

UNCLAIMED RESTITUTION APPLICATION INSTRUCTIONS



A Division of the Virginia Workers' Compensation Commission

Web: www.virginiavictimsfund.org • Mail: P.O. Box 26927, Richmond, Virginia 23261 • Phone: 1.800.552.4007 • Fax: 804.823.6905

INSTRUCTIONS FOR UNCLAIMED RESTITUTION

The Virginia Victims Fund receives any unclaimed restitution from the courts of the Commonwealth of Virginia that has gone unclaimed for more than one year pursuant to the Code of Virginia § 19.2-305.1 (I). Please complete the attached application to claim any unclaimed funds that may be due to you.

Instructions for Individual Crime Victims

1. Please completely fill out the attached application form (Sections 1, 3 and 4) and have your signature notarized.
2. Please provide a copy of your driver's license or other photo identification showing your current address.
3. If you are claiming unclaimed restitution that is owed to a deceased victim, please provide one of the following: A copy of the Small Estate Affidavit and death certificate **OR** a copy of the Letter/Certificate of Qualification.
4. Please completely fill out a Taxpayer Identification Number and Certification Form (W-9 Form), located online at www.virginiavictimsfund.org/forms or request a copy be sent by mail. (Not needed if the executor of the victim's estate.)

Instructions for Business Owners or Representatives

1. Please completely fill out the attached application form (Sections 2, 3 and 4) and have your signature notarized.
2. Please provide a copy of one of the following:
 - Business License
 - State Corporation Commission Certificate AND Certificate of Assumed or Fictitious Name
 - Certificate of Incorporation
3. Please completely fill out a Taxpayer Identification Number and Certification Form (W-9 Form), located online at www.virginiavictimsfund.org/forms or request a copy be sent by mail.

Note: The Virginia Victims Fund reserves the right to request additional documentation.

For assistance completing this application or for any questions, please contact the Virginia Victims Fund's Unclaimed Restitution Department toll-free at 1-800-552-4007.

SUBMIT FORM:

Via Mail: Virginia Victims Fund, P.O. Box 26927, Richmond, VA 23261

Via Fax: 804-823-6911

Via Email: restitution@virginiavictimsfund.org