



INSTRUCTIONS FOR VCF PAYMENTS MADE TO LAW FIRM ACCOUNTS

Pay careful attention to these instructions. Forms and authorizations that are incomplete, incorrect or cannot be read will not be processed and payment will be delayed.

If your law firm has an agreement with the claimants you represent that VCF payments will be made directly to a bank account maintained by the law firm to hold and distribute proceeds obtained on behalf of clients of the firm, the VCF will require two documents:

1. **“VCF ACH Payment Information Form”** (available [here](#)) - you will need to complete this form for each unique bank account to which Fund payments will be made. You only need to complete this form one time for each account, regardless of the number of claimants you represent whose claims will be paid to the account. When completing this form, note the following instructions:
 - **Field A – Name of Payee:** enter the name of the account owner on the bank account to which payments will be made.
 - **Field B – Name of Person(s) Entitled to Payment:** leave this field blank.
 - **Field C – Payee’s Tax Identification Number:** leave this field blank.
 - **Field D – Type of Depositor Account:** you must identify the account as either a checking or savings account. If the account is an escrow account and you are not certain whether it is a checking or savings account, please consult with your financial institution.
 - **Field F – VCF Claim Number:** leave this field blank.

If you intend to have payments made to more than one firm account, you will need to provide written instructions to the VCF outlining the specific account to which the payment for each claim should be paid. You may provide this information in a letter for each claim or as a list of claim numbers and claimant names matched to the specific bank account. **DO NOT upload the “VCF ACH Payment Information Form” to any of your online claims.** You must mail the completed ACH form(s) to the Fund.

2. **Client Authorization** – in addition to the VCF ACH Form, you will also need to submit a document that confirms the claimant has authorized VCF payments to be made directly to the law firm account. You must submit this document with an **original Claimant signature** and include the following information:
 - Language indicating the document and the information it contains is specific to payments from the September 11th Victim Compensation Fund; and
 - Claimant Full Name, VCF Claim Number, and Claimant Social Security Number

The document must either be notarized (including the State and County in which the document was signed and notarized) **OR** must include the following language to comply with 28 U.S.C. 1746:

- If signed within the United States, its territories, possessions, or commonwealths, add this language: “I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on [date authorization is signed].” [Claimant’s Signature]
- If signed outside the United States, add this language: “I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on [date authorization is signed].” [Claimant’s Signature]

If possible, please have your client sign the document using blue ink so it is easier for the VCF to identify the document as an original.

Each payment made to a law firm bank account includes the claimant name and claim number as part of the transaction record. You may need to ask your bank to provide this information to you if it is not easily visible as part of the transaction detail. Payments for multiple claimants will not be grouped into a single transaction, although you may receive more than one deposit on the same day. Your financial institution should provide the details to you for each deposit made to the account.