

# Paycheck Claim

**1) Please type or print claimant's information:**

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<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
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**Street Address**

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<b>City</b>	<b>State</b>	<b>Zip</b>
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**2) Provide Evidence of your Entitlement to these funds:**

- a) If an Estate is opened through the Probate Court system, please provide a copy of the court issued "Letters of Administration" along with this form. A check will be issued to the Estate named on the "Letters of Administration."
- b) If an Estate is not opened to distribute property for the deceased, you must complete an "Affidavit of No Administration" to be processed 45 days after the date of death.

**3) Provide the address of where the decedent's final Form W-2 should be sent:**

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**Street Address**

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<b>City</b>	<b>State</b>	<b>Zip</b>
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**4) Certify your claim by signing and dating this form:**

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<b>Signature of Claimant</b>	<b>Date</b>	<b>Phone</b>
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**5) Return all documentation to:**

Financial Management Services  
Poplars 529  
400 E. Seventh Street  
Bloomington, IN 47405