From: Communications, VCF (CIV)
To: Communications, VCF (CIV)
Subject: New VCF Client Authorization Form for Payments made to Law Firm Accounts and August Monthly Statistics Report
Date: Friday, September 03, 2021 3:51:39 PM

This email is sent from an unattended mailbox.

Good afternoon,

Client Authorization Form

As discussed during the June 16, 2021, call with law firms (notes from the call are available on the Information for Law Firms page of the VCF website), the VCF has created a new PDF-fillable VCF Client Authorization Form ("Client Authorization") for payments made to law firm accounts. The form and instructions are attached, and have been posted on our website under "Forms and Resources." We have also updated the attached "Law Firm Payment Instructions," which are also posted to the website.

You should begin using this form effective immediately for any claims for which you have not already mailed a sufficient Client Authorization to the VCF. You do not need to submit this form for any claims for which you have already mailed a Client Authorization.

The VCF has always required a Client Authorization document from your firm with the claimant's original signature authorizing payment on the claim to your law firm account. The new VCF Client Authorization Form is to be used in place of the individual law firm documents used to date. The benefits of standardizing this form include:

- **Removes the requirement for the original version of the form to be sent to the VCF.** As long as the law firm completes the attestation section – including attesting that the firm has the originally signed version on file – you will be able to upload a copy of the signed form to the online claim because the firm will now retain the physical document and be responsible for authentication of originality.
- Places responsibility for data accuracy on your law firm. The form includes a section where a representative of the law firm must attest to the accuracy of the data on the form, including verification that it matches the information in Claimant Details in the online claims system, such as the spelling of the claimant's name and the correct Social Security Number. If you identify that corrections are needed to the information in the claims system, those changes should be made before completing the Client Authorization.
- Simplifies completion of an accurate form by requesting only the required information we need in order to process a payment.
- Streamlines our review of these documents for sufficiency, as all forms will be uniform.

Now that these new forms are available, we will no longer call law firms to correct inaccuracies or incompleteness of the forms, but will instead send "Missing Information" letters if forms are insufficient. If we review an older authorization and find deficiencies, we will continue to call you to try and correct the data where possible given that we know the claimant has already signed the original version. If the deficiency in the older client authorization cannot be corrected during a phone call, we will send a "Missing Information" request for a new VCF Client Authorization Form.

The new form must be used for any new Client Authorizations you submit going forward as we will no longer accept the individual law firm versions. Please carefully read the instructions page for completing the new form and be sure to include the directions when you send the form to your clients.

-

August Monthly Statistics Report

In addition, the following update was also recently posted to the VCF website: August 2021 Monthly Statistics Report.

As always, feel free to reach out to the Law Firm Liaisons with any questions.

Please do not reply to this email. This email was sent from a mailbox that is not monitored.

September 11th
Victim Compensation Fund

VCF Helpline: 1-855-885-1555
Website: www.vcf.gov
Information for Law Firms: www.vcf.gov/lawfirms
Follow the VCF on Twitter @Sept11VCF