

INFORMATION FOR COMPLETING UNCLAIMED PROPERTY CLAIM FORM(S)

A) CLAIM OF ABANDONED PROPERTY (REGULAR CLAIM FORM)

The below information should be used as a guideline in completing a regular unclaimed property claim form. **If the account owner or claimant does not have a social security number (SS#), he or she is required to produce an affidavit stating so.**

Only the owner(s) of or a person having rightful interest in a property may be provided detailed information relative to the unclaimed property. If the person requesting the claim form is the account owner or has a Power of Attorney or similar documentation granting him permission to file a claim on the owner(s) behalf or other documentation showing he or she has rightful interest, a claimed form may be provided or mailed out to such person. The following documents are needed and must be attached in support of this claim. All documents attached to the claim must be originals. Only a copy of a picture ID will be accepted.

- *Passbook *Certificate of Deposit *Safe Deposit Receipt *Bank Certificate of Ownership

- *check *stocks or bonds certificate
 (*If the above documents are not available, an affidavit of Lost Instrument would be needed)

- Affidavit of Lost Instrument Other _____

(* As required for the above)

(Any other documents that may be required e.g. Power of Attorney, etc.)

- Picture I.D. (A copy of driver's license, passport or any I.D. with a picture of the claimant)

B) CLAIM OF ABANDONED PROPERTY (FOR DECEASED PERSON)

The below information should be used as a guideline in completing an unclaimed property claim form for a deceased person. **If the account owner or claimant does not have a social security number (SS#), he or she is required to produce an affidavit stating so.**

When a claim form is requested for filing a claim for a person who is deceased, the following information should be included in or attached to the claim form.

- 1) The individual relationship to the deceased:
 - a) Mother or Father
 - b) Son or Daughter
 - c) Husband or Wife
 - d) Other
(explain)
- 2) If the deceased estate or will is in probate or will be probated, a copy of judicial determination must be attached to the claim together with the other documents required.

All documents attached to the claim must be originals. Only copies of the following documents will be accepted: Copy of Judicial determination, i.e., Probate will, Order, Decree; Death Certificate; Marriage Certificate; Birth Certificate and Picture I.D.

*Passbook *Certificate of Deposit *Safe Deposit Receipt *Bank Certificate of Ownership

*check *stocks or bonds certificate

(*If the above documents are not available, an affidavit of Lost Instrument would be needed)

Affidavit of Lost Instrument Other _____

(* As required for the above)

(Any other documents that may be required e.g. Power of Attorney, etc.)

Picture I.D. (A copy of driver's license, passport or any I.D. with a picture of the claimant)

* Copy of Judicial determination * Death Certificate *Marriage Certificate * Birth Certificate
(e.g. Probate will, Order, Decree)

Other

PLEASE NOTE THAT A CHECKLIST MUST BE MADE FOR ALL CLAIMS WHEN SUBMITTING FOR APPROVAL.