

To: Applicant for Withdrawal of Unclaimed Funds

Subject: Procedure for Applying for Payment of Unclaimed Funds

The following procedures must be followed in order to apply for the payment of unclaimed funds:

- Prepare an "Application for Order Directing Payment of Unclaimed Funds" and make sure to sign it. (example attached)
- Complete the attached "Affidavit of Creditor" form and have it **notarized**. Every application must include an "Affidavit of Creditor."
- If creditor is an individual, include a photocopy of your driver's license or some other form of personal identification.
- If creditor is a corporation, partnership, or other entity, include supporting documentation that the applicant is authorized to claim money on behalf of the corporation, partnership, or other entity.
- Mail or deliver all of the **original** documents to the Court Clerk's office at the following address:

United States Bankruptcy Court
Western District of Oklahoma
Attn: Don Dage
215 Dean A. McGee Avenue
Oklahoma City, OK 73102

- Mail or deliver a **copy** of the completed "Application for Order Directing Payment of Unclaimed Funds" to the U.S. Attorney at the following address:

United States Attorney
Western District of Oklahoma
210 West Park Avenue, Suite 400
Oklahoma City, OK 73102

Once the application has been submitted to the Clerk's office, it will take approximately two to six weeks for the application to be processed and for a check to be mailed to you.

If you have questions about filling out and submitting the required documents or any other questions about the procedures, please contact Don Dage at (405) 609-5736.

Example

**UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF OKLAHOMA**

IN RE:) CASE NO. 06-11111
)
John Q. Doe) CHAPTER 7, 12, or 13
(Debtor))
)

**APPLICATION FOR ORDER DIRECTING PAYMENT
OF UNCLAIMED FUNDS TO CREDITOR/CLAIMANT**

There having been a dividend/refund check in the above named case issued to Name
of Creditor/Claimant, in the amount of \$ 0.00, and said check
having not been cashed by said payee, the trustee pursuant to 11 U.S.C. §347(a) of the Bankruptcy
Code paid this unclaimed money to the Registry of the Clerk, United States Bankruptcy Court.

Applicant has made sufficient inquiry and has no knowledge that this claim has been
previously paid, that any other application for this claim is currently pending before this Court, or
that any other party other than this Applicant is entitled to submit an application for this claim.

Applicant has provided notice to the U.S. Attorney pursuant to 28 U.S.C. Section 2042.

THEREFORE, Application is hereby made for the Clerk, U.S. Bankruptcy Court to pay this
unclaimed money to Name and address of payee (creditor/
claimant).

01/01/06
Date

* Signature of Creditor/Claimant
* Print Name Here

Tax ID or last 4 #s of SSN

I hereby certify by my signature above, that a copy of the application was mailed on 01/01/06 to:

United States Attorney
210 Park Avenue, Suite 400
Oklahoma City, OK 73102

and new owner as to right of ownership of funds. Attach certified copies of all necessary documentation.

4. I (or the entity I represent) have neither previously received remittance for the claim nor have contracted with any other party other than the person named in Item 1 above to recover these funds.

I certify that the foregoing statements are true and correct to the best of my knowledge and belief.

DATED: _____

Creditor Signature

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

[SEAL]

My commission expires: _____.