

U.S. Bankruptcy Court
Middle District of Alabama

Checklist for Unclaimed Funds - Individual Claimants

Application for Payment of Unclaimed Funds	
Debtor Information	
	The debtor's name and the case number are written correctly
Block 1 - Claim Information (page 1)	
	The application contains the amount being claimed.
	The claimant's name is listed on the application.
	The application contains the claimant's current mailing address, phone number, and email address.
Block 2 - Application Information (page 1)	
	Ensure the correct box is checked. (Applicant is the Claimant and is the Owner of Record)
Block 3 - Supporting Documentation (page 1)	
	Each claimant has submitted a copy of an unredacted government-issued identification.
	Completed W-9 (ensure the form is signed)
	If the claimant's address on the application is different than the address on his or her photo ID, submit proof of the claimant's current mailing address.
Block 4 - Notice to United States Attorney (page 2)	
	Mail a complete copy of the application and supporting documents to: Office of the United States Attorney Middle District of Alabama 131 Clayton Street Montgomery, AL 36104 All original documents <u>must be</u> mailed to the US Bankruptcy Court.
Blocks 5 and 6 (page 2)	
	All applications must be signed in front of a notary public. If there are multiple claimants, all signatures must be notarized.
Certificate of Service (page 3)	
	The certificate of service must be filled out completely and signed.
Mailing in the Application of Unclaimed Funds	
	Mail the notarized application and original supporting documents to: US Bankruptcy Court Attn: Financial Department One Church Street Montgomery, AL 36104

If you have questions about completing the application for unclaimed funds, please contact the US Bankruptcy Finance Department at (334) 954-3800.