



<<MVD_Name >>
<<MVD_STREET1 >>
<<MVD_CITY1 >> <<MVD_STATE1 >>, <<MVD_ZIP1 >>

Dear Claimant:

You are receiving this letter because according to a report filed with the Arizona Department of Revenue, the Unclaimed Property Section is holding an asset that appears to belong to the individual(s) listed on the enclosed claim form. If you have received this letter in error, and you are not the person (or their heir or beneficiary) listed on the form, please disregard and discard this mailing.

What is unclaimed property?

Unclaimed property consists of abandoned financial assets such as dormant savings accounts, utility/security deposits, insurance proceeds, unpaid wages, stocks, bonds, customer overpayments, and the contents of safe deposit boxes (or the proceeds of their sale). Unclaimed property is **not** real estate, homes or land.

What is the value of the abandoned asset / unclaimed property?

To protect the confidentiality of owners, we cannot identify the abandoned asset, its value, or the Holder that turned it over to the State of Arizona until you have filed a claim and proven your identity. Within 30 days you will receive an email acknowledging receipt of your claim form with additional information. In addition, we will provide you with a report containing information we have about your property when your claim is approved.

Why does the State of Arizona have this asset?

Per Arizona law, when the Holder of an asset cannot locate the owner, that asset must be turned over to the Department of Revenue after a specified time period. The Unclaimed Property Section, in turn, attempts to locate the owner and return the asset. To learn more about this law and the timeframes involved visit www.azunclaimed.gov.

How do I claim my property?

- ★ Read and complete the entire claim form included with this letter and return it to:

**Arizona Department of Revenue, Unclaimed Property Unit,
PO Box 29026, Phoenix, AZ 85038-9026.**

- ★ You **must** include specific evidence to support your claim:

Proof of Identification – In order for your claim to be accepted, each owner must provide either a clear copy of their official photo identification or have their signature on the claim form notarized. Acceptable photo identification includes: state or federally issued ID, driver's license, military ID, or passport. If your name has changed, you will need to provide proof of that change.

Proof of Ownership – Please provide proof that your social security number (SSN) matches the SSN reported to the Section. We recommend that you provide proof of your SSN to expedite processing of your claim. If you do not provide your SSN, there may be insufficient evidence available to determine ownership of the property held by the Section, and it may result in your claim being denied. If you do not provide documentation of your social security number you **must** provide proof that the owner(s) lived or received mail at the reported address listed in section 1c on the enclosed claim form.



What is the significance of the address listed in Section 1 of the claim form?

This is the last known address the Holder had on file for the named Owner. The unclaimed property in question is **not** the home or land represented by the address. The address is provided as an identifier. If you do not wish to provide proof of the Owner's social security number you may provide proof that they lived or received mail at the listed address.

What happens after you file a claim?

1. The Section will process your claim to ensure we have identified you correctly as the owner. If we need more information from you to verify ownership of the property, we will contact you during this time.
2. If the Section determines that you are the owner, we will issue payment within 30 days of the date that your claim is approved. All claims are processed in the order that they are received. The length of time it will take for your claim to be completed depends on the number of claims received prior to your's.

Please be aware that each claim is unique. Read the instructions on the claim form carefully. 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 any additional requirements and will allow you an opportunity to provide the evidence rather than deny your claim. Your claim will not be considered complete until you have provided all necessary evidence to determine ownership of the asset.

How do you confirm receipt of your documents?

If you wish to track receipt or confirm delivery of correspondence with the Section, you should use registered mail. Send photocopies rather than original documents. The Section strongly recommends that you send valuable documents by certified mail or courier.

Where can you submit your claim form and evidence in person?

Our office is located on the first floor of the Department of Revenue building at 1600 W. Monroe Street in Phoenix, Arizona. Our office hours are 8am to 5pm Monday through Friday, excluding State holidays.

If you are sending an inquiry letter, we ask that you include your completed claim form and proof of identity so that we may assist you. **Unless you have submitted a claim form and proof of your identity, we will only be able to reiterate the information provided in this instruction sheet.** You can reach a customer service representative at 602-364-0380 for property related questions, but please allow three weeks from the date you submit your claim form before requesting specific information so that the Section has sufficient time to electronically image your documents and create your claim file. If you have questions about the claim itself or the claims process, please visit our website at www.azunclaimed.gov.