

The Court may only disburse unclaimed funds to the rightful owner upon full proof of the right thereto. Therefore, the following forms and documentation are required:

1. **An Application for Payment of Unclaimed Funds**, include the case name and number.
 - a. If the funds were deposited for joint claimants, both must sign the application.
2. **Notice of Service to the U S Attorney**. (US Attorney's Mailing address is on the form)
3. **Required Information for Payment Form**.
4. **Proposed Order to Pay Unclaimed Funds to Claimant**.

If the Claimant(s) is an Individual with no representation submit the following:

- a. A brief history from the time the money was paid into the court to the present.
- b. Some examples of this would be tax forms from a prior year, a copy of a paycheck stub, or a copy of a utility bill that contained proof of a prior address with individual's name
- c. A photo copy of an official government identification card. i.e. Passport, Military ID or valid and current driver's license.

If the Claimant is a Corporation/Partnership:

- a. Application must be signed by an agent for and on behalf of the Corporation/Partnership.
- b. A statement of the signing agent's authority with the corporate seal.
- c. Documentation showing proof of ownership of funds. A copy of their account history or account information.
DO NOT INCLUDE DOCUMENTS COPIED FROM THE BANKRUPTCY COURT FILE.
- d. If claimant has changed as a result of a merger, buyout or name change, provide supporting documents which substantiate the change.
- e. **If the Corporation is represented by an attorney or a funds locator** a notarized Power of Attorney must be filed. The power of attorney must contain the name of the US Bankruptcy Court District of Arizona and must include the case name, number and the amount of the claim.

If claiming on behalf of a deceased party :

- a. Copy of a death certificate.
- b. Letter designating an executor for the estate.
- c. Copy of a will.

All unclaimed fund payments are paid to the original claimant. If the successor in interest has the documentation to support a merger, name change, etc. they should be able to negotiate the payment made out to the original claimant. Checks will be made payable to the original claimant c/o of the representative. In cases where the applicant has acquired the claim, payment may be made to the applicant provided that the applicant has complied with all requirements for assigned/transferred claims.