

APPLICATION AND NOTICE FOR PAYMENT OF UNCLAIMED FUNDS

Debtor(s): _____

Case number: _____

Payment requested by:

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

NOTE: Payments which the court determines need to be issued jointly (e.g., attorneys or fund locators) cannot be made by EFT and, thus, will be generated by Treasury check and mailed to the address listed below.

1. Claim Information

For the benefit of the Claimant(s)¹ named below, application is made for the payment of unclaimed funds on deposit with the court. I have no knowledge that any other party may be entitled to these funds, and I am not aware of any dispute regarding these funds.

NAME OF CLAIMANT: _____

NAME OF CO-CLAIMANT: _____

**NAME OF APPLICANT (if
different from Claimant):** _____

CURRENT ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

Held in the original name of:	<u>Date of Transmittal</u>	<u>Amount</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

TOTAL Amount of Unclaimed Funds Requested: \$ _____

2. Claimant Information (Check applicable box)Applicant² represents the following:

- The Claimant is the Owner of Record³ entitled to the unclaimed funds appearing on the records of the court.
- The Claimant (Successor Claimant) is entitled to the unclaimed funds by transfer, assignment, purchase, merger, acquisition, or succession by other means, and below are the name(s) of the Owner of Record and all previous owner(s) of the claim:

_____.

¹ The Claimant is the party entitled to the unclaimed funds.

² The Applicant is the party filing the application. The Applicant and Claimant may be the same.

³ The Owner of Record is the original payee.

3. Applicant Information (Check applicable box)

Applicant represents the following:

- Applicant is the Claimant.
- Applicant is Claimant's representative (e.g., attorney or unclaimed funds locator).
- Applicant is a representative of the deceased Claimant's estate.

4. Supporting Documentation (Required)

- Applicant has read the court's instructions for filing an Application for Unclaimed Funds and is providing the required supporting documentation with this application.

5. Notice to United States Attorney and debtor(s). (Required)

- Claimant(s) certifies that a copy of this application and supporting documents have been mailed to the U.S. Attorney, 300 Fannin St., Suite 3201, Shreveport, LA 71101 AND, if not the applicant, to debtor(s) at the following address:

Debtor's name and address

6. Claimant/Applicant Declaration (if Individual)

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct and any fraud in the application or supplemental materials may result in criminal penalties, see, e.g, 18 U.S.C. § 152.

Date: _____

Signature of Claimant/Applicant

Signature of Co-Claimant/Applicant (if applicable)

6. Claimant/Applicant Declaration (if Business)

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct and any fraud in the application or supplemental materials may result in criminal penalties, see, e.g, 18 U.S.C. § 152.

Date: _____

Business Name

Business Representative Signature

Printed Name/Title of Business Representative

7. Notarization

STATE OF _____

PARISH/COUNTY OF _____

This Application for Unclaimed Funds was subscribed and sworn to before me this _____ day of _____, 20____ by

who signed above and is personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument. WITNESS my hand and official seal.

(SEAL) Notary Public _____

My commission expires:

7. Notarization

STATE OF _____

PARISH/COUNTY OF _____

This Application for Unclaimed Funds was subscribed and sworn to before me this _____ day of _____, 20____ by

who signed above and is personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument. WITNESS my hand and official seal.

(SEAL) 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) or claimant representative 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 and supporting documentation 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 appearing before the court
- 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 notary's 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.
- If Claimant wants payment via Electronic Funds Transfer (EFT), then the AO 213P must be used.
- Sufficient documentation must be provided to the court to establish the Claimant's identity and entitlement to the funds. Proof of identity must be provided in unredacted form with a current address.
- If there are joint Claimants, then supporting documentation must be provided for both Claimants.
- Applicant must provide the court a certificate of service (which is incorporated in application) stating a copy of the application with supporting documents were sent to the Office of the United States Attorney for the Western District of Louisiana AND the debtor(s).

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 or email LAWBml_Admin@uscourts.gov if you have any questions.