

# **Instructions for Completing the VoO Charter Payment Claim Form (Pink Form)**

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## 1. General Instructions for Submitting a VoO Charter Payment Claim

1.	<p>To make a <b>VoO Charter Payment Claim</b> under the Deepwater Horizon Economic and Property Damages Settlement Agreement (the "Settlement") for damages arising from the Deepwater Horizon Incident on April 20, 2010, (the "Spill"), you must complete and submit this Claim Form and all documentation required by the Settlement ("Supporting Documentation") to the Claims Administrator on or before <b>June 8, 2015</b>.</p> <p><b>The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions or Parcel Eligibility Request Forms at this time.</b></p> <p>The <b>VoO Charter Payment Claim</b> is for individuals and businesses who registered to participate in the Vessels of Opportunity ("VoO") program and executed a VoO Master Vessel Charter Agreement ("MVCA") with BP, Lawson, USMS, USES, DRC, or any other BP subcontractor ("Charterer"), and completed the initial VoO training program.</p>				
2.	<p>Do not use this Claim Form if you seek payment only for bodily injury arising from the Deepwater Horizon Incident. To get more information about the Medical Benefits Settlement and to determine whether you are eligible for benefits under that settlement, visit <a href="http://www.deepwaterhorizonsettlements.com">www.deepwaterhorizonsettlements.com</a> or call 1-877-545-5111. For TTY assistance, call 1-800-877-8973.</p>				
3.	<p>If you have access to a computer with an internet connection, it will be far easier for you to fill out and submit your Claim Form online, rather than on this paper Claim Form. The online claim process will guide you through only the specific questions you need to answer, and will instruct you about the specific Supporting Documentation you must submit, based on the answers you enter as you go along. Go to <a href="http://www.deepwaterhorizonsettlements.com">www.deepwaterhorizonsettlements.com</a> to submit a claim online.</p>				
4.	<p>If you choose to fill out a paper Claim Form, be sure to read the entire Claim Form and fill out every section needed to assert your claim, and also read Section 4 of this Instructions Booklet to find out what Supporting Documentation you have to submit along with your claim. If you need more space to answer any questions, put the answer on a separate page and attach it to your Claim Form.</p>				
5.	<p>As you complete your Claim Form and review the list of required Supporting Documentation, you may come across words that are unfamiliar to you. Section 2 of this Instructions Booklet defines many terms that are found in the Claim Form or in the Supporting Documentation descriptions. Consult these definitions if you need help understanding the meaning of a particular term.</p>				
6.	<p>Any term used in the Claim Form or in this Instructions Booklet that is defined in the Settlement will have the meaning set forth in the Settlement. If there is any conflict between the terms in the Settlement and the terms in the Claim Form or in this Instructions Booklet, the meaning set forth in the Settlement controls.</p>				
7.	<p>Submit your Claim Form and all required Supporting Documentation by sending it to the Claims Administrator in one of these ways:</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"> <p><b>Regular Mail:</b>                      Deepwater Horizon Economic Claims Center                      P.O. Box 10272                      Dublin, OH 43017-5772</p> </td> <td style="text-align: center; vertical-align: top;"> <p><b>Fax:</b>                      (888) 524-1583</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <p><b>Overnight, Certified or Registered Mail:</b>                      Deepwater Horizon Economic Claims Center                      c/o Claims Administrator                      5151 Blazer Parkway Suite A                      Dublin, OH 43017</p> </td> <td style="text-align: center; vertical-align: top;"> <p><b>Email Attachment:</b>  <a href="mailto:ClaimForms@deepwaterhorizoneconomicsettlement.com">ClaimForms@deepwaterhorizoneconomicsettlement.com</a></p> </td> </tr> </table> <hr/> <p>Your claim will be reviewed more quickly if you submit all of your Supporting Documentation along with your Claim Form. If you need to submit any Supporting Documentation separately, put your name and Tax Identification Number on a cover sheet or on the first page of what you submit, so the Claims Administrator can properly place the documents in your file.</p>	<p><b>Regular Mail:</b>                      Deepwater Horizon Economic Claims Center                      P.O. Box 10272                      Dublin, OH 43017-5772</p>	<p><b>Fax:</b>                      (888) 524-1583</p>	<p><b>Overnight, Certified or Registered Mail:</b>                      Deepwater Horizon Economic Claims Center                      c/o Claims Administrator                      5151 Blazer Parkway Suite A                      Dublin, OH 43017</p>	<p><b>Email Attachment:</b>  <a href="mailto:ClaimForms@deepwaterhorizoneconomicsettlement.com">ClaimForms@deepwaterhorizoneconomicsettlement.com</a></p>
<p><b>Regular Mail:</b>                      Deepwater Horizon Economic Claims Center                      P.O. Box 10272                      Dublin, OH 43017-5772</p>	<p><b>Fax:</b>                      (888) 524-1583</p>				
<p><b>Overnight, Certified or Registered Mail:</b>                      Deepwater Horizon Economic Claims Center                      c/o Claims Administrator                      5151 Blazer Parkway Suite A                      Dublin, OH 43017</p>	<p><b>Email Attachment:</b>  <a href="mailto:ClaimForms@deepwaterhorizoneconomicsettlement.com">ClaimForms@deepwaterhorizoneconomicsettlement.com</a></p>				
8.	<p>If you have any questions about how to submit your claim, go to <a href="http://www.deepwaterhorizonsettlements.com">www.deepwaterhorizonsettlements.com</a>, or call toll free at 1-800-353-1262. Do not call the Court or any Judge's office to ask questions about how to complete this Claim Form, what documentation is required, or the status of your claim, in general.</p>				

