

INSTRUCTIONS FOR CREDITOR MATRIX

Last Revised: November 2019

The following instructions are applicable to all word processing software and third-party bankruptcy software packages:

1. Open your word processing software and enter the creditor information, making sure of the following:
 - a. Creditors are listed in a single column.
 - b. There are two blank spaces separating each creditor.
 - c. The second line of each creditor listed must be either a street address or a P.O. Box, with the periods included (e.g., 200 South Main Street or P.O. Box 241).
 - d. The last line of each creditor must be in the format of City, State (two-letter abbreviation), Zip (e.g., Alexandria, VA 22314).
 - e. No Account numbers or dollar amounts may be included within the creditor information.
2. Save your creditor matrix to a flash drive in plain text format.