

INSTRUCTIONS FOR FILING APPLICATION FOR PAYMENT OF UNCLAIMED FUNDS

Unclaimed funds are held by the court for an individual or entity who is entitled to the money but who has failed to claim ownership of it. The United States Courts, as custodians of such funds, have established policies and procedures for holding, safeguarding, and accounting for the funds.

Search Unclaimed Funds Records

To search unclaimed funds records, use the [Unclaimed Funds Locator](https://ucf.uscourts.gov/) at <https://ucf.uscourts.gov/>. Select INSB – Indiana Southern Bankruptcy Court from the dropdown list and enter the applicable search criteria. If you need access to a computer to perform the search, you may use the court's public computer terminal(s) located in [Indianapolis, Evansville and New Albany](#).

Filing Requirements for Applications

All Applicants must file an Application and Payee Information

Application for Payment of Unclaimed Funds: Use Director's [Form 1340](#), file the original with the Bankruptcy Court and mail a copy to the United States Attorney for the Southern District of Indiana.

Payee Information: The Claimant's tax identification number (TIN) must be submitted to the court.

Domestic Claimant: A U.S. person¹ - use form [AO 213P](#). Complete Part 6 of the form for a direct deposit of funds (preferred).

Foreign Claimant: Not a U.S. person - use form [AO 215](#) and form IRS W-8 certification (search the IRS website: <https://www.irs.gov/>).

Application

- Form 1340

Payee Information

- Domestic Claimant: Form AO 213P
- Foreign Claimant: Form AO 215 **and** W-8

¹ "U.S. person includes: an individual who is a U.S. citizen or U.S. resident alien; a partnership, corporation, company or association created or organized in the U.S. or under the laws of the U.S.; an estate (other than a foreign estate); or a domestic trust (as defined in 26 C.F.R. 301.7701-7).

All Applicants must also submit supporting documents.

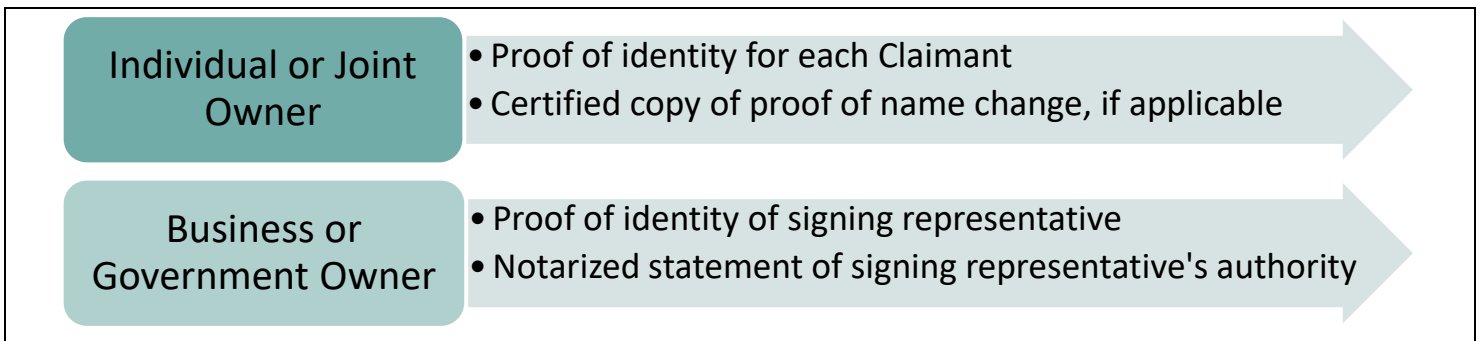
Owner of Record: original payee entitled to the funds according to court records.

1. Individual or Joint Owner(s) of Record

- **Proof of identity of the Owner(s) of Record (e.g., unredacted copy of driver’s license, other state-issued identification card, or U.S. passport that includes current address)**
- If the Owner of Record’s name has changed since the funds were deposited with the court, submit a certified copy of proof of the name change

2. Business or Government Entity Owner of Record: application must be signed by an authorized representative for and on behalf of the business or government entity.

- Proof of identity of the signing representative
- A notarized statement of the signing representative’s authority



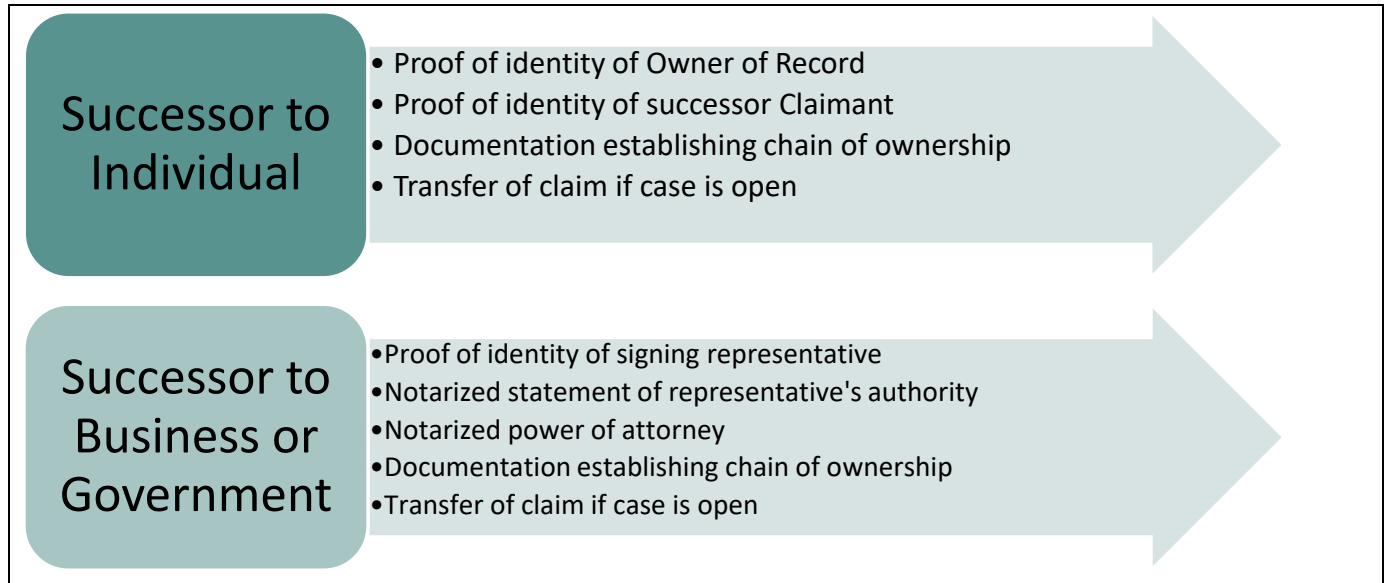
Successor Claimant: entitled to the funds resulting from assignment, purchase, merger, acquisition, succession or by other means. Application must be signed by an authorized representative for and on behalf of the successor Claimant.

