



U.S. Department of Justice September 11th Victim Compensation Fund

As you may know, the September 11th Victim Compensation Fund of 2001 (Fund) is rapidly coming to an end. Per my *Policy Statement on Program Shutdown* posted to the Fund's website on February 20, 2004, the **final day of operation will be June 15, 2004 and this date will not be extended.**

To that end, my staff and I have been working hard to meet this deadline but we need your help in order to make the final push successful. Below, I outline new deadlines, procedures, and important documents needed by the Fund in order to meet the June 15 deadline. Please note that these dates do not supercede the dates in my shutdown statement, but rather are an addendum to those dates.

Important Processing Dates and Deadlines

May 3, 2004 – On or before this date, **all payment documentation** must be **received** by our office.

Required Information for Payment – Due May 3

- **Payment Method:** We need to know if you would like to be paid via the direct deposit / Automated Clearing House (ACH) process. If so, you will need to complete the enclosed ACH Payment Information form. Please be sure it is completed properly. For example, the ACH form must include account information for a checking or savings account from a bank, **not** a financial institution (e.g., investment firm). Please note we do not pay to custodial accounts (i.e., UTMA and UGMA accounts) or trust accounts. We also do not wire transfer payments. Alternatively, if you would like to be paid via check(s), we need to know the proper address in order to mail the check(s) to you. Please reference FAQs 5.61 – 5.63 and 6.10 for additional information on payment method restrictions.
- **Dismissal of Pending Lawsuits:** We need to have proof of dismissal of any civil action (or if you have been party to an action) in any Federal or State court relating to or arising out of damages sustained as a result of the terrorist-related aircraft crashes of September 11, 2001. If we do not have proof of dismissal, you will not be paid.
- **Notarized Waiver:** In order to pay into an attorney trust account, we must have a **notarized** waiver signed by you.

If you have already submitted payment documentation, please do not resend it to us. **However, if we do not have the payment documentation mentioned above as it relates to your claim on or before the May 3 deadline, we will send a check(s) to you in care of your attorney, or authorized representative if no attorney is appointed.**



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If you need to submit documentation to us by the **May 3** deadline mentioned above, please send it (be sure to reference your claim number with your submission) to one of the following addresses:

By regular mail:

Victim Compensation Fund
P.O. Box 18698
Washington, DC 20036-8698
Fax: (703) 741-1273

By overnight mail:

Victim Compensation Fund
1900 K Street, NW
Suite 900
Washington, DC 20006
Fax: (703) 741-1273

Please note that these dates are hard deadlines. **There will be no extensions or exceptions to these deadlines.** Please make every effort to send us the information we need so that we can meet our processing deadlines. Again, thank you for your continued patience and understanding as we process your claim.

If you have any questions about the above schedule, please feel free to call the toll-free Helpline at 1-888-714-3385, 1-888-560-0844 for the hearing impaired (TDD); from outside the United States, please call collect at 301-519-8739.

Sincerely,

A handwritten signature in black ink that reads "Kenneth R. Feinberg".

Kenneth R. Feinberg
Special Master
September 11th Victim Compensation Fund