



## NEVADA UNCLAIMED PROPERTY **BUSINESS CLAIMS**

If you are an officer or other company official claiming unclaimed property on behalf of a corporation, partnership, sole proprietorship, professional association, non-profit organization, or private organization, you will file a Business claim. Please complete, sign and mail the claim form with the following documentation:

- Proof of your authority to act on behalf of the business. Photocopies of the following are acceptable:
  - corporate resolution, minutes from a meeting, income tax return, recent annual statement, assumed name certificate, partnership agreement, sales tax permit, or notarized affidavit signed by a financial officer.
- Provide identification for each authorized officer or official. Photocopies of the following are acceptable:
  - corporation issued photo identification, driver's license, or other government issued photo identification.
- Proof of the business' taxpayer identification number (federal employer identification number for a corporation or social security number for a sole proprietorship or partnership). If the reporting company provided a taxpayer identification number it might be the only information the office has to determine rightful ownership and it may be required to issue payment. Photocopies of the following are acceptable:
  - IRS letter, income tax return, sales tax permit, or W-9.
- Proof associating the business with the last known address provided to the office by the reporting company. If the reporting company provided a last known address, it might be the only information the office has to determine rightful ownership. Photocopies of the following are acceptable:
  - utility bill, title, post-marked envelope, insurance policy, contract, invoice, receipt, money order, original un-cashed check, front and back side of a cleared check, gift certificate, account statement, bank book, original safe deposit box key, mineral property division order, or court document.
- Proof of business relationship with the reporting company. If the reporting company did not provide a taxpayer identification number or last known address, this may be the only information the office has to determine rightful ownership. Photocopies of the following are acceptable:
  - insurance policy, contract, invoice, receipt, money order, original un-cashed check, front and back side of a cleared check, gift certificate, account statement, bank book, original safe deposit box key, mineral property division order, court document, or stock certificate.
- If the business was purchased or sold, attach a copy of the Buy/Sell Agreement.
- If the business experienced a name change, merger or has an assumed name (d.b.a. or "doing business as"), attach a copy of the Change of Name Amendment or Assumed Name Certificate.
- If the business is no longer in existence, attach a copy of the Articles of Dissolution or Corporate Liquidation form filed with the IRS.

**Note:** If the property involves a cashier's check, money order, stock, bonds, or coupons, the office may require the original instrument to process your claim. These items have been canceled by the reporting company and need to be taken out of circulation. If you do not have the originals, you will receive additional instructions upon review of your claim.