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 DECEDED**

**YOU MUST BE THE EXECUTOR/ADMINISTRATOR OR NEXT OF KIN TO CLAIM FOR A DECEDED**

- 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).

<table>
<thead>
<tr>
<th>Estate Type</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN Estate</td>
<td>Current copy of your appointment; must be received at Treasury within 60 days of issuance by the court.</td>
</tr>
<tr>
<td>CLOSED Estate</td>
<td>Copy of your appointment &amp; the Final Order of Distribution.</td>
</tr>
<tr>
<td>NO Estate</td>
<td>Our claim staff will review the info provided &amp; determine what other documentation, if any, is necessary.</td>
</tr>
</tbody>
</table>

An Equal Opportunity Employer M/F/D
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.