

## Claim Form and Instructions

<b>1</b>	Claimant's Individual - First & Last Name <b>OR</b> Business	<b>2</b>	Claimant's Mailing Address		
<b>2a</b>	Claimant's Street Address	<b>3</b>	City	State	Zip
<b>4</b>	Claimant's Phone No. & Email Address - if applicable (    )                      -	<b>5</b>	Claimant's Social Security # <b>OR</b> Business FEIN  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
<b>6</b>	Was yours the listed name <b>YES</b> <del>or</del> <b>NO</b> - If <b>NO</b> , Print the Listed Name:	<b>7</b>	Is the Owner Deceased? <b>Yes</b> or <b>No</b> (circle one) - If <b>Yes</b> what is the status of the estate? <b>Open, Closed, or Never Opened</b> (circle one)  - If <b>Open</b> print the Administrators Name:		

**The following must be included with this form: (We may require additional information on ANY claim submitted)**

- Copy of Driver's License or other valid photo identification &
- Copy of Social Security Number
- If the owner is deceased: copy of Death Certificate
- Open Estate: Copy of Letters of Administration
- Closed Estate: Copy of Will, if any, and all estate documents
- Never Opened: [Estate Declaration & Table of Heirship](#)



**If you have any questions filing this claim, please follow the instructions on the next page**

Under penalty of perjury, each of the undersigned claimants agrees to the following: that all the information on this form and the attachments is true and complete; that, to the best of his/her knowledge, he/she has a legal or equitable interest in abandoned property being held by the State of West Virginia Treasurer; that he/she will only accept payment of property to which he/she is entitled under the West Virginia Unclaimed Property Act; that will immediately return any property to which he/she becomes aware that he/she is not entitled; and will indemnify and hold harmless the Unclaimed Property Division, the State Treasurer's Office, their officers and employees, and the State of West Virginia against claims to the property by another claimant.

Claimant Signature(s): **(all claimants must sign and have notarized)**

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_ Day of \_\_\_\_\_

State \_\_\_\_\_ County \_\_\_\_\_ My Commission Expires \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

Notary Stamp

**Federal Privacy Notice Act:** Providing your Social Security number (SSN) is optional, however, if you choose not to provide your SSN, there may be insufficient information available to determine whether you are the owner of the unclaimed property held by the Division.

**Exception:** SSNs must be provided on a W-9 form by recipients of interest-bearing or security-related instrument property. The Division is required to report names and SSNs of recipients of certain types of payments to the Internal Revenue Service (IRS). If your payment includes interest paid to you, you will receive an IRS 1099INT form. If you received cash as the result of security related transaction, you will receive an IRS 1099B form. If your payment included any accrued cash dividends on securities, you will receive an IRS 1099MISC form. All IRS information tax reports are mailed during January following the end of the current calendar year. If you have any questions regarding your tax liability, please consult with an appropriate tax specialist.

If you provide your SSN, the Division will only disclose it to employees involved in paying your claim, to the federal government as required by law and in administering the Unclaimed Property Act.

**For Office Use Only:**

RFA: \_\_\_\_\_ PR: \_\_\_\_\_ CM/DUP: \_\_\_\_\_ FIMS: \_\_\_\_\_

**Mail completed form to:**

Office of State Treasurer  
Unclaimed Property Division  
Post Office Box 4228  
Charleston, WV 25364

## Claim Form Instructions

**Box 1 - Claimant Name:** Print your name and provide a copy of your current driver's license (if out of state) or other valid photo identification. If your name has changed, please provide proof of the name change i.e. copy of marriage certificate, divorce decree, etc.

**Box 2 and 3 - Claimant's Address:** Print current mailing and/or street address. If this is a post office box please provide on the second line your street address i.e. Route 3 Sugar Grove Lane.

**Box 4 - Claimant Phone Number and email address:** Print primary contact phone number and email address if applicable.

**Box 5 - Claimant's Social Security Number (SSN) or Federal Employer Identification Number (FEIN):** if the property is in the name of an **individual**, claimant must provide SSN on the claim form and a copy of social security card or documentation with owner's name and SSN.

If the property is in the name of a **business**, claimant must provide proof of the business's FEIN in the form of a recent tax document, IRS 941 form, Workers Compensation Insurance documents or notification of FEIN from the IRS. Provide valid identification of the claimant i.e. unexpired photo identification and/or employee id signing the claim form.

In addition to the proof of FEIN one of the following is required:

A resolution or agreement indicating the claimant's authority to claim the property on behalf of the business, **or** Recent federal income tax filing or copy of Secretary of State's office filing, indicating the level of authority of the claimant signing the claim form. The filing must show that the claimant signing the claim form has authorization to claim this account on behalf of the company.

**Box 6 - Was yours the listed name?:** if you are the listed name, circle **YES**. If you circled **NO** please provide the following:

A copy of the Power of Attorney or other documentation showing your authority to file on their behalf. Also, send a copy of the owner's identification that discloses their SSN and other proof of identification i.e. insurance card or voter's registration card. If the owner is a minor, provide a copy of their state birth certificate and SSN.

**Box 7 - Owner Deceased:**

If you are claiming for a deceased owner and an estate is **open**, circle **OPEN**, then print name of estate administrator or executrix. Only the Administrator or Executrix may claim for an estate; payments are made to an **Estate in care of the Administrator or Executrix**.

If an estate is **closed**, circle **CLOSED** and send a copy of the Estate documents and the Will, if any.

If an estate was **never opened**, circle **NEVER OPENED** and send an Estate Declaration Form and Table of Heirship.

For both open and closed estates provide a copy of the death certificate, documentation of SSN of the owner if it is not on the death certificate, copy of the Will document, copy of the Final Distribution of Estate, if applicable and a completed W-9 form.

If there is a surviving spouse noted on the death certificate also provide a copy of their SSN and unexpired driver's license.

**Note:** If the claimant is the surviving spouse the Estate Declaration Form is not required.

Claimant must provide proof of estate's FEIN in the form of a recent tax document or IRS notification.

For those that complete a W-9 form the 1099 forms that generate annually will be completed with the claimants' SSN and signatures that are provided with their claim. For example, if there are four claimants and only one W-9 form completed then that claimant will be responsible for the tax consequences for the total amount of the applicable property. See the Federal Privacy Notice Act on the front of the Claim Form page with applicable property types.

**If you can not provide documentation as requested, please attach a letter explaining why you are entitled to this property or any special circumstances that may apply to this claim.**