

**THE UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF PENNSYLVANIA**

**Instructions for Filing an Application for Payment of Unclaimed Funds**

Unclaimed funds are held by the court for individuals or entities entitled to the money that have failed to claim ownership of it. The United States Courts, as custodians of such funds, have established policies and procedures for holding, safeguarding, and accounting for the funds.

**I. Searching Unclaimed Funds**

To search unclaimed funds, use the [Court's Unclaimed Funds Locator](#). Alternatively, you can use the [National search tool](#) then select PAMB – Pennsylvania Middle Bankruptcy from the dropdown list and enter the applicable search criteria. This search may be performed using the court's public computer terminal(s) located in the Bankruptcy Clerk's Office. You may also contact the Clerk's office at 1-888-531-9485 to verify unclaimed funds balances.

**II. Filing Requirements for Payment of Unclaimed Funds**

**a. Application for Payment of Unclaimed Funds**

Anyone seeking the payment of unclaimed funds must file an Application for Payment of Unclaimed Funds using the form available on the Court's website. A copy of the completed form must be served on the United States Attorney for the Middle District of Pennsylvania. The "Applicant" is the party filing the application and the "Claimant" is the party entitled to the unclaimed funds. The Applicant and Claimant may be the same.

**b. Supporting Documentation**

**1. Payee Information**

The Claimant's tax identification number (TIN) must be provided to the court on a certification form signed by the Claimant. Funds are payable to the Claimant except in cases of a properly documented transfer or assignment of claim, in which case the payment will be made to the Applicant.

**A. Domestic Claimant**

A Claimant who is a U.S. person<sup>1</sup> must provide the Claimant's tax identification number (TIN) using either the [AO 213](#) or W-9 certification form (accessible by searching on the Internal Revenue Service (IRS) website at: <https://www.irs.gov/>). If a Claimant wants to receive payment via Electronic Funds Transfer (EFT), then the [AO 213](#) form must be used.

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<sup>1</sup> "U.S. person" includes: an individual who is a U.S. citizen or U.S. resident alien; a partnership, corporation, company or association created or organized in the U.S. or under the laws of the U.S.; an estate (other than a foreign estate); or a domestic trust (as defined in 26 C.F.R. 301.7701-7).

## **B. Foreign Claimant**

A foreign Claimant must use a W-8 certification form (accessible by searching on the IRS website at: <https://www.irs.gov/>) accompanied by the [AO-215](#) form.

## **2. Additional Supporting Documentation**

Additional supporting documentation may be required depending on the type of Claimant and whether the Claimant is represented. Please read the instructions below to identify what must accompany your Application for Payment of Unclaimed Funds.

Sufficient documentation must be provided to the court to establish the Claimant's identity and entitlement to the funds. Proof of identity must be provided in unredacted form with a current address. If there are joint Claimants, supporting documentation must be provided for both Claimants.

### **A. Owner of Record**

The Owner of Record is the original payee entitled to the funds appearing on the records of the court. If the Claimant is the Owner of Record, the following documentation is required:

#### **i. Owner of Record - Individual**

- a. Proof of identity of the Owner of Record (*e.g.*, unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address); and
- b. A notarized signature of the Owner of Record (incorporated in the application).

#### **ii. Owner of Record - Business or Government Entity**

- a. Application must be signed by an authorized representative for and on behalf of the business or government entity;
- b. A notarized statement of the signing representative's authority; and
- c. Proof of identity of the signing representative (*e.g.*, unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address).

If the Owner of Record's name has changed since the funds have been deposited with the court, then proof of the name change must be provided.

### **B. Successor Claimant**

A successor Claimant may be entitled to the unclaimed funds as a result of assignment, purchase, merger, acquisition, succession or by other means. If the Claimant is a successor to the original Owner of Record, the following documentation is required:

#### **i. Successor Claimant - Individual**

- a. Proof of identity of the successor Claimant (*e.g.*, unredacted copy of driver's

license, other state-issued identification card, or U.S. passport that includes current address);

- b. A notarized signature of the successor Claimant (incorporated in application); and
- c. Documentation sufficient to establish chain of ownership or the transfer of claim from the original Owner of Record.

**ii. Successor Claimant – Business or Government Entity**

- a. Application must be signed by an authorized representative for and on behalf of the successor entity;
- b. A notarized statement of the signing representative's authority;
- c. A notarized power of attorney signed by an authorized representative of the successor entity;
- d. Proof of identity of the signing representative (*e.g.*, unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address); and
- e. Documentation sufficient to establish chain of ownership or the transfer of claim from the original Owner of Record.

**iii. Deceased Claimant's Estate**

- a. Proof of identity of the estate representative (*e.g.*, unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address);
- b. Certified copies of probate documents or other documents authorizing the representative to act on behalf of the decedent or decedent's estate in accordance with applicable state law (*e.g.*, small estate affidavit); and
- c. Documentation sufficient to establish the deceased Claimant's identity and entitlement to the funds.

**C. Claimant Representative**

If the Applicant is Claimant's attorney or other representative, the following documentation is required:

- i. Proof of identity of the representative (*e.g.*, unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address);
- ii. A notarized power of attorney signed by the Claimant (or Claimant's authorized representative) on whose behalf the representative is acting; and
- iii. Documentation sufficient to establish the Claimant's identity and entitlement to the funds, as set forth above.

**c. Filing the Application**

The application, supporting documentation, and certificate of service must be mailed to the court at the following address:

**U.S. Bankruptcy Court  
Middle District of Pennsylvania  
197 South Main Street  
Wilkes-Barre, PA 18701**

Alternatively, the application and supporting documents may be submitted electronically using the Court's EDSS (Electronic Document Submission System) accessible on the Court's website at: <http://www.pamb.uscourts.gov/content/electronic-document-submission/>

**d. Post-Filing Process**

If the application and accompanying documents meet all the filing requirements, the application may be considered by the court without hearing. If the application is deficient, the Clerk's office may contact the Applicant for additional information.

**III. Links**

[AO-213](#) - Vendor Information/TIN Certification Form

W-9 (accessible by searching on the IRS website at: <https://www.irs.gov/>)

W-8 (accessible by searching on the IRS website at: [https://www.irs.gov](https://www.irs.gov/))

[AO 215](#) - Request to Determine Foreign Vendor Tax Payments