

# UNITED STATES BANKRUPTCY COURT, DISTRICT OF KANSAS

## INSTRUCTIONS FOR FILING AN APPLICATION FOR PAYMENT OF UNCLAIMED FUNDS

Unclaimed funds are held by the court for an individual or entity who is entitled to the money but who has failed to claim ownership of it or did not receive it. Follow these procedures to request unclaimed funds that should be paid by the court.

Links to the forms mentioned in these instructions appear at the end of this document.

**I. Search for Unclaimed Funds.** To see if the court is holding money that should be paid to you, use the [Unclaimed Funds Locator](https://ucf.uscourts.gov) at <https://ucf.uscourts.gov>. You may use the court's public computers if needed. They are available at:

500 State Avenue, Room 161, Kansas City, KS 66101  
444 Southeast Quincy, Room 240, Topeka, KS 66683  
401 North Market, Room 167, Wichita, KS 67202.

## II. File the Application for Payment of Unclaimed Funds and Documentation

### 1. Complete the Application for Payment of Unclaimed Funds (Form 1340).

Box 1: The "Claimant" is the person entitled to receive the unclaimed funds. There are "Joint Claimants" if more than one person (such as a husband and wife) are entitled to the money. You must provide the names and contact information about both Joint Claimants.

Box 2: The "Applicant" is the person who signs and files the application on behalf of the Claimant. If you are the person who is entitled to the money and you are also filing the application, you are both the Applicant and the Claimant.

Box 3: Once you have read the rest of these instructions, check the box that applies. The documentation you need to include is listed below in Sections 2, 3 and 4 of these instructions.

Box 5: Once you have completed the application, you must make a copy of the application, supporting documentation, and proposed order and send the copy to the US Attorney. The addresses for the US Attorney's Offices in Kansas are listed on the Application form. Check the box on the form next to the address where you sent the copy. When you sign the Application, you are certifying that you sent a copy to the US Attorney.

Box 6: The Applicant must sign the declaration under penalty of perjury. If more than one person is filing this Application (for example, if a husband and wife both claim money that they are owed together), each Applicant must sign the Application.

Box 7: Have the Application notarized.

### 2. Complete the Request for Taxpayer Identification Number and Certification Form(s).

**Domestic Claimants** are US citizens; US residents; or businesses, estates, or trusts created under US law. Domestic Claimants must complete **ONE** of the following:

- **AO 213P** Payee Information Form (preferred; required for electronic fund transfers), **OR**

- IRS W-9 form.

**Foreign Claimants** must complete **BOTH** of the following:

- **AO 215** Foreign Vendor form, **AND**
- **IRS W-8** form.

**3. Include All Required Supporting Documents.** The type of documentation that you must include with the Application depends on the type of Claimant (see Box 2 of the Application) and whether the Applicant is a Claimant's Representative. If there are Joint Claimants then you must attach documentation about both Joint Claimants.

**Owner of Record** is the original payee entitled to the unclaimed funds as listed on the records of the court. If the **Claimant** is an:

**Owner of Record – Individual** then attach

- Proof of identity of the Owner of Record (e.g., an unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address).

**Owner of Record – Business or Government Entity** then the Application must be signed by an authorized representative of the business or government entity and you must attach:

- Notarized statement of the signing representative's authority, and
- 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).

*Note: If the Owner of Record's name has changed since the funds were deposited with the court, then documented proof of the name change must be provided.*

**Successor Claimant** is entitled to the unclaimed funds because of an assignment, purchase, merger, acquisition, succession or other means. If the **Claimant** is a:

**Successor Claimant – Individual** then attach

- 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), and
- Documentation sufficient to establish the chain of ownership or the transfer of claim from the original Owner of Record.

**Successor Claimant – Business or Government Entity** then the Application must be signed by an authorized representative of the successor entity and you must attach:

- Notarized statement of the signing representative's authority,
- Notarized power of attorney signed by an authorized representative of the successor entity,
- 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
- Documentation sufficient to establish chain of ownership or the transfer of claim from the original Owner of Record.

**Claimant's Representative:** If the **Applicant** is the Claimant's attorney, an unclaimed funds locator, or other representative, then additional documentation is required. You must attach:

- 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),
- A notarized power of attorney signed by the Claimant (or Claimant's authorized

- representative) on whose behalf the representative is acting, and
- Documentation sufficient to establish the Claimant's identity and entitlement to the funds (*i.e.*, the documentation listed above for that type of Claimant).

**Deceased Claimant's Estate** then the Applicant must be a representative of the estate of the deceased Claimant, and you must attach:

- 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),
- 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
- Documentation sufficient to establish the deceased Claimant's identity and entitlement to the funds (*i.e.*, the documentation listed above for the Individual Claimant).

**4. Provide a Proposed Order.** The Applicant must submit a proposed order that the Judge can sign to authorize the payment. A link to the Proposed Order Directing Payment is provided below.

*Important Note: Be certain to include the correct payee name in the space for the "claimant or claimant and funds locator if applicable." The court will pay unclaimed funds only in the name of the rightful Claimant (including instances where a payment is issued to the Claimant but mailed "care of" a funds locator), or jointly to the Claimant and funds locator (if authorized by a documented power of attorney). The Court will not make a separate payment to the funds locator to split out any fee or commission.*

**5. Submit the application, supporting documentation, and proposed order to the court.** The court prefers that you scan and send the documents by email, if possible. Otherwise, you may send the documents by mail.

Email: [Finance@ksb.uscourts.gov](mailto:Finance@ksb.uscourts.gov)

OR

Mail: U.S. Bankruptcy Court for the District of Kansas  
Attention Finance  
500 State Avenue Room 161  
Kansas City KS 66101

### III. Links to Forms

[Form 1340](#) Application for Payment of Unclaimed Funds

[AO 213P](#) Request for Payee Information and TIN Certification

[IRS W-9](#) Request for Taxpayer Identification Number and Certification

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

[IRS W-8](#) Foreign Claimant Form - must search for applicable W-8 form

[Proposed Order Directing Payment](#)