

How To Assign or Change The Name Associated With My Claim

To change the payee's name of an approved claim, please take the following steps:

1. **Draft an Assignment of Claim document.** The Assignment of Claim document can be in the form of a letter addressed to Melanie E. Damian, as the Receiver of Today's Growth Consultant Inc. Unfortunately, the Receivership Estate does not maintain a standard Assignment of Claim form, nor is the Estate permitted to give legal advice on how to properly assign a claim or the legal consequences of such assignment.
2. **Provide the Assignee's contact information and mailing address.** The Assignment of Claim document must indicate to whom the approved claim is being assigned the approved claim. This means the document must include the Assignee's name, phone number, email address, and mailing address.
3. **Sign the Assignment of Claim Document.** The Assignment of Claim document must be signed by the claimant who is assigning the claim. If the assigning claimant is a business entity, the Assignment of Claim document must be signed by all owners, members, and/or managers of the business entity authorized to assign the claim.
4. **Attach supporting corporate documents.** If the claim is being assigned by an individual, this step is not required. If the claim is being assigned by a business entity, the Assignment of Claim document must attach the entity's corporate documents evidencing that signor(s) has authority to assign the claim. These documents can include the business entity's articles of incorporation, articles of organization, articles of dissolution, annual report, or other documents filed with the Secretary of State. However, the document(s) provided must indicate that the signor(s) is the owner, member, or manager of the entity.
5. **Attach supporting probate documents.** If the claim is being assigned as part of a probate proceeding or pursuant to a Last Will and Testament, the Assignment of Claim document must attach the probate Court orders, death certificate, and Will evidencing that the signor(s) has authority to assign the claim. The document(s) provided must indicate that the signor(s) has inherited the claim and/or is the trustee of the claimant's estate with authority to assign the claim to the legal heir.
7. **E-mail the Assignment of Claim documents to the Receiver.** The Assignment of Claim and supporting documents can be e-mailed to the Receiver at incomestoreclaims@dvlip.com. The Receiver will notify you regarding whether your Assignment of Claim is approved, or if any additional documents/information are required.