
Unclaimed Funds Claimant Guide



United States Bankruptcy Court

Western District of Tennessee

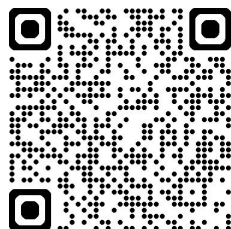
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This guide is intended to assist claimants in successfully filing an application for unclaimed funds. It provides an overview of the claims process, required documentation, common deficiencies, and resources available to help claimants submit complete applications. For program-specific instructions, please visit the Unclaimed Funds page on our website <https://www.tnwb.uscourts.gov/TNW/unclaim.aspx> or scan this QR code.



i. WHAT ARE UNCLAIMED FUNDS?

Unclaimed funds are monies that have been deposited with the Bankruptcy Court but have not been claimed by the person or entity entitled to receive them.

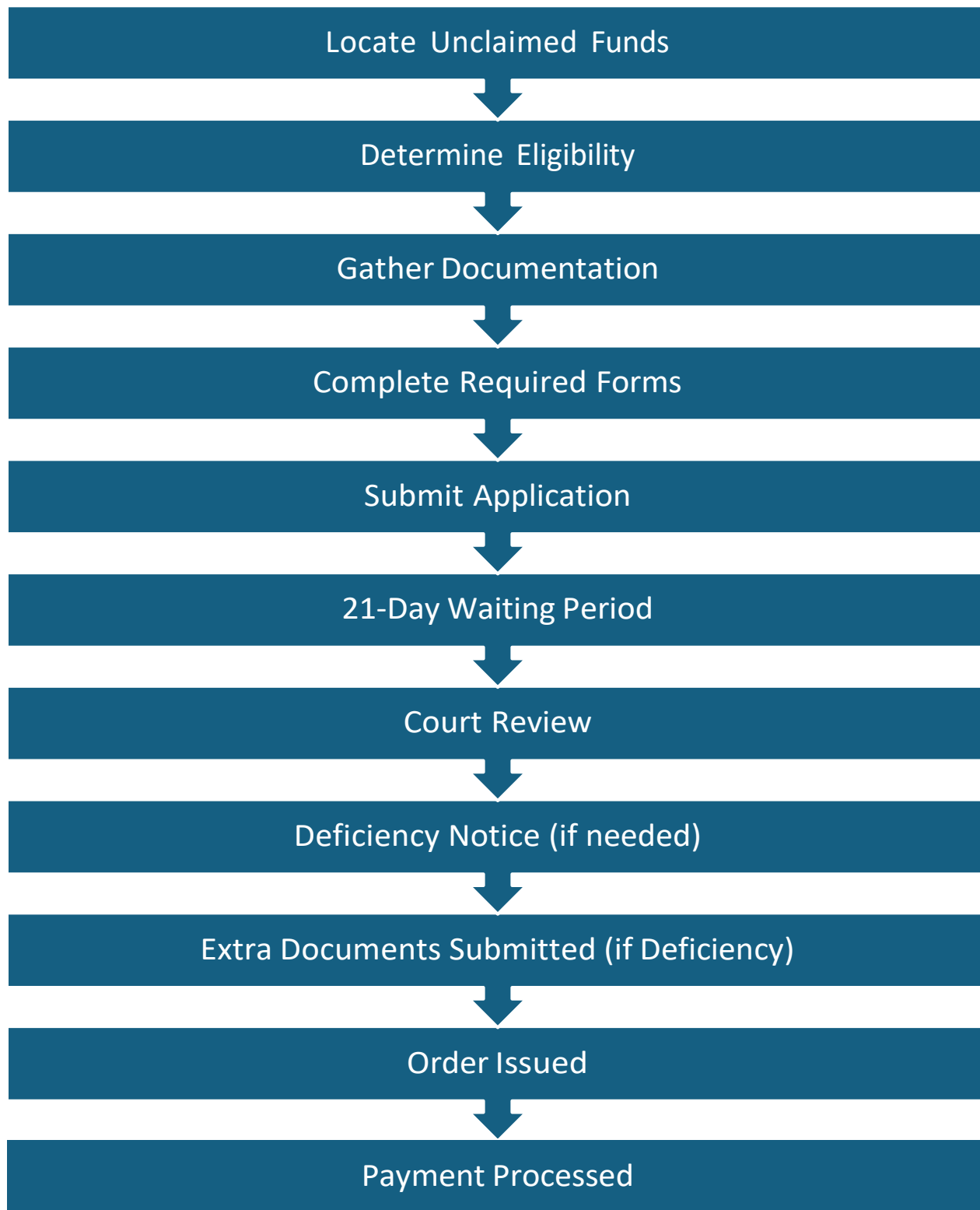
Unclaimed funds most commonly arise when a trustee is unable to distribute funds to the person or entity entitled to receive them. This may occur when a claimant cannot be located, has moved without updating their address, or otherwise cannot be contacted to receive a distribution.

