

Claim Requirements

Filing as the original Owner(s) (Self):

- Completed claim form with Notary. Include all owner's original signatures that are listed on the claim form.
- Provide the Owner(s) and Claimant(s): SSN and Birthdate on the claim form. Include information for all owners listed on the claim.
- If the owner changed their name, documentation of name change is required. Example: marriage certificate, divorce papers or other court documents.

Filing as the original Owner(s) (Foreign Owner):

- Completed claim form with Notary or equivalent if the country does not have a Notary. Include all owner's original signatures that are listed on the claim form. SSN is not required.
- Provide the Owner(s) and Claimant(s): Birthdate on the claim form. Include information for all owners listed on the claim.
- If the owner changed their name, documentation of name change is required. Example: marriage certificate, divorce papers or other court documents.
- Complete the correct W-8 form, per instructions at IRS.gov.

Filing as a Business (Business)

- Completed claim form with Notary. Include original signatures on the claim form. Include the business' FEIN/TAX ID on the claim form.
- Documentation showing your position and authority to claim on behalf of the company/business. Examples include: Secretary's Certificate, Letter of Authorization on company letterhead, Corporate Resolution.
- If a name change occurred, include proof of the change. Examples include: copies of merger documents, dissolution papers.

Filing as a Business (Foreign Business):

- Completed claim form with Notary or equivalent if the country does not have a Notary. Include original signatures on the claim form. Date of Birth is not required. Include the business' FEIN/TAX ID on the claim form, if available.
- Documentation showing your position and authority to claim on behalf of the company/business. Examples include: Secretary's Certificate, Letter of Authorization on company letterhead, Corporate Resolution or equivalent.
- If a name change occurred, include proof of the change. Examples include: copies of merger documents, dissolution papers or equivalent.
- Complete the correct W-8 form, per instructions at IRS.gov.

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

Bankruptcy: Chapter 7 or 13

- Provide a copy of the Chapter 7 or 13 Court Documents.

Finders/Locators

- Provide a copy of the agreement between the client and finder.

Power of Attorney/Guardian

- Provide a copy of the Power of Attorney or court ordered assignment of individuals (Conservator, Guardian, etc) showing the claimant has the authority to claim the funds on behalf of the Individual.

Insurance Benefits

- If the Beneficiary passes prior to the insured, a copy of the insurance document showing all beneficiaries is required. If no further beneficiaries are listed, then follow the insured's estate process (Will or Intestate or Letters of Administration).

Trustees/ Trusts

- Provide a copy of the Trust. Provide the Trust's and Claimant's: FEIN/SSN and Birth date on the claim form.

Minors: Under 18 or Under 21 for UTMA

- Signatures must be provided by the minor's parents as defined on the birth certificate or guardians (court ordered) or signature from the minor if emancipated and the Custodian listed on the property.

Deceased Owner with a Will/Letters of Administration

- Provide a copy of the Will or Letters of Administration showing the claimant has the authority to claim the funds on behalf of the Estate.
- Provide a copy of the death certificate of the deceased owner.
- The Personal Representative or Court ordered Administrator and the Estate will be paid.

Deceased Owner with no Will or Intestate

- Provide a completed Heir list. Table of Heirship can be found under the MN Commerce website.
- Provide a copy of the death certificate of the deceased owner.
- If one person would like to claim on behalf of all heirs, we will require a release statement from each person assigning one person to claim the funds. These statements must have original signatures and be notarized.

NOTE: If the claim form is completed in full, contains required original signatures, is notarized and all required documents are received by the Unclaimed Property department, your claim should be processed within 90 days. If you do not hear from us after 90 days, please feel free to call us at 651-539-1545.