## 2. Definitions

1.	<b>Charterer:</b> BP, Lawson, USMS, USES, DRC, or any other BP subcontractor utilized by BP to implement the VoO program.
2.	<b>Dispatched or Placed on Hire:</b> A Charterer requested that the vessel owner or operator perform VoO work pursuant to the MVCA and the vessel owner or operator accepted that request and performed the work.
3.	<b>Effective Date:</b> The date that the Settlement becomes effective, which is after the Court grants "final approval" of the Settlement and any appeals are resolved.
4.	<b>Incompetent Class Member:</b> A Natural Person who lacks the capacity to enter into a contract on his or her behalf at the time of a Claims Form submission to the Claims Administrator, in accordance with the state laws of that person's domicile as applied to adult capacity issues, whether through power of attorney, agency documents, guardianship, conservatorship, tutorship, or otherwise.
5.	<b>Master Vessel Charter Agreement ("MVCA"):</b> The standard agreements utilized by BP and its agents or subcontractors to charter the vessels available for work or service in connection with the VoO program.
6.	<b>Minor Class Member:</b> A Natural Person whose age is below that of the majority rule for the state in which the minor resides at the time of a Claim Form submission to the Claims Administrator.
7.	<b>Natural Person:</b> A human being; Includes the estate of a human being who died on or after April 20, 2010. For purposes of the Settlement, a Natural Person that is the estate of a human being who died on or after April 20, 2010, a Minor Class Member or Incompetent Class Member, shall be deemed to act through his, her or its Representative.
8.	<b>Non-Working VoO Participant:</b> A person who executed an MVCA with a Charterer and completed the initial VoO training program, but was never dispatched, placed on hire or otherwise asked to perform work for a Charterer.
9.	<b>Representative:</b> If a claimant is a Minor or Incompetent, the Representative is the legal guardian of the claimant. If the claimant is deceased, the Representative is the duly authorized legal representative of the claimant's estate.
10.	<b>Vessels of Opportunity ("VoO"):</b> The program through which BP, or its contractors, contracted with vessel owners to assist in Deepwater Horizon Incident response efforts.
11.	<b>Working VoO Participant:</b> A person who executed an MVCA with a Charterer, completed the initial VoO training program and was placed on hire (i.e. requested by a Charterer to perform work and such request was accepted) by a Charterer.

### 3. Detailed Instructions for Answering VoO Charter Payment Claim Form Questions

The following instructions will take you step-by-step through the VoO Charter Payment Claim Form. The sections and numbers in these instructions refer to the same sections and numbers in the Claim Form.

**The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions or Parcel Eligibility Request Forms at this time.**

#### A. Claimant Information

If you are completing this Claim Form on your own behalf, provide your personal information in this section. If you are completing this Claim Form on behalf of the claimant, fill in the claimant's information.

