

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

**Instructions for completing 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.

The Form W-9 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](mailto:FINANCE@vaeb.uscourts.gov), or mail them to the address listed above.

***FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM WILL RESULT IN NON-PAYMENT.***

**Form W-9:**

Complete the following required fields:

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

Note: Internal Revenue Service instructions are included on pages 1-4 of Form W-9.