Indiana University Paycheck Claim

1) Please type or print:

_____
First Name Middle Initial Last Name

or

_____
Name of Estate (as reported to Internal Revenue Service)

_____
Street Address

_____
City State Zip

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 individual named on the “Letters of Administration.” Estate name must match the name and tax ID number reported on Form W-9.

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) Certify your claim by signing and dating this form:

_____
Signature of Claimant Date

4) Return this Documentation to:

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

Call 812-855-6800 if you have questions