1. Successor to Individual

- **Proof of identity of the Owner of Record**
- Proof of identity of the successor Claimant
- Documentation sufficient to establish chain of ownership or the transfer of claim from the original Owner of Record. If the claim has been transferred and the case is open, successor Claimant must first file a Transfer of Claim and pay the required fee. **Please note that DocuSign signatures are not acceptable on transfer documents.**

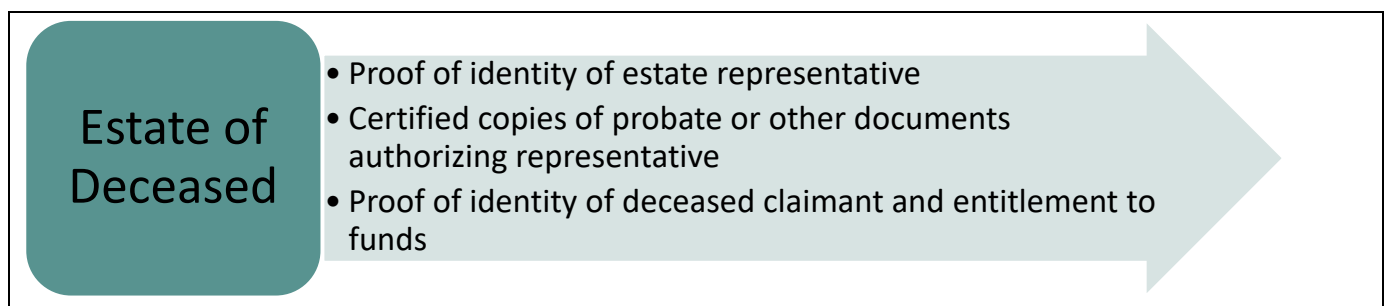
2. Successor to Business or Government Entity

- Proof of identity of the signing representative
- A notarized statement of the signing representative's authority
- A notarized power of attorney signed by an authorized representative of the successor
- Documentation sufficient to establish chain of ownership or the transfer of claim from the original Owner of Record. If the claim has been transferred and the case is open, successor Claimant must first file a Transfer of Claim and pay the required fee.



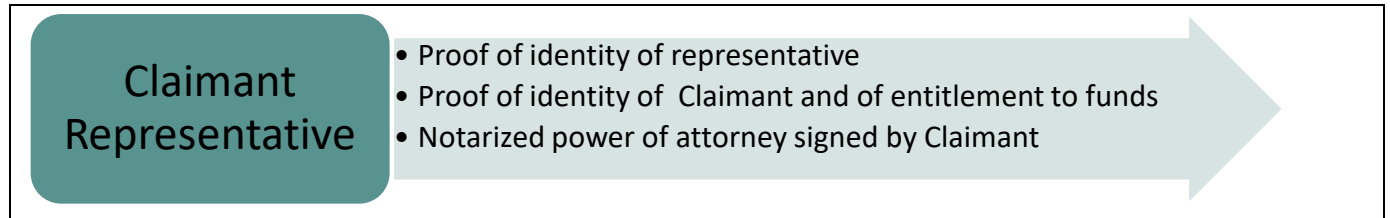
Deceased Claimant's Estate: An estate executor/executrix or other authorized representative of a claimant's estate may file an application.

- Proof of identity of the estate representative
- Certified copies of probate documents or other documents authorizing the representative to act on behalf of the decedent or decedent's estate in accordance with applicable state law (e.g., small estate affidavit)
- Documentation sufficient to establish the deceased Claimant's identity and entitlement to the funds



Claimant's Representative: Claimant's attorney or other representative may file on the Claimant's behalf.

- Proof of identity of the representative
- A notarized power of attorney signed by the Claimant (or Claimant's authorized representative) on whose behalf the representative is acting
- Documentation sufficient to establish the Claimant's identity and entitlement to the funds.



File The Application

Mail or deliver the Application, Payee Information and Supporting Documents to:

U.S. Bankruptcy Court
Southern District of Indiana
46 East Ohio Street, Room 116
Indianapolis, Indiana 46204

If you have problems completing a form, contact the Clerk's office at 317-229-3800 and ask to speak to the Financial Specialist or Financial Supervisor.

What to Expect After Filing

The application may be considered by the court without a hearing. If the application is incomplete, the Clerk's office will contact the Applicant for additional documents.