



## CHECKLIST FOR FILING A CLAIM

**\*\*\*Do Not E-File\*\*\***

### **OWNER FILING CLAIM**

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim for Ownership of Funds form
- If your claim is over \$1,000.00, you must notarize your Claim for Ownership of Funds form
- Copy of current photo identification
- Proof associating you to the reported case/funds
- Any documentation supporting your claim to the funds

### **DECEASED OWNER**

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim for Ownership of Funds form
  - For claims filed on behalf of an estate or trust, a separate Claim for Ownership of Funds form must be completed for each heir or beneficiary
- If your claim is over \$1,000.00, you must notarize your Claim for Ownership of Funds form
- Death Certificate of the deceased owner(s) of the funds
- Copy of current photo identification for each heir or beneficiary
- Proof associating the deceased owner to the reported case/funds
- Any documentation to support the heir's or beneficiary's claim to the funds including Probate or Trust documentation

### **BUSINESS CLAIM**

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim for Ownership of Funds form
- If your claim is over \$1,000.00, notarize your Claim for Ownership of Funds form
- Proof associating the business with the Court and the reported case/funds
- Letter of Authorization with the names of the officers or officials with the authority to sign the claim on behalf of the business
- Copy of current photo identification for each authorized officer or official
- Business card of the authorized officer or official
- Proof of the business's federal tax identification number
- If your company merged with another company, a copy of the merger agreement
- If your company was dissolved, a copy of the articles of dissolution
- Any documentation supporting your business's claim to the funds