout the plan.



#### Debtor

Inexpensive, fast and anonymous payments without hassle or overdraft concerns.



**Want to learn more**? Contact your TFS representative today to set up a walk through of eWage by TFS!



### **FEATURES**

- The most sophisticated payment system in Chapter 13.
- The consistency of traditional wage deductions with the ease and transparency of TFS online payments.
- □ The entire process takes less than 10 minutes!
- You can do all at once or section by section, whatever fits best into your workflow!

## HOW TO CREATE AN eWAGE

## **ACCOUNT IN FIVE EASY STEPS**

# Step I



### For Clients Who Want Their Plan Payment Taken Through Wages While Maintaining Privacy at Work!

#### What's Involved

- Log into your Portal Account
- Select "eWage by TFS"
- Enter your client's information and save

#### Where in the Workflow

 Entering your client's information is a great place to start when you retain your client

![](_page_6_Picture_7.jpeg)

# Step 2

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MATE YOUR SUCC	Welcome, Jack McCoy Search Case #	Q	
	Debtor – George Griffin Back to profile		
MAIN	Personal Info Wage Schedule Authorize Case Info Activate		
USERS			
MARKETING RESOURCES	MARKETING RESOURCES       What Does the "Paycheck Schedule" Mean?         Opending on the employer, payroll will follow one of several schedules. By choosing the schedule in the dropdown above, TFS can calculate correct amount needed from each check.         Account       Monthly: Payments will be deducted only once every month.		
(A)			
ACCOUNT			
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#### **Payroll Schedule and Plan Payment**

#### What's Involved

- Since you must have 60 days of payment advices, you know when and how the client gets paid.
- You just put the monthly amount, we'll do the math for each pay period, and keep everyone on the same page!

#### Where in the Workflow

 Entering your client's payroll schedule is perfect for the "Bring Back" Appointment or Mandatory Disclosure Phase

![](_page_8_Picture_6.jpeg)

![](_page_9_Picture_0.jpeg)

### **Authorization and Signature**

#### What's Involved

- TFS has utilized *DocuSign* to make the signing process easy, quick, and versatile.
- Click if your client is with you in the office or remote.
- Enter the signatures.
- Click "Finish".

#### Where in the Workflow

 Using *DocuSign* is perfect for the Signing Appointment

![](_page_10_Picture_8.jpeg)

Step	4
← → C △ ⓒ k Spec Expectations	Dealhost: 3000/paralegal/debtors/290113/case
AND TO SUCCE	Welcome, Tim Kirkpatrick
	Search by Case / Last Name C Debtor – Tanisha Dean Back to profile
MAIN	Personal Info Bank Info Payments Authorization Case Info Activate
USERS	Trustee  Pennsylvania - Middle District (Harrisburg, Williamsport) - III Charles J. DeHart
MARKETING RESOURCES	Case Number (XX-XXXXX)ZLast 4 Digits of SSN15-049459846
ACCOUNT	My client authorizes Nationwide TFS ("TFS") to serve as agent for the sole purpose of verifying bankruptcy status from the data supplied to the National Data Center ("NDC") by the Chapter 13 Trustee. This authorization brings TFS into conformity with the NDC subscriber access agreement, specifically but not limited to paragraph 2.4, 4.3, and 8.2, and grants TFS permissions of a party-in-interest and satisfies all of the NDC conditions to access data. In the role as agent, TFS will verify bankruptcy status as an active debtor as long as the TFS account remains in an active and enrolled status. Furthermore, you and your
	all of the NDC conditions to access data. In the role as agent, TFS will verify bankruptcy status as an active debtor as long as the TFS account remains in an active and enrolled status. Furthermore, you and your debtor as long as the TFS account remains in an active and enrolled status.

### **Case Information**

#### What's Involved

- Enter the Case Number, trustee, and last four digits of the social security
- Check the checkbox
- Hit "Submit"

### Where in the Workflow

Perfect for right after your office files the case!

