**PAYMENT OF UNCLAIMED FUNDS**

You (the “Claimant”) can request payment of unclaimed funds by completing an application including supporting documentation, mailing it to the court, and mailing a copy to the U.S. Attorney. DocuSign signatures are not acceptable on any forms or documents.

**Mail the original application package to**:

Clerk, U.S. Bankruptcy Court

46 E. Ohio St., Rm. 116

Indianapolis, IN 46204

**AND**

 M**ail a copy of the application package to**:

 Office of the U.S. Attorney

 10 W. Market St., Ste. 2100

 Indianapolis, IN 46204

A complete application package consists of two parts:

**Part 1.** **Application and payee information**

* [Application Form](https://www.insb.uscourts.gov/sites/insb/files/Application-Unclaimed-Funds.pdf) for one Claimant per case, or
* [Omnibus Application Form](https://www.insb.uscourts.gov/sites/insb/files/Omnibus-Application-Unclaimed-Funds.pdf) for one Claimant in multiple cases

 **and**

* [U.S. person or entity](https://www.uscourts.gov/forms/other-forms/payee-information-and-tin-certification) payee information form (AO 213P), or
* [foreign person or entity](https://www.uscourts.gov/forms/other-forms/request-determine-foreign-vendor-tax-payments) payee information form (AO 215) and a [W-8](https://www.irs.gov/forms-pubs-search?search=W-8)

**Part 2.** **Supporting documents**

Select the category that best describes the Claimant and submit the corresponding required documents. Click the arrow left of the heading to expand the section and see the required documents.

# **Original Creditor, Individual**

1. Photo ID: unredacted copy of driver’s license or government-issued ID. Document must show current name and address.

2. If joint creditors such as husband and wife, submit photo ID for each.

3. If applicable, certified copy of marriage certificate or divorce decree showing name change.

# **Original Creditor, Business or Government entity**

**Business entities**:

1. Photo ID of representative: unredacted copy of driver’s license or government-issued ID. Document must show current name and address.
2. Notarized Power of Attorney authorizing representative to sign application.

3. Proof that business is active and in good standing.

4. Proof of business name change, if applicable.

**Federal Government entities:**

1. Photocopy of federal government ID such as PIV or FAC.
2. Signed statement on agency letterhead showing applicant’s authority to file the application and sign on behalf of the agency.

**State or Municipal Government entities:**

1. Photo ID of representative: unredacted copy of driver’s license or government-issued ID. Document must show current name and address.
2. Signed statement on agency letterhead showing applicant’s authority to file the application and sign on behalf of the agency.

# **Successor Creditor, Individual** – by purchase, transfer, or assignment, from original creditor

1. Photo ID of original creditor: unredacted copy of driver’s license or other government-issued ID. Document must show current name and address.

2. Photo ID of successor creditor: unredacted copy of driver’s license or other government-issued ID. Document must show current name and address.

3. If applicable, certified copy of marriage certificate or divorce decree showing name change(s).

4. Documentation proving ownership of claim by sale, transfer, or assignment. Assignment agreements must be notarized.

5. [Certificate of service](https://www.insb.uscourts.gov/sites/insb/files/pro-se-fillable-cs.pdf) on original creditor at their current address, and on the U.S. Attorney.

# **Successor Creditor, Business** – by purchase, transfer, assignment, merger, or succession from original creditor

1. Photo ID of representative: unredacted copy of driver’s license or other government-issued ID. Document must show current name and address.

2. Notarized Power of Attorney authorizing representative to sign application.

3. Proof that successor business is active and in good standing.

4. Documentation proving ownership of claim by sale, transfer, assignment, merger, or succession. Assignment agreements must be notarized.

5. [Certificate of service](https://www.insb.uscourts.gov/sites/insb/files/pro-se-fillable-cs.pdf) on original creditor at their current address, and on the U.S. Attorney.

# **Deceased Creditor’s Estate**

1. Photo ID of executor/executrix/estate representative: unredacted copy of driver’s license or other government-issued ID. Document must show current name and address.

2. If applicable, certified copy of marriage certificate or divorce decree showing name change.

3. Certified copy of will, letters testamentary, or other probate documents authorizing representative to act on estate’s behalf.

4. Certified copy of original creditor’s death certificate.

# **Attorney or Funds Locator for Original Creditor**

1. Photo ID of attorney or funds locator: unredacted copy of driver’s license or other government-issued ID. Document must show current name and address.

2. Photo ID of original creditor: unredacted copy of driver’s license or other government-issued ID. Document must show current name and address.

3. If applicable, certified copy of marriage certificate or divorce decree showing name change(s) of original creditor.

4. Notarized Power of Attorney authorizing representative to sign application on original creditor’s behalf.

5. Funds Locators – proof that business is active and in good standing.