1.	<b>Name of Natural Person or Business</b>	<p>If you are making this claim as an individual, print your last name, first name, and middle initial in the appropriate boxes.</p> <p>If you are making this claim on behalf a business, print the full name of the business in the box labeled, "Last Name or Full Name of Business."</p>
2.	<b>Social Security Number or Individual Taxpayer Identification Number or Employer Identification Number</b>	<p>If you are making this claim as an individual, provide your Social Security Number or Individual Taxpayer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XXX-XX-XXXX.</p> <p>If you are making this claim on behalf of a business, provide the business's Employer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XX-XXXXXXX.</p>
3.	<b>Claimant Number</b>	<p>If you filed a claim with the GCCF, your GCCF Claimant Number will also be your Claimant Number in the Deepwater Horizon Settlement Program. If you did not file a claim with the GCCF, you will receive a new nine-digit Claimant Number when you file your initial Registration Form with the Deepwater Horizon Settlement Program.</p> <p>If you filed a claim with the GCCF, check the box next to "GCCF Claimant Number" and write your seven-digit Claimant Number in the spaces provided. Write one number in each space.</p> <p>If you already have a Deepwater Horizon Settlement Program Claimant Number, check the box next to "Deepwater Horizon Settlement Program Claimant Number" and write your nine-digit Claimant Number in the spaces provided. Write one number in each space.</p> <p>If you do not already have a Deepwater Horizon Settlement Program Claimant Number and you did not file a claim with the GCCF, leave this question blank.</p>

#### B. Information Required for a VoO Charter Payment Claim

If you are asserting a VoO Charter Payment Claim for more than one vessel and need additional pages, photocopy Section B of the Claim Form before completing it and attach the copy to the Claim Form for submission. Make one copy for each additional vessel.

1.	<b>Did you register to participate in the BP VoO program?</b>	<p>If you registered to participate in the BP VoO program, check "Yes."</p> <p>If you did not register the vessel to participate in the BP VoO program, check "No." If you check "No," you are not eligible for compensation for a VoO Charter Payment Claim. If you check "No," do not complete or submit the VoO Charter Payment Claim Form.</p>
2.	<b>Did you own, operate or lease the vessel at the time that you registered it with the VoO program?</b>	<p>If you owned, operated or leased the vessel at the time you registered it with the VoO program, check "Yes."</p> <p>If you did not own, operate or lease the vessel at the time you registered it with the VoO program, check "No." If you check "No," you are not eligible for compensation for a VoO Charter Payment Claim. If you check "No," do not complete or submit the VoO Charter Payment Claim Form.</p>

3.	<b>Did you execute an MVCA with a Charterer?</b>	If you executed an MVCA with a Charterer, check "Yes." If you did not execute an MVCA with a Charterer, check "No." If you check "No," you are not eligible for compensation for a VoO Charter Payment Claim. If you check "No," do not complete or submit the VoO Charter Payment Claim Form.
4.	<b>Did you complete the initial VoO training program?</b>	All registered VoO participants were required to complete a training program before being dispatched to work. If you completed the initial VoO training program, check "Yes." If you did not complete the initial VoO training program, check "No." If you check "No," you are not eligible for compensation for a VoO Charter Payment Claim. If you check "No," do not complete or submit the VoO Charter Payment Claim Form.
5.	<b>Name of the vessel</b>	Provide the name of the vessel that you registered with the VoO program. If your vessel does not have a name or you did not provide a name to the VoO program, leave this question blank.
6.	<b>Size of the vessel</b>	Provide the size of the vessel that you registered with the VoO program by selecting the appropriate group in which your vessel size falls. If your vessel is less than 30 feet, select the "<30" group. If your vessel is 30 feet to 45 feet, select the "≥ 30 feet to ≤ 45 feet" group. If your vessel is more than 45 feet but less than or equal to 65 feet, select the "> 45 feet to ≤ 65 feet" group. If your vessel is more than 65 feet, select the "> 65 feet" group.
7.	<b>Hull Identification Number of the vessel</b>	Provide the Hull Identification Number ("HIN") of the vessel that you registered with the VoO program. The HIN is a serial number that uniquely identifies a vessel and must be displayed on all vessels. You can find your HIN on your vessel or on your State registration.
8.	<b>Federal or State Identification Number of the vessel</b>	Provide either the Federal Identification Number or State Identification Number of the vessel that you registered with the VoO program and check the box for which Identification Number you are providing. If you have both Identification Numbers and provided both when you registered the vessel with the VoO program, provide both and check both boxes. You can find your State Identification Number on your State registration. If you registered your vessel with a federal agency, you can find your Federal Identification Number on your registration listed under "Official Number."
9.	<b>Is the name you listed in Question A.1 the same name you used to register in the VoO program?</b>	If the name you listed in Question A.1 is the same as the name you used to register in the VoO program, check "Yes." If the name you listed in Section A is not the same as the name you used to register in the VoO program, for example because the name listed in Section A is your personal name but you registered with the VoO program with a vessel or business name, check "No." If you check "No" for Question 9, you must provide the name you used to register in the VoO program. You may find this name on your MVCA or other VoO documents.
10.	<b>MVCA Number</b>	Provide the MVCA Number for the MVCA executed for this vessel. You can find the MVCA Number in the top left hand corner of the first page of the MVCA.
11.	<b>Were you dispatched or placed on hire?</b>	If you were dispatched to perform work or placed on hire through the VoO program, check "Yes." If you were not dispatched to perform work or placed on hire through the VoO program, check "No."
11(a)	<b>Date(s) of the Work Request(s)</b>	Only answer this question if you checked "Yes" for Question 11. Provide the approximate date of the work that the Charterer requested that you perform and you accepted. If you worked multiple dates, provide each approximate date. If you worked over a period of days, provide the approximate date range, for example, 5/1/10 – 5/21/10.
11(b)	<b>Nature and Location(s) of Work</b>	Only answer this question if you checked "Yes" for Question 11. Describe the nature of the work that the Charterer requested that you perform and you accepted, and describe the approximate location where you worked.

