



CLAIM FOR ABANDONED PROPERTY

Please return this completed claim form along with copies of the documentation required in Section C by mail to our office.

A. Claimant Information

Name:	Phone: () -
Current Address:	
Email Address (Include if you want future correspondence by email):	
Claimant's Social Security # OR Business FEIN (9 digits):	Date of Birth: / /

B. Documentation Required

Please check one box that applies to the property that you are claiming. The relationship will determine if additional evidence is needed after initial review.

- Owner** - You are the owner of the property.
- Heir No - Estate** - You are the legally entitled beneficiary of a deceased property owner and no court proceedings were held for the property owner's estate.
- Heir - Open Estate** - You are the executor of the estate of a deceased person that is the legal property owner.
- Heir - Closed Estate** - You are the legally entitled beneficiary.
- Open Business** - The reported owner is a business that is open and in operation.
- Closed Business** - The reported owner is a business that is now closed and has been legally dissolved.
- Legal Representative** - You are the legal representative or appointed to function on behalf of the original owner. (Examples: Guardian, Trustee, Custodian and Power of Attorney)
*If you are an heir or an executor of an estate, do **NOT** select Legal Representative as a claim type. Please select the applicable claim type of Heir - Open Estate, Heir - No Estate, or Heir Closed Estate.*
- Trust** - You are the person (trustee) that holds property for another individual.

C. Preliminary Documentation Required

- Valid Driver's License - Claimant** Copy - Valid Driver's License - Claimant
- Social Security Number** Documentation of Social Security Number such as a social security card or W-2
- Notarized Claim Form** Please obtain valid notarization(s) for ALL signatures.

D. Affidavit

Under penalty of perjury, each of the undersigned claimants agrees to the following: that all 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 he/she will immediately return any property to which he/she becomes aware that he/she is not entitled; and he/she 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.

Signature of Claimant

Date

Signature of Co-Claimant

Date

E. Notary

Subscribed and sworn to before _____ day of _____.

State _____ County _____ My Commission Expires _____

Notary Public Signature _____

Notary, please note number of claimant signatures here: _____

Notary Stamp

Federal Privacy Notice Act: Providing your Social Security Number (SSN) is optional, 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: Recipients of interest-bearing or security-related instrument property must provide SSN on W-9 form. 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 1009INT form. The Unclaimed Property Division mails all IRS information tax documents 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.

Final Instructions

Please return the completed claim form along with the documentation listed in Section C to our office by mail at your earliest convenience. Failure to follow these instructions could result in a delay processing your claim. Please allow up to 90 days for claim verification and processing.

You may mail your documents to the address below.

**West Virginia State Treasurer's Office
Unclaimed Property Division
Post Office Box 4228
Charleston, WV 25364**

Note: Due to our established business procedure for processing mail, we are unable to honor special requests such as returning original documents. If you have questions, please visit <https://wv.findyourunclaimedproperty.com/app/faq-general> to view frequently asked questions regarding the claims process.

Want your Unclaimed Property Quicker? File a Claim Online!

If you would prefer a faster option to file your claim, you can go to www.wvtreasury.com and click the Unclaimed Property SEARCH button. You will be directed to the Unclaimed Property website where you can search for your property and file your claim online.