

Instructions for Filing the Application for Payment of Unclaimed Funds

The court will only disburse unclaimed funds to the rightful owner upon full proof of the right to claim the funds. The following forms and documentation are required:

1. The Court's Application for Payment of Unclaimed Funds, including the case name and number:

- a. If the funds were deposited for joint claimants, both claimants must sign the application.
- b. The claimant must have legal standing to make the claim. If the claimant is not the owner of record,¹ the person requesting the release of funds must show proper authority.
- c. Claimant(s)' signature(s) must be notarized.
- d. Photo identification of claimant(s) must be provided (*i.e.*, copy of driver's license, other state-issued identification card, or U.S. passport).

2. Certificate of Service showing service of a copy of the application:

In accordance with 28 U.S.C. § 2042, service of the application and supporting documentation must be made upon the U.S. Attorney, 222 West 7th Avenue #9, Room 253, Anchorage, AK 99513-7567.

3. Completed AO 213 (Vendor Information/TIN Certification):

The name on the AO 213 must match the claimant's name exactly. The Financial Information section must be completed to receive payment in the form of an electronic funds transfer, otherwise a Treasury check will be issued. The AO 213 must be dated and signed on page 2.

4. The following additional documentation is required:

If the claimant is represented by an attorney or a funds locator:

- a. An original notarized Power of Attorney signed by the claimant on whose behalf the representative is acting;
- b. Documentation enough to establish the claimant's entitlement to the funds; and
- c. If the representative is a funds locator, proof of identity (copy of driver's license, other state-issued identification card, or U.S. passport).

If claiming on behalf of a deceased party:

- a. Copy of the death certificate;
- b. Certified copies of probate documents establishing the representative's right to act on behalf of the decedent's estate; and
- c. Proof of personal identity of the estate administrator (copy of driver's license, other state-issued identification card, or U.S. passport).

¹ An owner of record is the person or entity in whose name the unclaimed funds were remitted to the court.

If the claimant is a corporation/partnership/other business entity:

- a. Application must be signed by an agent for and on behalf of the corporation / partnership / other business entity;
- b. A notarized statement of the signing agent's authority;
- c. If successor entity, documentation establishing chain of ownership from the original claimant; and
- d. Proof of identity of signing agent (copy of driver's license, other state-issued identification card, or U.S. passport).

For purchased or assigned claim:

Documentation evidencing the transfer of claim or proof of the purchase/sale of assets.

Mail the **original** application and all supporting documentation to the following address:

U.S. Bankruptcy Court
Attn: Financial Dept.
605 West 4th Avenue, Suite 138
Anchorage, AK 99501

Applications may be denied for failure to comply with the above requirements. For questions please call the Financial Administrator at (907)271-2627.