

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF MICHIGAN  
ONE DIVISION AVENUE NORTH, ROOM 200  
GRAND RAPIDS, MI 49503

APPLICATION FOR RELEASE OF UNCLAIMED FUNDS

The burden of proof lies with the claimant to show legal ownership of unclaimed funds. The Court requires at least two (2) forms of evidence that the claimant is the party legally entitled to funds held in the registry of the Court.

SUGGESTED FORMS OF EVIDENCE (\*indicates required documentation):

For an Individual:

- \*Completed and signed W-9
- \*Copy of current Driver's License or state issued identification
- \*Copy of Social Security Card
- Copy of Marriage Certificate or Divorce Decree (if name has changed)
- Copy of a document with the former address
- Copy of Proof of Claim or other documents from the Bankruptcy case file
- \*If original claimant is deceased, appropriate documentation to establish that the person executing the request for funds is authorized to act on behalf of the decedent's estate, such as certified copies of probate documents, including a copy of the death certificate and appointment of executor.

For a Company:

- \*Completed and signed W-9
- \*Corporate Seal if the claimant is a corporation
- \*Company business card or other corporate identification of claimant's representative
- Company's letterhead
- Incorporated or Formed documents with year, state, and federal tax ID number
- Copy of Proof of Claim or other documents from the Bankruptcy case file
- \*If the claimant is a corporation, partnership or other entity named as the claimant, the person acting on behalf of the claimant should indicate that (s)he has reviewed all records of the claimant and state that no other request for the funds has been submitted by or at the request of the claimant.
- \*Documentation which establishes that the person executing the request is authorized to do so must be attached or the request will be returned.
- \*If the requesting party is a successor in interest to a previous corporate claimant, documentation must be attached to establish the legal right of the applicant to the accounts receivable of the original claimant corporation. Copies of all documents evidencing successor assignment must be appended to the request.

REQUIRED ITEMS:

- Fully completed Application, including:
- Proof of Service, including the date of service, of a copy of the Application on the United States Attorney
- Affidavit or Sworn Statement that you are the actual creditor or legal owner of the Unclaimed Funds in the case, and that you formerly occupied the address of record (state address as you remember it). Affidavit must include current address and telephone number of a person knowledgeable about the claim.
- The signature of the claimant on the Application and Affidavit must be signed under oath in the presence of a Notary Public and the Notary's signature and seal affixed to the documents.
- If the requesting party is an attorney or "funds locator" who has been retained by the claimant, a notarized "power of attorney" from an individual claimant or from a duly authorized representative for the corporation, partnership or other entity named as the claimant must be attached. Any document that establishes that the person executing the "power of attorney" is authorized to so act must be attached. If applicable, the corporate seal of the claimant must be affixed to the power of attorney.
- Proposed Order, complete with amount due to the claimant, and current name and address of claimant
- Completed and signed W-9

MAIL THE ORIGINAL WITH ORIGINAL SIGNATURES TO:

US BANKRUPTCY COURT  
ONE DIVISION AVENUE NORTH, ROOM 200  
GRAND RAPIDS, MI 49503

MAIL A COPY OF THE COMPLETED APPLICATION TO:

US ATTORNEY  
PO BOX 208  
GRAND RAPIDS, MI 49501

ALL CORRESPONDENCE MUST BE FILED WITH THE COURT CONVENTIONALLY (BY PAPER), AND WILL BE PROCESSED IN ORDER OF DATE RECEIVED. PLEASE ALLOW AT LEAST 8 WEEKS FOR PROCESSING.

Here are the links to the court's fillable forms:

[Application for Release of Unclaimed Funds \(Claimant\)](#)

[Application for Release of Unclaimed Funds \(Locator\)](#)

All applications are subject to final approval by the U.S. Bankruptcy Judge.

Falsification of an Application for Release of Unclaimed Funds is illegal and subject to fines, penalties, sanctions, and/or imprisonment pursuant to Title 18, United States Code.

FOR THE COURT:  
Michelle M. Wilson, Clerk

For questions, please call the court's  
Finance Department at 616-456-2582