

**INFORMATION AND DOCUMENTATION REQUIRED  
FOR PETITION FOR UNCLAIMED FUNDS**

**I.** A request **BY AN OWNER OF RECORD** for payment of Unclaimed Funds must include the following documents:

- **Petition** for Payment of Unclaimed Funds, which must include the following:
  - The debtor's name
  - The Chapter number (7, 11, 12 or 13)
  - The case number including the judge's initials
  - The complete name of the party claiming the funds ("Claimant")
  - Claimant's previous address
  - Claimant's current address and telephone number
  - The amount of the claim
  - Claimant's signature

If Claimant is an **individual**, Claimant's signature must be **notarized**.

If Claimant is a **corporation**, the Petition must be signed by a corporate officer, must contain **the corporate seal** and must contain a statement of the signing officer's authority.

If Claimant is a **partnership**, the Petition must be signed by the general partner(s) and must contain a statement of the signing person's authority.

- A **certificate of service** showing service of a copy of the petition
  - upon the U.S. Attorney and
  - upon any other party who may have an interest in the funds
- **Form W-9**, Request for Taxpayer Identification Number and Certification
  - Name or Business
  - Select classification
  - Current address
  - Social Security or Employer Identification number
  - Sign and date the form

**II.** A request **BY A SUCCESSOR IN INTEREST** for payment of Unclaimed Funds must include the following documents:

- **Petition** for Payment of Unclaimed Funds, which must include the information set forth above, **plus the following**:
  - The full name of the original owner of the funds.
  - The original owner's previous address
  - A brief statement of the facts by which Claimant acquired the rights as successor

in interest to the original owner of the funds.

- Copies of documents which show that Claimant is entitled to payment of the funds as a successor in interest to the original owner of the funds should be attached to the Petition. Copies of any documents from a probate or other courts must be certified copies.
- **A certificate of service** showing service of a copy of the petition
  - upon the U.S. Attorney,
  - upon the original owner, if appropriate, and
  - upon any other party who may have an interest in the funds.
- **Form W-9, Request for Taxpayer Identification Number and Certification**
  - Name or Business
  - Select classification
  - Current address
  - Social Security or Employer Identification number
  - Sign and date the form

**IV. Hearings**

The petition may be granted without a hearing. If a hearing is scheduled, the court will send a notice of the date and time for the hearing to all interested parties.

**V. Fraud**

Any Petition for Unclaimed Funds which appears to be based upon fraud will be referred to the U.S. Attorney for investigation and prosecution.

**VI. Form**

**A fillable petition form is attached for your convenience. Fill out all blanks in form, then print and sign form.**

**Mail original documents to:**

U.S. Bankruptcy Court  
1340 U.S. Courthouse  
75 Ted Turner Drive, SW  
Atlanta, Georgia 30303

**Mail copy of documents to:**

U.S. Attorney's Office  
600 U.S. Courthouse  
75 Ted Turner Drive, SW  
Atlanta, Georgia 30303

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA

IN RE: : CASE NO. \_\_\_\_\_  
: :  
: : CHAPTER \_\_\_\_\_  
: :  
Debtor(s) :

**PETITION FOR PAYMENT OF UNCLAIMED FUNDS**

A dividend check in the amount of \$ \_\_\_\_\_ was issued in the above-styled  
bankruptcy case to \_\_\_\_\_, whose mailing address  
at the time of issue was: \_\_\_\_\_

\_\_\_\_\_  
Because the check was not cashed by said payee, Trustee remitted those unclaimed funds to the  
Registry of the Clerk of the U.S. Bankruptcy Court on \_\_\_\_\_, 20\_\_\_\_,  
pursuant to 11 U.S.C. §347(a).

Application is hereby made to pay these unclaimed funds to the undersigned claimant.

Date: \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_

Claimant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Sworn to and subscribed to before  
me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

If applicable, affix  
Corporate Seal

\_\_\_\_\_  
Notary Public in and for the  
State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA

IN RE: \_\_\_\_\_ : CASE NO. \_\_\_\_\_  
: :  
: : CHAPTER \_\_\_\_\_  
: :  
Debtor(s) : \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I, the undersigned, hereby certify under penalty of perjury that I am, and at all times hereinafter mentioned, was more than 18 years of age, and that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served a copy of the foregoing Petition for Payment of Unclaimed Funds, upon the parties listed below by First Class U.S. Mail:

United States Attorney  
600 U.S. Courthouse  
97'Vgf "Vwtpgt" F tkxg, SW  
Atlanta, Georgia 30303

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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