

UNCLAIMED PROPERTY

FREQUENTLY ASKED QUESTIONS

1. What is unclaimed property?

Unclaimed property is a check that was issued to you for professional services or some type of refund. The check was never cashed and the funds have now been placed in our unclaimed property account.

2. How do I file a claim?

In order to file a claim, you will need to fill out the required claim form that was sent to you and select the appropriate box that best fits your situation. You will need to provide two forms of identification. At least one form submitted must be a picture ID. In addition, you will need to sign and date the claim form.

3. What type of identification is acceptable?

Acceptable forms of identification are as follows: valid driver's license, military ID, passport, social security card, voter registration card, pay stub, birth certificate, employee ID card, auto insurance card, etc. At least one form of identification must be a picture ID.

4. What happens if the claimant/ spouse are deceased?

If you're a surviving heir or spouse of the deceased claimant/ co-claimant you're required to provide a copy of the certified death certificate and obituary [if available]. In certain cases, you may be required to provide a copy of the will or other legal document stating you're eligible to claim the funds.

5. What happens if I'm separated or divorced from the co-claimant?

Unfortunately, if you have separated or have divorced the co-claimant you're both still required to sign and date the required claim form. In addition, both parties are required to provide two forms of identification. The check will be reissued in the same manner as the original check. Example: If the original check was made payable to both parties the new check will be reissued in the same manner. There are no exceptions.

6. The unclaimed check was issued to a business. What do we do?

If the check was issued to a business/ organization you will need to designate an employee, who is authorized to claim funds for your business/ organization, to complete the required claim form. A letter on company letterhead is required and should clearly give authorization for that employee to claim the funds for your business/ organization. The letter needs to be signed and dated by someone of higher authority than the employee who fills out the claim form.

In addition, two forms of identification are required from both employees. A business card or employee ID card can be used as one of the forms of identification. If there is no employee ID card a photocopy of a driver's license can be used. In certain cases, further documentation may be required.

7. How long does it take to receive a new check?

It usually takes around two to three weeks to receive a new check. If there are any holidays or disruptions within the postal service it may take longer.

NOTE: The biggest problem in holding up your claim is failing to provide TWO forms of identification, as well as signing and dating the claim form.

Please remember to submit TWO forms of identification!