Pursuant to 11 U.S.C. § 347(a) and Federal Rule of Bankruptcy Procedure 3011, a trustee in a Chapter 7, 12, or 13 case must stop payment on any check remaining unpaid and pay any remaining unclaimed property of the estate into the court registry within 90 days after the final distribution. When doing so, the trustee must submit a list identifying each claimant entitled to the funds, including claimant's name, last known address, bankruptcy case number, and the amount owed.

Once the funds have been deposited into the court registry, they remain available for the rightful owner to claim. Individuals or entities seeking payment of unclaimed funds must submit an Application for Payment of Unclaimed Funds and provide documentation establishing their entitlement to the funds.

The purpose of the claims process is to ensure that unclaimed funds are distributed only to the individual or entity legally entitled to receive them.

ii. UNDERSTANDING THE CLAIM PROCESS



iii. REQUIRED FORMS & DOCUMENTATION

Claimants seeking payment of unclaimed funds must submit the appropriate forms and supporting documentation to establish their entitlement to the funds. The specific documents required may vary depending on the type of claimant and the circumstances of the claim. Carefully review the requirements below before submitting your application.

Required Forms:

AO213P – Application for Payment of Unclaimed Funds

IRS Form W-9

- Claimants may be required to submit this form to provide taxpayer identification information for payment processing purposes.

Required Supporting Documentation:

Proof of Identity

- Driver's license
- State-issues identification card
- Passport
- Other government-issued photo identification

Proof of name change (if applicable)

Proof of address change (if applicable)

If Business: Proof applicant is an authorized representative for the business

If Successor Claimant: proof of the transfer of claim from the original owner of record

If Claimant Representative: Proof of claimant representative's authority

iv. COMMON DEFICIENCIES AND HOW TO AVOID THEM

Applications for Payment of Unclaimed Funds may be delayed when required information or documentation is missing. The following deficiencies are among the most common issues encountered during the review process.

Common Deficiency	How to Avoid It
Claimant does not match Court Records	Ensure that the Claimant who files matches the case and funds from the Court Records. Check the Unclaimed Funds Locator website.
Incorrect Information	Double check that you have checked the correct boxes for your application. Ex. Do not check yourself as the Owner of Record if you are a Successor Claimant.
Missing Signature	Double check all blank spaces on the application to ensure you have signed all the necessary sections.
Missing Notary Signature/Seal	Sign the application in front of a notary public and ensure they sign as well and add their seal.
Incomplete Application	Make sure to carefully review every section of the application and check all applicable boxes before submitting.
Missing Proof of Identity	Make sure to include a clear copy of a valid government-issued photo identification.
Missing Proof of Name/Address Change	If your name or address has changed since the initial filing of the bankruptcy, make sure to attach some proof of that name or address change.
Missing Contact Information	Ensure your current mailing address, telephone number, email address, and other relevant contact information are included.
Failure to Serve the U.S. Attorney's Office	Make sure to send a copy of the completed application package to the United State's Attorney's Office.
Funds do not match Court Records	Make sure to check the Unclaimed Funds Locator website to ensure the funds you write on the application match what the Court has recorded.

