

Arizona Department of Revenue
Claim for Unclaimed Property - Agent for Owner

Mail to: Arizona Department of Revenue • Unclaimed Property Unit • PO Box 29026 • Phoenix, AZ 85038-9026

Email to: UnclaimedProperty@azdor.gov • This form requires a physical signature.

You must read page 2, which may be on the reverse side, before completing this form.

1

Property ID Number or a brief description of the property you are claiming ▼

Original Property Owner's Name ▼

Original Property Owner's Social Security Number or Tax Identification Number ▼

Original Unclaimed Property Owner's Address as reported by the Holder ▼ Unknown

2

Claimant's Name ▼ Same as above

Agent's Name ▼

Claimant's Social Security or Tax Identification Number ▼ Same as above

Claimant's Date of Birth

Email Address ▼

Telephone Number ▼

Address where you would like correspondence, including payment sent ▼

City or Town ▼

State ▼

ZIP Code ▼

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Please read each statement carefully before answering. One of the following statements must be true in order to claim.

Yes No

3a. I am the attorney-in-fact for the living owner of the property being claimed.....

3b. I am the court appointed guardian, custodian, conservator or fiduciary of the living owner of the property being claimed

3c. A Trust is the registered owner of this property and I am the current trustee.....

3d. I am the court appointed bankruptcy trustee for the living owner of the property being claimed

3e. I am the custodial parent of the living owner of the property being claimed, who is a minor

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In consideration of the payment or delivery of unclaimed property as a result of this claim, I agree to indemnify the State of Arizona and hold it harmless for and from all claims and loss, cost, damages and expenses that the State of Arizona may sustain by reason of turning over the said property and by reason of its refusal hereafter to pay said property or any part thereof to any other person(s). I agree that if, for any reason, it is found that I am not entitled to payments I receive as a result of this claim or I receive duplicate payment, I will return the funds to the Arizona Department of Revenue within 15 days of demand. I swear and attest that all claims, assertions and signatures made in this claim are true and material and that all photocopies I have or will provide are the same as the original documents. Furthermore, I swear and acknowledge that any false statement made in this claim subjects me to penalties related to perjury and the subornation of perjury.

Claimant's Signature ▲

Date ▲

Claimant's Signature ▲

Date ▲

STATE OF _____

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____

(NOTARY SEAL)

20_____, BY:

PRINT NAME OF SIGNOR

NOTARY PUBLIC

Unclaimed Property Hotline: (602) 364-0380 or outside the Phoenix area toll free: (877) 492-9957
For additional information see our website • www.azdor.gov/unclaimed-property

This form should only be used to claim property on behalf of living owner.

If you are claiming property as the original owner (Form 600A), on behalf of a deceased owner (Form 600B) or as the agent of an entity (Form 600C), you must complete the appropriate form.

FORM INSTRUCTIONS

Section 1 of page 1

Regardless of how you answer this Section, we will do a complete search of our database to identify and work to return all unclaimed property belonging to the pertinent owner.

- In this section, we ask that you please provide the property ID or a brief description of the property you are claiming. It is not required to complete this section but we ask, if known, that you provide the property ID, if not known it is not required nor helpful to collect this number. If you do not know the property ID number, but are looking for a specific lost asset, it is helpful to give us a brief description, such as, "Southwest Cactus Wren Federal Credit Union Money Order Check #1008 321 6587" or "IRA funds from employer Jackson and Lynch Welding". Lastly, if you simply wish to collect all miscellaneous unclaimed property you may leave the section blank.
- In the remaining questions in this section, you are required to provide the name of the individual you believe to be the owner and if known, the address, and tax ID number reported by the business or entity that remitted the property to the State of Arizona. If unknown, you may leave this Section blank.

Section 2 of page 1

It is very important that you complete this Section fully and accurately. You are required to provide us with your current or correct name and your current/correct contact information. If you provide an email address, we will provide you with a receipt of your claim with 15 to 20 business days of receipt; this information is no longer provided in hard copy. Providing an email address also expedites communication and helps us more efficiently serve you.

The address that you record in this Section will be the address that payment will be sent to should your claim be approved.

Section 3 of page 1

In this Section you are required to declare under what authority you represent the unclaimed property owner. In order to represent an owner you must meet one of the criteria offered. If you are acting as an heir-finder or locator, please see our website for instructions for filing on behalf of your client.

Section 4 of page 1

You must sign and date the form, we require a physical signature. In this section, please read the declarations carefully. There is a notary section under the signature, you may choose to have the form notarized or provide a legible photocopy of valid government issued photo identification; such as, a driver's license or passport. If there are joint owners, they must also sign the claim form (see evidence requirements below for all joint owner exceptions).

YOU ARE REQUIRED TO SUBMIT THE FOLLOWING EVIDENCE WITH THIS FORM:

- ✓ **You must provide proof of your identity as the Claimant and for the Owner.** Please provide a clear copy of official photo identification or have your signature on the claim form notarized. If the unclaimed property owner does not have official photo identification, the Section will accept a notarized statement from the individual's health care provider, on letterhead with contact information. The statement must include the owner's name and one other identifier, such as, date of birth or social security number.
- ✓ **You must provide proof of ownership.** The Arizona Unclaimed Property Section does not release funds based on name similarity alone, must provide a match to another reported factor, most commonly social security number or match to the reported (not current) address.
- **Provide proof that you lived at or received mail at the address reported to the State of Arizona as the last known address of the original owner.** If you do not know what address was reported to the State of Arizona, you can complete an inquiry at www.missingmoney.com. Acceptable proof includes; the original financial instrument, a statement from the entity that originally held the asset, a canceled envelope addressed to you, a credit report, lease/mortgage, property/income tax documentation, school/military records, past government issued identification or utility bills/statements. Please see our website: azdor.gov/unclaimed-property for a full list of acceptable proof. If you cannot find acceptable proof or do not know the reported address you may provide proof of your social security number and we will attempt to connect you to the reported address.
- **Provide proof of your social security number.** 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 Section and in some cases may result in your claim being denied. If you provide your SSN, the Section will only disclose it to employees involved in paying your claim and to the federal government as required by law.
- ✓ **You are required to prove that you are an individual the State of Arizona recognizes as an authorized agent for the living owner**
 - If you answered yes to question 3a, you are required to provide a complete copy of your valid power of attorney agreement.
 - If you answered yes to question 3b, you are required to provide your letters of office or order issued by the superior court.
 - If you answered yes to question 3c, you are required to provide your letters of acceptance as trustee, a Certificate of Trust Existence or a copy of the Trust's title page and signature page along with the articles of the Trust which name you as trustee.
 - If you answered yes to question 3d, if an entity has been appointed as trustee, you must submit an Unclaimed Property Disclosure / Representation Authorization, Arizona Form 285UP.
 - If you answered yes to question 3e, you must provide a copy of the minor's birth certificate.
- ✓ **Joint owners must file together unless:**
 - One of the owners is deceased. In this case, a copy of the joint owner's death certificate is required.
 - The owners are now divorced. In this case, a certified copy of the divorce decree and complete property settlement are required.
 - The owners have lost contact. In this case, a notarized statement that confirms that the owners had no marital relationship, and have lost all contact is required.

Please be aware that each claim is unique and that once your claim is received, the Section may need to request additional information from you to support your claim. If this is the case, the Section will contact you by telephone or in writing to explain the additional requirement and will allow you an opportunity to provide the additional evidence rather than denying your claim. **If you have any questions or cannot provide the evidence requested, we recommend that you complete the claim form and submit the evidence you can provide along with a note explaining your circumstances.** A claims specialist may be able to clarify and assist you with the evidence requirement.

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