

4. Notice to United States Attorney

- Applicant has sent a copy of this application and supporting documentation to the United States Attorney, pursuant to 28 U.S.C. § 2042, at the following address:

Office of the United States Attorney
for the District of Puerto Rico
Torre Chardón, Suite 1201
350 Carlos Chardón Ave.
San Juan, P.R. 00918

5. Applicant Declaration

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date: _____

Signature of Applicant

Printed Name of Applicant

Address: _____

Telephone: _____

Email: _____

5. Co-Applicant Declaration (if applicable)

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date: _____

Signature of Co-Applicant (if applicable)

Printed Name of Co-Applicant (if applicable)

Address: _____

Telephone: _____

Email: _____

6. Notice of Response Time

Within fourteen (14) days after service as evidenced by the certification, and an additional three (3) days pursuant to Fed. R. Bank. P. 9006(f) if you were served by mail, any party against whom this paper has been served, or any other party to the action who objects to the relief sought herein, shall serve and file an objection or other appropriate response to this paper with the clerk's office of the United States Bankruptcy Court for the District of Puerto Rico. If no objection or other response is filed within the time allowed herein, the paper will be deemed unopposed and may be granted unless: (i) the requested relief is forbidden by law; (ii) the requested relief is against public policy; or (iii) in the opinion of the court, the interest of justice requires otherwise.

Instructions for Filing 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. 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 for unclaimed funds, use the [Unclaimed Funds Locator](https://ucf.uscourts.gov/) at <https://ucf.uscourts.gov/>. If you need access to a computer to perform the search, you may use the court's public computer terminal(s) located at José V. Toledo Federal Building & US Courthouse, 300 Recinto Sur Street, San Juan, PR 00901 and MCS Building, Suite 222 A, 880 Tito Castro Avenue, Ponce, PR 00716-4732.

II. Filing Requirements for Payment of Unclaimed Funds

A. Application for Payment of Unclaimed Funds

Any party who seeks the payment of unclaimed funds must file an Application for Payment of Unclaimed Funds in substantial conformance with the court's standard application form LBF-B and serve a copy of the application on the United States Attorney for the District of Puerto Rico in accordance with [PR LBR 3011-1](#).

B. Supporting Documentation

1. Payee Information

Funds are payable to the Claimant. In conjunction with the Application for Payment of Unclaimed Funds, Claimant's Tax Identification Number (TIN) must be provided to the court on a certification form [AO 213P](#) physically signed by the Claimant to whom funds are being distributed.

a. Domestic Claimant

A Claimant who is a U.S. person⁴ must use either the [AO 213P](#) or [W-9](#) certification form (accessible by searching on the Internal Revenue Service (IRS) website at: <https://www.irs.gov/>).

If a Claimant wants payment via Electronic Funds Transfer (EFT), then the [AO 213P](#) form must be used.

2. Additional Supporting Documentation

Requirements for additional supporting documentation vary depending on the type of Claimant and whether the Claimant is represented. Please refer to LBR 3011-1 for all the requirement needed.

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, then 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, they must comply with the requirement of proof of identity as stated in LBR 3011-1.

⁴ "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. 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, they must comply with the requirement of entitlement to the funds as stated in LBR 3011-1.

c. Claimant Representative (Fund Locator)

If the Applicant is Claimant's attorney or other representative, they must provide documentation establishing their authorization to act on behalf of claimant. Claimant representative must comply with the requirements as stated in LBR 3011-1.

d. Filing the Application

The application, supporting documentation, certificate of service, and notice should be filed through CM/ECF and/or mailed to the court at the following address: U.S. Bankruptcy Court, District of Puerto Rico José V. Toledo Federal Building & US Courthouse, 300 Recinto Sur Street, San Juan, PR 00901. The motion shall be filed and served on the Debtor(s), Debtor's attorney, the Trustee, The United States Trustee and to the United States Attorney's Office.