V. FREQUENTLY ASKED QUESTIONS

How do I know if I am entitled to funds?

You may be entitled to unclaimed funds if your name, business, or organization appears as the owner of funds held by the Bankruptcy Court. You may check the [Unclaimed Funds Locator Website](#) to see if there is any unclaimed money tied to your case number.

How long does the review process take?

Processing time can vary depending on the complexity of the claim and whether additional documents are needed. Claims that are complete and include all required forms and supporting documentation are generally processed more efficiently than claims requiring additional review or corrections.

What happens if my application is deficient?

If required information or documentation is missing, the Court may issue a deficiency notice. The notice will identify the items that must be corrected or submitted before the claim can continue through the review process. Promptly responding to deficiencies may help reduce delays.

Can I submit additional documents after filing?

Yes. If additional documentation is requested during the review process, claimants may submit supplemental documents to address deficiencies or provide further support for their claim.

What if I am claiming funds on behalf of a business?

Claimants acting on behalf of a business must provide documentation establishing their authority to act for the business. Additional documentation may be required depending on the business structure and circumstances of the claim.

How will I be notified if additional information is needed?

If additional information or documentation is needed, the Court may issue a deficiency notice or otherwise contact the claimant using the contact information provided in the application. This is why it is so important to provide current and accurate contact information.

Where can I find the required forms?

The required forms can be found on the United States Bankruptcy Court website or through the second link listed under additional resources.

What if ownership of the claim has changed?

If ownership of the claim has changed since the bankruptcy case was filed, documentation supporting the transfer of ownership must be provided.

vi. CLAIMANT CHECKLIST

Before submitting your Application for Payment of Unclaimed Funds, review the checklist below to ensure all required information and documentation have been included.

Claim Information:

- ☐ Debtor name is listed on the application
- ☐ Claimant/Applicant name is listed on the application
- ☐ Bankruptcy case number is listed on the application
- ☐ All sections of the application have been completed
- ☐ All applicable boxes on the application have been checked
- ☐ Current contact information (mailing address, phone number, email address) has been provided

Required Forms:

- ☐ Form AO213P has been completed and included
- ☐ IRS Form W-9 has been completed and included (if applicable)

Supporting Documentation:

- ☐ Proof of identity is attached (government-issued photo identification)
- ☐ Proof of name change has been attached (if applicable)
- ☐ Proof of address change has been attached (if applicable)
- ☐ All supporting documents establishing entitlement to the unclaimed funds has been included

Signature and Notarization Requirements:

- ☐ Application has been signed by the claimant/applicant
- ☐ Application was signed in the presence of a notary public
- ☐ Notary signature and seal is included

Service Requirements:

- ☐ A copy of the completed application and supporting documentation have been sent to the United States Attorney's Office

vii. ADDITIONAL RESOURCES

The following resources provide additional information regarding unclaimed funds, claim requirements, court procedures, and related forms. To help claimants submit complete and accurate applications, these materials offer important guidance on filing requirements, frequently asked questions, and the unclaimed funds process. Claimants are encouraged to review these resources before submitting an application to help avoid common deficiencies and processing delays and ensure their claim can be processed as efficiently as possible.

Unclaimed Funds Locator

<https://ucfl.uscourts.gov/>

TNWB: Unclaimed Funds

<https://www.tnwb.uscourts.gov/TNW/unclaim.aspx>

About U.S. Bankruptcy Courts

<https://www.uscourts.gov/about-federal-courts/court-role-and-structure/about-us-bankruptcy-courts>

Bankruptcy Cases

<https://www.uscourts.gov/about-federal-courts/types-cases/bankruptcy-cases>

Judiciary Policy Volume 13, Chapter 10: Unclaimed Funds

https://jnet.ao.dcn/policy-guidance/guide-judiciary-policy/volume-13-finance-and-budget/ch-10-unclaimed-funds#1040_10t

Secretary of State Websites

<https://milspousechamber.org/secretary-of-state-websites/>