

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF LOUISIANA**

**APPLICATION AND NOTICE FOR PAYMENT OF UNCLAIMED FUNDS**

**IN RE(Debtor(s)) :** \_\_\_\_\_ **CASE NO:** \_\_\_\_\_

Comes now the Claimant(s) identified below, who avers that the unclaimed funds requested below are now on deposit in the Treasury of the United States and that claimant is the rightful owner of said funds. Accordingly, claimant(s) petitions the Court for an Order directing payment of the unclaimed funds to claimant(s) via:

- Electronic Funds Transfer (EFT) – must provide banking information on AO 213 or AO213P **OR**
- Treasury check mailed to the address listed below.

<b>NAME OF CLAIMANT:</b> _____		
<b>NAME OF CO-CLAIMANT:</b> _____		
<b>CURRENT ADDRESS:</b> _____		
_____		
<b>TELEPHONE NUMBER:</b> _____		
<b>EMAIL ADDRESS:</b> _____		
	<b><u>Date of Transmittal</u></b>	<b><u>Amount</u></b>
<b>Held in the original name of:</b>	_____	_____
	_____	_____
	_____	_____

**TOTAL Amount of Unclaimed Funds Requested:** \$ \_\_\_\_\_

Claimant(s) certifies under penalty of perjury that all statements made by Claimant(s) on this application and any attachments are, to the best of Claimant(s) knowledge, true and correct and that a copy of this application has been **mailed** to the U.S. Attorney, 300 Fannin St., Suite 3201, Shreveport, LA 71101 **AND**, if not the applicant, **debtor(s) name and address:**

Parties have 21 days to object to this application. If an objection is filed, the court will set and notice it for a hearing. The filing and entry of this application on the docket of the case in CM/ECF shall constitute notice by electronic service pursuant to LBR 9036-1.

Date: _____	
<b>Individual Claimant/Co-claimant:</b>	<b>Business Claimant:</b>
_____	_____
	Business Printed Name
_____	_____
Claimant's Signature	Business Representative Signature
_____	_____
Co-claimant's Signature (if applicable)	Printed Name/Title

State of \_\_\_\_\_

Parish/County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_



## UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

### GUIDE FOR RELEASE OF UNCLAIMED FUNDS

1. Submit an application to the court requesting the release of the funds. The preferred application form is available on the court's website. <https://www.lawb.uscourts.gov/court/unclaimed-funds>
2. Claimant and co-claimant (if any) must **sign & date the application**.
3. **The application must be notarized.**
4. Mail the **original** application with applicable supporting documentation to:  
**CLERK, U.S. BANKRUPTCY COURT  
ATTN: FINANCIAL DEPARTMENT  
300 FANNIN ST., SUITE 2201  
SHREVEPORT, LA 71101**
5. Send a **copy** of the application to:  
**U.S. ATTORNEY  
300 FANNIN ST., SUITE 3201  
SHREVEPORT, LA 71101**

**AND** the **debtor(s)**, if not the applicant, at the current address(s) listed in the case.

6. Supporting Documentation Requirements:

**All claimants must provide IRS Form W-9 or AO213 or AO213P, along with the following:**

- A. Owners of Record
  - Notarized signature(s) of the claimant(s)
  - Proof of the identity of the claimant/co-claimant (e.g., driver's license)
- B. Business Claimant Representative (Individual on behalf of business)
  - Notarized signature of the claimant's authorized signing representative
  - Proof of the identity of the claimant representative (e.g., driver's license)
  - Corporate resolution or an official document recognizing individual's authority to act on behalf of the business
- C. Successor Businesses
  - Notarized signature of the claimant's authorized signing representative
  - Proof of the identity of the claimant representative (e.g., driver's license)
  - Official document recognizing claimant representative's authority to act on behalf of the business (e.g., notarized power of attorney)
  - Documentation establishing chain of ownership from the original business claimant
- D. Transferred Claims (Assignees)
  - Notarized signature of the new claimant or new claimant's authorized signing representative
  - Proof of identity of the new claimant or new claimant's representative (e.g., driver's license)
  - Documentation evidencing the transfer of claim from the original owner of record
- E. Decedent's Estate
  - Notarized signature of the claimant's authorized signing representative
  - Proof of the identity of the claimant representative (e.g., driver's license)
  - Proof of the claimant representative's authority to act on behalf of the decedent (e.g., certified copies of probate documents or other documents establishing the right to act for the decedent or the decedent's estate consistent with applicable state law, such as a small estate affidavit)
- F. Claimant Representative (Funds Locator)
  - Notarized signature of the claimant's authorized signing representative

- Notarized power of attorney signed by the owner of record on whose behalf the representative is acting
- Proof of the identity of the claimant representative (e.g., driver's license)
- Proof of identity of the owner of record (e.g., driver's license)
- Documentation sufficient to establish the claimant's entitlement to the unclaimed funds

NOTE the following:

- Checks are not made payable solely to funds locator entities. Checks will be issued either in the name of the rightful owner of record only or jointly to the owner of record **and** the funds locator, if authorized by the power of attorney.
- Any name change of the original payee will require copies of documents that validate the name change (i.e., marriage license, divorce decree, business certificate of name change, etc.).
- If application is submitted by an individual with Power of Attorney (POA) - an original or notaries' certified copy of the original must be submitted along with a copy of the Driver's License for that person.
- Business Claimant Representatives must provide corporate documents recognizing individual's authority to act on behalf of the business.

Upon receipt of your application, it takes approximately **35-50 days** to process the disbursement.

**Incorrectly completing the application or failure to provide all needed documentation will delay the application process.**

The application will be filed into the court's case record. Parties have 21 days to object to this application. If an objection is filed, the court will set and notice it for a hearing. The filing and entry of this application on the docket of the case in the court's Case Management and Electronic Case Filing (CM/ECF) system shall constitute notice by electronic service pursuant to LBR 9036-1. If the 21 days pass without objection, an order will be submitted to the Bankruptcy Judge.

The signed order will be entered in the case record, noticed to pertinent parties, and pending for 14 days. If the 14 days pass without response, the Financial Department will complete the steps necessary to disburse the unclaimed funds.

Please contact the Financial Department of the United States Bankruptcy Court at (318)676-4267 if you have any questions.