



OFFICE OF THE STATE TREASURER

ALLISON BALL

1050 US 127 South • Suite 100 • Frankfort, Kentucky 40601 • (502) 564-4722 • FAX (502) 564-4200
Visit our web site at www.treasury.ky.gov

Claim Requirements for ALL Claims

- A copy of a government-issued photo ID for person(s) signing the claim form. (ex. driver's license, identification card, copy of passport, copy of military id, etc.)
 - Proof of the social security number (SSN) for person(s) signing the claim form. (ex. copy of social security card, W-2, copy of Tax Return, other document showing name & SSN)
- **OR** ----

If you are claiming on behalf of a business, gov't agency, or other such organization, provide proof of the tax-id number (FEIN, EIN) for the entity.

- Completed & Signed Claim Form. ***Please note, we must have your Original Signature on the returned Claim Form. Faxed, Scanned, or Photocopied Signatures will NOT be accepted.*
- If the REPORTED ADDRESS in Section A is different from the current mailing address, send proof the reported owner lived/received mail at the REPORTED ADDRESS. (see our FAQs for examples) If NO ADDRESS was reported in Section A, provide proof the reported owner had a business relationship with the Reporting Company prior to the Year Reported.

In Addition to the above, if the following impact your claim, you must submit the additional requirements listed below:

Claiming account(s) in **YOUR NAME**

- If your name has changed, provide proof of the name change (ex. marriage certificate, divorce papers, other court documents).

Claiming for a **MINOR CHILD**

- Proof of the Minor's SSN.
- Copy of the Minor's birth certificate.

Claiming for a **TRUST**

- Copy of the Trust.
- Proof of Trust's Tax-Id Number.
- If the Trustee is deceased, a copy of their Death Certificate.

Claiming on behalf of a **DECEDENT** YOU MUST BE THE EXECUTOR/ADMINISTRATOR OR NEXT OF KIN TO CLAIM FOR A DECEDENT

- Proof of the Reported Owner's SSN.
- Copy of the Death Certificate.
- If the Reported Owner's name has changed, provide proof of the name change (ex. marriage certificate, divorce papers, other court documents).

OPEN Estate	Current copy of your appointment; must be received at Treasury within 60 days of issuance by the court.
CLOSED Estate	Copy of your appointment & the Final Order of Distribution.
NO Estate	Our claim staff will review the info provided & determine what other documentation, if any, is necessary.





COMMONWEALTH OF KENTUCKY

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Claiming as a **POWER OF ATTORNEY (POA), GUARDIAN, OR CONSERVATOR:**

- Proof of the Reported Owner's SSN.
- Copy of the POA Agreement or copy of Guardian/Conservator Appointment.
- If the Reported Owner's name has changed, provide proof of the name change (ex. marriage certificate, divorce papers, other court documents).

Claiming as a **FINDER**

- Proof of the Reported Owner's SSN.
- Finder Agreement & Addendum.
*Contact our office for information.
- If the Reported Owner's name has changed, provide proof of the name change. (ex. marriage certificate, divorce papers, other court documents).

Claiming on behalf of a **BUSINESS**

- Written proof that you are entitled to claim for the business or entity. (Ex. Letter of Authorization, copy of Annual Report filed with the Secretary of State, Corporate Resolution, minutes from Board meeting, etc.).
- Form 851 Affiliation Schedule.
- If a name change occurred, proof of the change.
- If the business has been sold, a copy of the sales agreement or contract.
- If the business has been dissolved, a copy of the dissolution papers & a Dissolved Business Affidavit.
**Contact our office for the Form.

Upon review of your claim, other documentation may be requested by the Unclaimed Property Division to establish ownership and/or entitlement. The Division has sole discretion to determine the sufficiency of documentation to allow for payment.

Claims are evaluated in the order received; processing times may vary, but most claims are evaluated within 90 days.

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