12.	<b>Were you paid for services performed under an MVCA?</b>	If you were paid for any work you performed under an MVCA, check "Yes." If you were not paid for any work you performed under an MVCA or you did not perform any work under an MVCA, check "No."
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**C. Documentation Required for a VoO Charter Payment**

You are required to submit Supporting Documentation with your Claim Form. The documentation requirements can be found in Section 4 of this Instructions Booklet. If you do not submit these documents, the Claims Administrator will not be able to review your claim and you may not be compensated for any losses.

**D. Payment**

1.	<b>If You Have Your Own Attorney</b>	Only answer Question D.1 if you have your own attorney. If an attorney is representing you in connection with your Spill-related lawsuit or claim, the Claims Administrator will make payments to both you and your attorney. If you agree to this, you do not need to do anything. If you would rather the Claims Administrator make payments only to your attorney, check the box.
2.	<b>If You Do Not Have Your Own Attorney</b>	If you are not represented by an attorney, you must read Item 2 carefully.
3.	<b>Garnishments, Liens, and other Attachments</b>	Garnishments, liens and other attachments to your claim will be deducted from any payment you receive.
4.	<b>W-9 Form Requirement</b>	All claimants must submit a W-9 Form. To obtain a copy of that form, go to <a href="http://www.deepwaterhorizonsettlements.com">www.deepwaterhorizonsettlements.com</a> , or by calling 1-800-353-1262.

#### 4. Documentation Required for a VoO Charter Payment Claim

The Claims Administrator may be able to determine all the information needed to review your claim from VoO records. However, if you are not listed in those records the Claims Administrator may ask you to submit one or more of the Supporting Documents listed below. If you have such documents, submit them when you file this claim. You may use the checkbox next to the document description to keep track of what you need to submit.

**A. Proof of Ownership or Operation of the Vessel.** The Claims Administrator may ask you to submit a document showing that you owned, operated or leased the vessel at the time you registered it to participate in the VoO. Examples of such a document include the state or federal vessel registration, yearly vessel license, or a lease or purchase agreement.

**B. Proof of Vessel Length.** The Claims Administrator may ask you to submit proof of vessel length, such as the state or federal vessel registration, yearly vessel license, or purchase agreement.

**C. MVCA.** The Claims Administrator may ask you to submit a copy of the MVCA you executed with a Charterer.

**D. VoO Training Documentation.** The Claims Administrator may ask you to submit proof that you attended the initial VoO training, such as a PEC card. If another individual attended the training for the vessel, you may provide a signed statement verifying this and any training documents showing that person attended the training.

**E. Evidence of Working Status.** If you checked "Yes" for Question B.11 in the Claim Form, the Claims Administrator may ask you to submit proof that you worked, such as a copy of the Charterer's Dispatch Log placing the vessel on hire, payment for work performed by the claimed vessel, or other official proof of your work.

You must submit the Supporting Document listed below.

**F. W-9 Form.** To obtain a copy of your W-9 Form, go to [www.deepwaterhorizonsettlements.com](http://www.deepwaterhorizonsettlements.com), or by calling 1-800-353-1262. If you are making multiple claims under the Settlement, you only need to submit the W-9 Form once.