

## HOLDER REIMBURSEMENT INSTRUCTIONS

A holder of unclaimed property must complete and submit this form to the State for reimbursement of funds which were paid to the rightful owner (or his representative) by the holder.

**PLEASE CONTACT THE UNCLAIMED PROPERTY DIVISION IMMEDIATELY IF YOU REIMBURSE AN OWNER THAT WAS PREVIOUSLY REPORTED TO THIS OFFICE SO THAT THE ACCOUNT MAY BE FLAGGED TO AVOID DUPLICATE PAYMENTS.**

**PART I-HOLDER INFORMATION:** Enter the holder name, FEIN, address and telephone number.

**PART II-CLAIM INFORMATION:** Enter all data as it was reported on the Unclaimed Property report to the State to identify the property for reimbursement.

- 1.) Property Code - the universal NAUPA codes for the property reported.
- 2.) Account/Reference Number – the account/warrant number of the property reported.
- 3.) Owner(s) Name and Address – the full name(s) and address(es) of the owner(s) as reported. If “unknown” at the time of report, designate the same.
- 4.) Claimant(s) Name and Address – the full name(s) and address(es) of the person(s) filing the claim if different than the owner.
- 5.) Date Paid to Claimant or Date Account Reactivated – the date the claim was paid to the owner (or representative) or reactivated by the holder.
- 6.) Amount Paid – the amount of property reported by the holder to the State.
- 7.) Total of Reimbursement – the amount expected to be reimbursed to the holder by the State.

**PART III-HOLDER CERTIFICATE:** This notarized statement must be completed before the State will process the request for reimbursement and make payment.