



**David McRae**  
State Treasurer

Office of the State Treasurer  
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[www.treasury.ms.gov](http://www.treasury.ms.gov)

Lee Youngblood, Director  
Unclaimed Property Division

## CLAIM FORM

Property ID# \_\_\_\_\_

**Instructions:** Please read UP Checklist for Required Documentation carefully to complete this form. Submit all required documentation - without it we cannot process your claim request. **Attached to this form, each claimant must submit a copy of an official photo ID and a copied document validating his/her social security number.**

**A. Claimant's name and current address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Original owner's name as listed on website or letter:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Claimant's Social Security number or Corporation's FEIN tax ID: \_\_\_\_\_

Claimant's daytime phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**C. If your name is different from the name shown in Section B, please explain why:**

- Marriage/Divorce** ..... Attach a copy of filed papers.
- Owner is deceased** ..... Your relationship to deceased: \_\_\_\_\_
- Corporation/Business** ..... Your position with company: \_\_\_\_\_
- Finder**  (YES)  (NO) **IF YES SEE SECTION 4 OF REQUIRED DOCUMENTATION**

**Subscribed and sworn to before me this**  
\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_

**Notary Public** \_\_\_\_\_ **County/State** \_\_\_\_\_  
My commission expires \_\_\_\_\_

=====

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

**Notary Public** \_\_\_\_\_ **County/State** \_\_\_\_\_  
My commission expires \_\_\_\_\_

**Affidavit:** The named claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements herein are true and correct, and that upon payment of this claim said claimant will indemnify and hold harmless the State, its officers and employees,

from any other valid claims to the said property.

**Signature of Claimant - Must be Notarized**  
**If signed by 2 claimants, both signatures must be separately notarized.**

\_\_\_\_\_  
\_\_\_\_\_

**This is a free service provided through the Office of the State Treasurer. A response will be provided as soon as possible.**

## Unclaimed Property Checklist for REQUIRED DOCUMENTATION

### Section 1      If you are an individual claiming property, you must provide:

- Photo ID:** Copy of a driver's license, passport, military ID card or other official card.
- Social Security Number(s):** Copy of the claimant's SSN card. OR, any formal document containing the SS number (ie: top of a tax return, insurance document, or Medicare card etc...)
- Proof of Address:** Send proof of address that was reported to the State.
- Name Change:** If owner's name has changed for any reason, submit marriage license, divorce decree or legal document showing name change.
- Claim Form:** Notarized signature of individual(s) claiming property.
- Minor:** If the owner is a minor, a copy of the minor's birth certificate AND a copied document containing his/her social security number is required.

### Section 2      If the owner is deceased, you must also provide:

- Death Certificate:** Send a copy of the owner's death certificate and any deceased heir's death certificate.
- Will/Obituary/Affidavit of Death:** If the owner or the owner's heirs are deceased, please submit a copy of the owner's filed will, if there was one. If none exists, send a copy of the obituary or funeral program showing all heirs. If there was no obituary or funeral program, each claiming heir must complete a notarized Affidavit of Death available on our [website](#).
- Is the estate open or closed?** Please notate this on the claim form. If the estate is open, we pay the estate in care of the executor. If the estate is closed, we must split the funds between all legal heir(s). Each heir needs to complete a separate claim form.

### Section 3      If you are claiming for a corporation or business, you must provide:

- Photo ID:** Copy of officer's company ID badge, driver's license, passport or other official ID card.
- Employer FEIN Tax Number:** Send copy of FEIN for the corporation/business.
- Proof of Company Position:** Examples include a business card or letterhead listing officer.
- Proof of Address:** Send proof of company address that was reported to the State.
- Is business open or dissolved?** If business is open, we will pay the business. If the business is dissolved, send legal proof of each owners' name and the percentage of the company each owned.
- Claim Form:** Notarized signature of company owner/officer.

### Section 4      PLEASE NOTE: If you have signed a Finder Contract – Read Below

*If you checked "yes," be advised that finders must adhere to the following provisions of the Mississippi Unclaimed Property statute:*

- *The finder MAY NOT charge any claimant fees totaling more than 10 percent of the paid claim;*
- *The finder MAY NOT collect any fees associated with properties which have been held by the state less than 7 months.*

*If using a finder service, you should include a copy of the contract along with this claim form for review. Be advised that the Office of State Treasurer (OST) Unclaimed Property Division neither sanctions professional unclaimed money finders, nor is OST a party to any contract between the claimant and finder. All fees associated with professional finding services are a transaction between the contracted finder and his/her client (the claimant). The OST WILL NOT deduct fees from any paid claim on behalf of either the claimant or the finder. All fee transactions are conducted solely between the finder and the claimant/client.*

**PLEASE NOTE: We may require additional documentation to process your claim.**