

# City of Biddeford

General Assistance

205 Main Street, Biddeford ME 04005

Phone: (207) 284-9514 Fax: (207) 571-0675

July 13, 2018

Biddeford Savings Bank

254 Main Street

Biddeford, ME 04005

To Whom it May Concern:

The City of Biddeford has received a request to assist with funeral expenses for **John Doe**, Social Security number **000-00-0000**. Enclosed is a copy of the state statutes pertaining to the release of information from financial institutions. Please refer to M.R.S.A., Title 22, **§**4314.

According to our records, the deceased has at least one account with your financial institution. In order to determine eligibility, account(s) information needs to be verified. Please furnish the dates and amounts of the most recent withdrawal and deposit transactions, as well as the ending balances, on this account and any other accounts that the above named has at your financial institution.

I am anticipating that upon receipt of this written request you will be able to provide me with the requested information. Since there are no known next of kin, I am presuming that once all of the deceased’s debts have cleared that you may be able to release the funds directly to the funeral home.

Thank you for your prompt attention to this matter. In the event that you need more information, feel free to call me at (207) 284-9514.

Sincerely,

Kristen Barth

General Assistance Administrator