



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 processing 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 and final distribution plans** must be **received** by our office. If your plan, as submitted, is not approved by the Special Master, we will pay the Personal Representative (PR) in his or her capacity as PR.

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.
- **Payment Method for Minor's Share:** You may submit an Application for Representative Payee form or proof of guardianship for award distribution to minors. We have enclosed a copy of the Application for Representative Payee form. Please be sure that both the Application for Representative Payee form and any proof of guardianship documents are **notarized**. If we do not receive the Application for Representative Payee form or proof of guardianship documents, we will pay the minor's portion of the award to the PR.
- **Final Distribution Plan:** You must send in your final distribution plan by **May 3**. It must include a list of all beneficiaries / distributees of the final award along with their social security numbers and dates of birth.



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- Notarized Waiver: In order to pay into an attorney trust account, we must have a **notarized** waiver signed by **all distributees**.

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

If you receive the award as PR and the Fund has approved your distribution plan, you are obligated to distribute the award in accordance with the approved plan. If you receive the award as PR and the Fund has not approved your distribution plan, then you are obligated to distribute the award in accordance with applicable state law.

Required Eligibility Information – Due May 3

- Eligibility Documentation: We need all outstanding eligibility documentation (e.g., Exhibit B, Current Letters of Administration, Proof of Presence at Site, etc.).
- 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 you have submitted all requested eligibility documentation, please do not resend it to us. Please note that **you will not be paid** on your claim **until we receive all required eligibility documentation**.



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Required Distribution Plan Information

- Final Distribution Plan: You must send in your final distribution plan by **May 3**. It must include a list of all beneficiaries / distributees of the final award along with their social security numbers and dates of birth.
- Guidance on the Distribution of the Economic and Non-Economic Portion of the Final Award: We need percentages for the economic and non-economic portion of the final award for each beneficiary if the distribution of these percentages does not follow the wrongful death and intestate laws for the victim's state of domicile.
- Consent Agreement: We need a signed and **notarized** consent agreement from all beneficiaries if the proposed plan includes adult beneficiaries. Please note that if you do not send in a consent agreement we will pay the PR unless your proposed distribution plan is consistent with a state's wrongful death and intestate laws.
- Collateral Offset Allocation: Any special request for the consideration of reallocation of collateral offsets by the Special Master, must be submitted to the Special Master in writing as part of the consent agreement. See FAQ 5.66 for more information on the treatment of collateral offsets.

If we do not have final distribution plan information by the time payment is processed, your plan will not be approved. We will pay the award to the PR in his or her capacity as Personal Representative. The PR is obligated to distribute the award in accordance with applicable state law. To assist you in the completion of your final distribution plan, please reference our website at http://www.usdoj.gov/victimcompensation/distribution_plan.html. It provides information on the wrongful death and intestate laws, as well as a complete overview of distribution plans.

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



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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