

UNCLAIMED MONEY

Documentation Required

ORIGINAL OWNER CLAIM

If you are the person listed, use the Original Owner form. Please complete, sign and mail the form with the following documentation:

- Photocopy of your driver's license or other photo identification
- If there is an **additional owner** of the property listed on the claim form, provide the above identification for that person as well.
- Proof associating you with the last known address as shown on the listing. Photocopies of the following are acceptable:
 - county receipt, utility bill, mortgage payment coupon, driver's license, cancelled check, county purchase order, or pay stub that reflects the address shown

Please return the claim form even if you are unable to provide all requested documents. In some cases we are able to determine ownership based on the information you are able to provide.

GENERAL CLAIM

If you are claiming money listed under a name other than your own use the General Claim form. Please complete, sign and mail the form with the following documentation:

- Photocopy of **your** driver's license or other photo identification
- If there is an **additional owner** of the property listed on the claim form, provide the above identification for that person as well and a notarized statement from the additional owner, relinquishing his or her rights to the property.

In addition to providing your identification you will need to provide proof of the following **on the reported property owner**:

- Proof associating the **reported property owner** with the address shown. Photocopies of the following are acceptable:
 - county receipt, utility bill, mortgage payment coupon, driver's license, cancelled check, county purchase order, or pay stub that reflects the address shown
- Proof of relationship between the **reported property owner** and the person making the claim. Photocopies of the following are acceptable:
 - tax return with copy of W-2 or 1099 showing the owner and the claimant, account statement with both names, bank book, or court document.

Additional documentation may be required depending on your relationship to the reported property owner and to further support your authority to claim this property on their behalf or as an heir. Please complete the affidavit of heirship if applicable. Refer to the information below that applies to your capacity:

- **Parent/Custodian:**
 - if the reported property owner is currently **under 18** years of age, provide a copy of the child's birth certificate
 - if the reported property owner is currently **18 years of age or older**, provide a copy of his/her photo identification (Note: If the child is 18 years old or older, payment will be made to the child.)
 - if the reported property owner is **deceased**, provide a copy of the death certificate
- **Court Appointed Guardian:** Provide a complete copy of current Letters of Guardianship **and** a copy of photo identification for the individual for whom you are guardian. Letters of guardianship are executed by the court appointing you as Guardian. Your authority must not be expired or expire during the claim verification or payment process.
- **Heir:** Provide a certified copy of the reported owner's death certificate and the following:
 - **If the deceased owner left a will that was probated**, provide a copy of either:
 - the will **and** the Order Admitting to Probate, or
 - the will **and** the Order Admitting Will to Probate as Muniment of Title

If the estate has been closed, please provide a copy of the court documents verifying final closing and distribution for the estate in addition to the copy of the probated will.

If submitting copies of the Order Admitting Will to Probate as Muniment of Title you **MUST** also provide a copy of the will. If the estate has been closed, please provide a copy of the court documents verifying final closing and distribution for the estate in addition to the copy of the will.

- **Administrator:** Provide a copy of the reported owner's death certificate **and** current Letters of Administration. Letters of Administration are executed by the court appointing you as Administrator of the estate. Letters can be dated up to 18 months prior to the date the claim is filed.
- **Executor:** Provide a copy of the reported owner's death certificate **and** current Letters Testamentary. Letters can be dated up to 18 months prior to the date the claim is filed.
- **Trustee:** Provide a copy of the reported owner's death certificate (if applicable), a complete copy of the Trust Agreement, proof of the Trust tax identification number and:
 - If the Trust is still in effect, provide a copy of the current Trustee's driver's license.
 - If the Trust has terminated, provide copies of driver's licenses for all Trust beneficiaries.

BUSINESS CLAIM

If you are an officer or other company official claiming on behalf of a corporation, partnership, sole proprietorship, professional association, non-profit organization, or private organization, you will file a Business Claim form. Please complete, sign and mail the form with the following documentation:

- Proof of your authority to act on behalf of the business. Photocopies of the following are acceptable:
 - corporate resolution, minutes from a meeting, franchise tax report, income tax return, recent annual statement, assumed name certificate, partnership agreement, sales tax permit or notarized affidavit signed by a financial officer
- Proof associating the business with the last known address as shown. Photocopies of the following are acceptable:
 - utility bill, title, insurance policy, contract, invoice, receipt, front and back side of a cleared check, account statement, bank book, or court document
- If the business was purchased or sold, attach a copy of the Buy/Sell Agreement.
- If the business experienced a name change, merger, or has an assumed name (d.b.a. or "doing business as"), attach a copy of the Change of Name Amendment or Assumed Name Certificate.
- If the business is no longer in existence, attach a copy of the Articles of Dissolution (including Attachment A) or Corporate Liquidation form filed with the IRS.

Please complete, sign and return the claim form with a copy of your identification even if you are unable to provide all requested documents. In some cases we are able to determine ownership based on the available information you are able to provide.