

PROBATE AND DECEASED CLAIMANT INFORMATION

*The Exxon Qualified Settlement Fund (EQSF) is sending out information regarding Estates to **all** claimants. The section below will only be checked if the EQSF has been alerted of the death of a claimant.*

_____ An Estate representative has contacted the EQSF, but we may or may not have the proper documentation on file to pay settlement funds awarded to the estate. If the estate has received a settlement award payment in the past, it does not guarantee that the EQSF will be able to release future payments to the estate. Please contact Melissa Le Claire Madsen at (206) 428-0554 or (800) 397-7455 to find out what more you have to do to ensure that the estate's file is complete for payment of the settlement award.

_____ The EQSF does not have notice of who the estate representative is. Please either contact Melissa Le Claire Madsen at (206) 428-0554 or (800) 397-7455 to discuss what documentation is needed, or have the attorney who is handling the claimant's estate do so.

In most cases, the following documentation will be required to distribute the settlement award to the heirs or devisees:

- Certified copy of the Death Certificate.
- Letters Testamentary (and Acceptance) OR Letters Administration (and Acceptance) dated within 12 months.
- If you have submitted a copy of Letters Testamentary or Letters Administration **more than 1 year ago** and the probate is still open, please send the EQSF a copy of the Letters that has been certified by the court showing the probate remains open.
- If you have previously submitted Letters Testamentary or Letters Administration and the probate is now **closed**, probate will need to be re-opened and current Letters Testamentary or Letters Administration should be sent to the EQSF.
- *Note: If the Personal Representative was appointed in a state other than Alaska, we also need an Affidavit of Non-Resident Personal Representative per AS 13.21.015 and 13.21.025.*
- A Valid Estate Identification Number (EIN) which can be obtained from the Internal Revenue Service (Form SS-4) and **is not** the same as the Social Security number of the deceased or the Estate Administrator.
- A completed W-9 tax form for the estate with a valid EIN.

Please send all documentation for the estate to our office at the following address:

**Exxon Qualified Settlement Fund
Attn: Melissa Le Claire Madsen
P.O. Box 21945
Seattle, WA, 98111-9808**