![](_page_12_Picture_7.jpeg)

# Step 5

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1 2 US 🖁	Search Case #	Q
	Debtor – George Griffin	
	Personal Info Wage Schedule Autorize could a	DIRECT DEPOSIT AUTHORIZATION FORM
MAIN	Direct Devent 5	For Employer/HR: Please deposit \$ <u>501.99</u> to the routing and account numbers on the check below.
(A)	Direct Deposit Form	The remaining net payroll should be deposited into my existing bank account.
USERS	The Direct Deposit Authorization form will need to be sent to your client to submit to their employer's Human Resources or can download the form to print now, or email it directly to your client.	P Employee Name: George Griffin
	Email Form to Debtor         Download Form           This browser does not support inline PDFs. Please download the PDF to view it: Download PDF	George Griffin       1936         128 Fake St.       INTE         Main, F. 3018       Inter         Main, F. 3018       Inter         Main, F. 3018       Inter
		Details
		Account Number: 123456789
		Routing Number: 026073066
		Dollar Amount: \$501 99 (This is the amount per pay period)
VCCORM		Authorization
		Employer is hereby authorized to add a second account and deposit \$ 501.99         per pay period into the above account and the net into my existing account. This authorization will remain in effect until I modify or cancel it in writing.         Employee Signature:

### **Activation and Delivery of Direct Deposit Authorization Form**

#### What's Involved

- Click "Activate"
- Select if you want to email or print the Direct Deposit Authorization form
- The form contains clear easyto-use instructions, while maintaining your client's privacy!

#### Where in the Workflow

Perfect for right after your office files the case!

![](_page_14_Picture_7.jpeg)

# What's Next

"Wanderers" Report for

Date of Last Action 8/24/2018

9/19/2018

First Name Lorraine Case Number 18-41146 LastAction in TFS Entered Payment Sc Regina 18-41815 Entered Payment Schedule 18-41851 tered Case Information 18-42285 Entered Payment Schadul 18-42922 Entered Case Information 18-43284 Entered Bank Account Inform

#### How To Use this Report

tfs

netimes, your clients will start setting up a TFS account, but not complete the pliment process. When that happens, payments are missed, and eventually your firm will have more work on your hands trying to fix the arrears! TFS wants to help per that by letting you know what clients "wandered" away from the enrollment proce-

Use this report to see which dients have started enrolling in TFS in the past two months but have not yet completed. A helpful nudge from your office will make sure the case does not default

#### We're Here to Help!

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If you have any questions about this report, don't hestiate to contact TFS. If y eed assistance, they can call our support team at (888) 729-2413 or email us a moort@tfsbillpay.com

Law Firm, PLLC Clients that recently started creating a TFS account but did not complete the error

#### 9/14/2018 9/7/2018 8/21/2018 9/8/2018 Key to Last Actions in TFS:

Entered Case Information - Your client starter sarly on. Make sure they log in and continue the process toda Confirmed Address and Phone Number - Your client entered their phone number and arrived at the payment schedule. Questions on what schedule is best to pick? Contact us today! Entered Payment Schedule - Your client successfully selected a edule and needs to enter their bank account info clients can check out our support site at support thabilitian com for

information on where to find banking information Entered Bank Account Information - Your client is almost dore, and e only step left is the signature! Make sure they log in and complete the ecological process today!

#### Stay up to Date with our Reports

- If a client "Stumbles", we'll send you a report so you can get them on track!
- If client's are signing up themselves but don't complete, we'll help you track that!
- If a 341 meeting is coming up, help you keep apprised of your client's payment status

#### MoneyGram **Payment Card** DO NOT LOSE THIS CARD

Company Name: TFS Bill Pay Receive Code: 15536 Sender's Name: Charlene Boyce Account Number: CHAR-1730740-8238

> Make sure to enter ALL letters and numbers in your account.

#### MoneyGram ExpressPayment Service INSTRUCTIONS FOR USE

- 1. Locate a MoneyGram Payment Location. Need help finding a location? Call
  - 1-800-666-3947, option 2
- 2. Bring this Payment Card and cash to your MoneyGram Location.
- 3. You will need the company name (TFS Bill Pay), the receive code (15536), and your account number to make your payment
- 4. Relax! Your trustee will receive confirmation of your payment seconds after your transaction is complete!

#### **One-Time MoneyGram Payments**

- Do your clients need to make a catch-up payment? Submit their tax refunds? A one-time balloon payment?
- With MoneyGram, the answer is quick and simple!

#### Need more help, contact your dedicated TFS Representatives

![](_page_16_Picture_1.jpeg)

MARGUERITE BROPHY (516) 858-2596 | mbrophy@tfsbillpay.com

Jennifer Reda (516) 858-2595 | jen@tfsbillpay.com