

Mark T. McCarty Chapter 13 Standing Trustee P.O. Box 5006 North Little Rock, AR 72119 501-374-1572	Trustee Use Only:
	Request Verified:
	Routing/Acct # Verified:
	Checking/Savings Verified:
	Name ID(s):
Comparison File:	

AUTHORIZATION AGREEMENT FOR ELECTRONIC DISBURSEMENTS	
Payee Requesting Electronic Disbursement	
Payee Name	
Payee Address	
VOUCHER RETRIEVAL	We will retrieve payment voucher from NDC.org 13Network.com
Payee Coordinator (Payee Contact, if different from the person completing this form)	
Contact Name	
Contact Title	
Contact Phone	
Contact Email	
Banking Information:	
Your Bank Name	
Bank Address	
Account Information:	
Routing Number	
Account Number	
Account Type	(C = Checking S = Savings)
Name on Account	

Mark T. McCarty, Chapter 13 Standing Trustee, hereafter called Trustee, is hereby authorized to initiate credit entries to the account indicated above. This authority is to remain in full force and effect until Trustee has received written notification from me or other authorized representative of its termination in such time and in such manner as to afford Trustee a reasonable opportunity to act on it. This authorization will terminate if Trustee discontinues electronic disbursements. Trustee reserves the right to discontinue electronic disbursements at any time without further notice to Payee.

Authorizing Signature

Print Name

Title

Email Address

Phone

Date

Remit completed form to: Mark T. McCarty, Trustee: email: ACH@ch13ark.com or fax: 501-588-0803

Accessing Payment Voucher Information: (13Network or National Data Center)

Once you begin receiving electronic payments, you will need the associated payment information in order to credit funds to the proper account. Detailed payment information is available through your 13Network account or through the National Data Center.

13 Network:

Registered User on 13Network?

If you are already a 13Network registered user for cases assigned to Mark T. McCarty there is nothing else you need to do in order to access the voucher information for your electronic payment. Proceed to the next section.

If you do not already have a 13Network login for cases assigned to Mark T. McCarty, navigate to <http://www.ch13ark.com> using your internet browser.

- On the home page of www.ch13ark.com, click the link to “View Case Information Online”.
- Click the link to “Request Access – New User”.
- Complete the web access agreement. Once approved your login ID and password will be emailed to you.

Retrieving Voucher Payment Information:

1. Upon initial login to your 13Network account will you see a link in the upper right portion of the screen, “Click to View Vouchers”. This link will give you access to payment information issued to you in the last 90 days.
2. To view/print the voucher information, click the hyperlink in the column “Check Number” for the item you wish to review.

Detailed payment information will be viewable on screen.

There are three hyperlink options to retrieve the data.

- a. **Right click and Select “Save Target As”** to *Download* will create a text file that can be imported into Excel or other database software.
- b. **Print Page** will generate a screen shot of the displayed page.
- c. **Print Voucher** will generate a printed voucher similar to what is issued with a printed check.

National Data Center: If you are a creditor with access to the National Data Center you may prefer to download your voucher information from the NDC. Please contact the NDC on methods for downloading voucher information associated with your electronic payment.