



Who needs to submit this form?

You must complete and submit this form if the court has appointed multiple individuals as co-Personal Representatives (“PRs”) for the victim’s estate. The co-PRs must designate which individual will serve as the Lead Personal Representative (“Lead PR”) for purposes of the claim filed on the decedent’s behalf with the September 11th Victim Compensation Fund (“VCF”). The Lead PR is the individual the VCF will primarily communicate with regarding the claim, and the individual to whom the VCF will issue any payment on the claim.

Why does the VCF require this form?

We can only direct correspondence to, and pay, one person per claim. Since the court appointed more than one Personal Representative for the victim, we need you to tell us who to communicate with and who will receive payment of any VCF award.

When should this form be submitted?

This form should be submitted when you file the claim on the victim’s behalf. However, if you are submitting this form in response to a Missing Information letter sent to you by the VCF, you should return this form based upon the deadlines included in that letter.

How do we choose the Lead PR?

The person you identify as the Lead PR must be listed on the court order appointing the representatives of the victim’s estate. To help you choose the Lead PR, the table below provides a summary of the rights and responsibilities of the Lead PR and the other co-Personal Representatives. **The Lead PR designation does not provide the named individual with any additional authority over the claim or its processing.**

Lead PR	All co-PRs <u>and</u> Lead PR
<ul style="list-style-type: none"> • Receives all correspondence from the VCF and is the primary point of contact for the claim. • Provides direction to the VCF regarding any payment on the claim, either by providing a completed ACH Payment Information Form, or by signing a Client Authorization Form provided by their attorney (if applicable). • Must distribute any payment based on applicable laws and court orders. The Lead PR may not keep the payment unless the law or a court order allows them to do so. 	<ul style="list-style-type: none"> • Receives notification by mail when the VCF validates the co-Personal Representative(s) and designates the Lead PR. • Can request access to the decedent’s claim in the online claims system, including uploading documents in support of the claim, viewing correspondence sent by the VCF, and checking claim status. • Can call the VCF Helpline to receive status updates about the claim.

What documents need to be submitted with this form?

- Completed and signed Lead PR Form. The co-PRs may submit one form that includes the initials and signatures of all the PRs appointed by the court, or each PR may submit their own individual form with their own signature. If the PRs elect to submit individual Lead PR Designation Forms, the same Lead PR must be listed on all the submitted forms.
- A copy of the court order appointing the multiple Personal Representatives.
- A Claim Form Signature Page initialed and signed by *each* co-PR. Co-PRs can initial and sign the same Signature Page (one document with initials and signatures from all the PRs), or each PR can submit their own Signature Page.

Any other forms that are required to be submitted with the claim (such as Exhibit A, Exhibit B1, etc.) should be signed by the Lead PR. These documents do not require the signatures of all PRs. You only need to submit one copy of each form and it will be considered sufficient to continue processing the claim as long as it is completed correctly and properly signed and/or initialed by the Lead PR.

How do we submit the completed Lead PR Designation Form?

The completed form(s) should be uploaded to the online claim. Uploading documents will speed the processing of your claim. If you do not have online access to your claim, you can go to www.vcf.gov/getting-started for instructions on how to get online access. If you are not able to get online access to your claim, mail the completed form(s) to:

**September 11th Victim Compensation Fund
P.O. Box 34500
Washington, D.C. 20043**



Lead Personal Representative (“Lead PR”) Designation Form

Read the instructions on the first page before completing this form. Each co-Personal Representative (“PR”), including the Lead PR, must **print their name and sign and date** this form. You can choose to have all co-PRs sign the same copy of the form or have each co-PR sign and submit their own copy to the VCF. If individual Lead PR Designation Forms are submitted, the same Lead PR must be listed on each of the submitted forms.

Decedent VCF Claim Number: VCF _____ (input the 7 numbers after “VCF”)

Decedent Name: _____
First Middle Last

I declare the following under penalty of perjury:

- I agree that _____ will be the Lead PR for our claim to
(print Lead PR full legal name as listed on the court order)
the VCF on behalf of the decedent.
- I understand that the Lead PR will be the primary point of contact for the VCF and will receive all correspondence on the claim.
- I understand that the Lead PR will provide the VCF with direction as to the bank account to which any payment on the claim will be made. I understand that the Lead PR must distribute any payment according to applicable laws and court orders.
- I understand that all co-Personal Representatives, including the Lead PR, are entitled to the following: notification from the VCF that it has validated the co-Personal Representatives and accepted the Lead PR designation; access to the claim in the VCF’s online claims system; status updates regarding the claim; and ability to submit documentation in support of the claim.

Personal Representative Signatures. The Lead PR and each Co-PR must print their names and sign and date below. If there are more than two co-PRs, add lines as necessary.

The VCF does not accept electronic signatures. You must sign this form with an original signature.

By signing below, I authorize the VCF to make the necessary updates to my claim.

Print Lead Personal Representative Full Legal Name

Lead Personal Representative Signature

Date Signed

Print First Co-Personal Representative Full Legal Name

Co-Personal Representative Signature

Date Signed

Print Second Co-Personal Representative Full Legal Name (if applicable)

Second Co-Personal Representative Signature

Date Signed