

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE**

**INFORMATION FOR
APPLICATION FOR UNCLAIMED FUNDS**

1. The application must be completed in full. *This includes* completing the caption of the case (the area at the top of the application where it says In re:) by listing the name(s) of the debtor(s), case number, and chapter of bankruptcy filing.
2. The application must have attached to it:
 - (A) a copy of the applicant's driver's license or other government ID. *Both the front and the back* of the ID must be copied; and
 - (B) a completed AO-213 form which may be obtained by visiting the unclaimed funds page of our website at <http://www.nhb.uscourts.gov/unclaimed-funds>
3. The current address, telephone number, and social security or tax identification number of the applicant must be listed.
4. The application must be notarized.
5. For claims by a corporate/business owner of record, the applicant must attach to the application:
 - (A) proof of identity of the owner of record;
 - (B) a statement of the signing officer's authority to collect the funds as an authorized agent of the owner of record.
6. For claims by successor businesses, the applicant must attach to the application:
 - (A) proof of identity of the owner of record;
 - (B) a notarized power of attorney signed by an officer of the successor business;
 - (C) a statement of the signing officer's authority to collect the funds as an authorized agent of the successor business; and
 - (D) documentation establishing the chain of ownership from the original business claimant to the successor business claimant.
7. For claims by successor claimants holding a transferred claim, the applicant must attach to the application:
 - (A) proof of identity of the owner of record;
 - (B) proof of identity of the successor claimant; and
 - (C) documentation evidencing the transfer of the claim.
8. For claims by the estate of a deceased owner of record, the applicant must attach to the application:
 - (A) proof of identity of the owner of record;
 - (B) proof of personal identity of the estate administrator; and

- (C) certified copies of probate documents establishing the applicant's right to act on behalf of the decedent's estate.
9. For claims by a representative of the owner of record, e.g., a fund locator, or successor claimant, the applicant must attach to the application:
- (A) proof of identity of the owner of record;
 - (B) a notarized original power of attorney signed by the claimant on whose behalf the representative is acting;
 - (C) proof of identity of the representative; and
 - (D) documentation sufficient to establish the claimant's entitlement to the funds.
10. The ***original*** application must be filed with the Clerk of the U.S. Bankruptcy Court at the following address:

Clerk, U.S. Bankruptcy Court
55 Pleasant, Room 200
Concord, NH 03301

The ***original*** application is the one containing the ***original signature*** of the applicant along with copies of the required documents from numbers 2 and 5-9 above, as applicable.

11. A ***copy*** of the application must be sent to the U.S. Attorney at the address listed on the Certificate of Service portion of the application. The Certificate of Service portion of the application must be ***completed*** in full. Any application in which there is no date or signature on the Certificate of Service will not be approved.
12. Additional copies of the application may be sent to any other party-in-interest as determined by the applicant. The name and address of those parties must be listed on the Certificate of Service.
13. If an application for unclaimed funds is approved, either an Electronic Fund Transfer (EFT) payment will be made to the bank account listed on the AO-213 form (see number 2(B) above) or a check will be mailed to the ***current address*** listed on the application. The time-frame for approval and mailing of the check is usually within four to eight weeks of the application being received and filed at the Court.