

**United States Bankruptcy Court
Eastern District of Virginia
Attention: Finance Department
701 East Broad Street, Suite 4000
Richmond, VA 23219-1888**

Payee Information Instructions:

The payee information form contains fillable fields for completion online in Adobe Acrobat. **DO NOT FILE THIS FORM THROUGH CM/ECF.** Please complete the form and return via email to FINANCE@vaeb.uscourts.gov, or mail the form to the address listed above.

FAILURE TO COMPLETE, SIGN AND RETURN THE FORM MAY RESULT IN NON-PAYMENT.

Payee Information Form:

Form W-9:

A completed Form W-9 is required for:

- the return of unclaimed funds, in accordance with Local Bankruptcy Rule 3011-1.
- the refund of a filing fee paid by cash or check, pursuant to court order.

Required fields:

- 1) Name of Creditor/Claimant (the rightful owner of record)
- 2) Business Name of Creditor/Claimant, if different from Name
- 3) Address, including City, State, and Zip Code
- 4) Social Security Number or Employer Identification Number
- 5) Wet Signature of Creditor/Claimant
- 6) Date signed