

INSTRUCTIONS FOR FILING A CLAIM

Office of the Nevada State Treasurer
Unclaimed Property Division
555 E Washington Ave – Suite 5200 Las Vegas, NV 89101
702-486-4140

Unclaimedproperty@nevadatreasurer.gov

DELIVERY OPTIONS

To avoid delays in processing, documents mailed in or dropped in the drop box must be on **full sheets** of paper.

UPLOAD THROUGH WEBSITE(FATEST PROCESSING): [Claims.nevadaunclaimedproperty.gov](https://claims.nevadaunclaimedproperty.gov) and click on “Check Claim Status and Upload Documents”

MAIL TO ADDRESS ABOVE: Fold full sheet documents only as needed to fit in envelope and mail to address above. **Please do not staple.**

DROP IN LOCK BOX: Located in the lobby of the Grant Sawyer building at the address above

CLAIM FORM MAY NOT BE FAXED OR EMAILED

DOCUMENTATION REQUIRED

See claim form for documentation required with all claims.

DECEASED OWNER – SEE THE UP23 FORM ON OUR WEBSITE FOR MORE DETAILED INFORMATION:

Death Certificate (copy of a certified copy, do not send original as it will not be returned)

Probate (Court) documents are required if the entire amount of the decedent’s estate (not just what we are holding) is over \$25,000 or \$100,000 for surviving spouse.

Required if the estate is under \$25,000 or \$100,000 for surviving spouse and the estate has not gone through probate:

- Small Estate affidavit (UP45_ or Surviving Spouse Small Estate Affidavit (UP-47)
- Affidavit of Heirship (UP40) if there is no will/trust or court proceedings.
- Will (if available)
- Trust (if available) – If the property was not turned over in the name of the trust a pour over will must be provided to claim based on provisions in the trust

Required if the estate has gone through probate:

- If open – funds must be claimed by the administrator of the estate. Documents must be provided showing appointment. Payment will be made to the estate.
- If closed – final probate documents showing how the estate was distributed must be provided. Beneficiaries will be entitled to payment(s).

If there is more than one beneficiary entitled to the funds, each beneficiary will need to sign the claim form for joint payment, file their own claim for individual payments, or they can each sign an Affidavit of Release by Heir (UP-43) to allow one beneficiary to claim on their behalf.

BUSINESS CLAIM – SEE THE UP21 FORM ON OUR WEBSITE FOR MORE DETAILED INFORMATION

Proof of the Business association with the reported address or reporting company.

Tax ID of the Business

Required if the business is open:

- Business ID can be used in place of personal ID of person signing the claim form
- Proof of your authority to act on behalf of the business. (Corporate Resolution, meeting minutes, tax return, partnership agreement, notarized affidavit signed by officer, etc.)
- Check will be made payable to the business

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Required if the business is closed and you are claiming as the owner:

- Proof of your percentage of ownership of the business – The document provided must show percentage or indicate that you are the “sole” owner. (K1, DBA, sole proprietor, etc.) Documents from the Secretary of State showing officers are not sufficient proof of ownership
- Check will be made payable for your percentage owned

Required if a business is claiming for another business:

- Proof of your authority to act on behalf of the claiming business. (Corporate Resolution, meeting minutes, tax return, partnership agreement, notarized affidavit signed by officer, etc.)
- Proof that the claiming business owns the reported business. (Tax documents, sales agreement, DBA, etc.)

SPECIAL CIRCUMSTANCES

- If the property Description is “Cashier’s Check”, the original check must be provided.
- If you are claiming on behalf of a child, the child’s birth certificate and SSN must also be provided.
- If you are guardian to an adult ward, guardianship papers must be provided.

ADDITIONAL DOCUMENTATION NOT DESCRIBED ABOVE MAY BE REQUIRED ONCE YOUR CLAIM IS REVIEWED

FAQ:

Q: There are two owners listed do I need the other person to sign?

A: You do not need the other person to sign if you just want to claim your portion.

Q: What can I provide to show proof of address:

A: Anything that has your name and the reported address that is NOT publicly accessible (Utility bill, lease agreement, mortgage statement, post marked envelope, report card, transcript, etc.)

Q: How long does it take to process a claim?

A: Claims are processed in the order in which they are received so how long it will take to get to your claim will vary based on how many claims have been received before yours. We are generally able to get to the initial review on claims between 30-45 days of receipt. However, this can be shorter or longer depending on number of claims received.

Q: I don’t want to mail in my information, and I cannot upload, can I just bring the claim in?

A: Yes, there is a secure lockbox in the lobby of the Grant Sawyer building at the address on the top of the first page of this document.

Q: I have a complicated situation; can I speak with somebody?

A: An email is the best form of communicating with us to ensure that we are providing all the pertinent information; however, you may call to schedule a conversation with one of our processors if necessary.

IMPORTANT: Make sure to keep a copy of your claim number to check on the status of your claim. If you have not heard from us and it has been at least 90 days since your claim was received, please contact our office.