



Office of the State Treasurer
Nevada's Unclaimed Property Division
555 E Washington Ave – Suite 5200 Las Vegas, NV 89101
702-486-4140 Fax 702-486-4177
Email: UnclaimedProperty@NevadaTreasurer.gov

INSTRUCTIONS FOR FILING A CLAIM

Basic Claim – Single or Multiple Owners

The Basics.....

- ✓ Each claimant must have their signature notarized in section "C" if the amount is \$500 or more, or if the property contains outstanding shares or a safe deposit box.
- ✓ Include a copy of your driver's license or other government issued photo ID (required for all owners). **Please copy onto an 11 by 8 ½ sheet of paper.**
- ✓ Provide your social security number (or document showing name and SS#). **Please copy onto an 11 by 8 ½ sheet of paper.**
- ✓ We will attempt to verify your prior addresses. However, if we are unable to do so, you will be asked to provide proof of residence at the reported address in Section A. Occasionally, the wrong address, or no address, is provided by the reporting company. With limited owner information, you may be asked to provide proof of a business relationship with the reporting company.

In cases of multiple owners, where one owner is claiming, you will be paid based on a percentage of ownership.

Additional Items.....

- In some cases, we are required to have the original instrument such as a gift certificate, bearer bond, money order, or certified check.
- If you are claiming for a minor, copies of his or her birth certificate and social security number are required.

Deceased Owner or Heir Claim

The Basics.....

- ✓ Each claimant must have their signature notarized in section "C" if the amount is \$500 or more, or if the property contains outstanding shares or a safe deposit box.
- ✓ Death Certificate (copy only) is required. If there is a surviving spouse, he or she must be listed on the death certificate.

Additional Items.....

- If the **estate is valued at less than \$25,000**, the following items are required:
 - Small Estate Affidavit or Small Estate Affidavit for Surviving Spouse.
 - Affidavit of Heirship – unless being claimed by surviving spouse.
 - Will, if available, listing the names of the heirs. Payment is based on percentage.
 - Trust – if a trust was issued, a copy of the trust and "pour over" will are required. The Trustee will claim the funds and the check will be made payable to the trust.
- If the **estate is valued at more than \$25,000**, probate court documents are required.
- If the probate order is open, the administrator or executor of the estate must claim the funds. Please provide a copy of the court order appointing the administrator or executor and the Tax Identification Number (TIN) for the estate. The check will be made payable to the estate.
- If the probate order is closed, provide the court documents verifying the final closing and distribution of the estate and a copy of the probated will or trust. The heirs must file a claim and the funds will be distributed based upon the stated distribution percentage.



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Business Claim

The Basics.....

- ✓ Each claimant must have their signature notarized in Section "C" if the claim is \$500 or more, or if the property contains outstanding shares or a safe deposit box.
- ✓ Include a letter authorizing an appointed company employee to claim the funds on behalf of the company. Include a government issued ID for the authorized employee.
- ✓ Provide the company's articles of incorporation, LLC agreement, etc., listing the names of officers or officials.
- ✓ Include proof of the business's federal tax identification number (FEIN).
- ✓ Include proof of the business's association with the reported address in Section A or proof of business association with the reporting entity/company.
- ✓ If the company merged with another company, include a copy of the merger agreement.
- ✓ If the company was dissolved, include a copy of the articles of dissolution. If the original owner is claiming the funds, provide proof of percentage of ownership such as a K-1 schedule from a tax return.

Additional Items.....

- If the business is open, and all required paperwork is submitted, the check will be made payable to the business.
- If the business is closed, and all required paperwork is submitted, the check will be made payable to the owner based on ownership percentage.

ADDITIONAL INFORMATION

- Other items, not defined above, may be requested in writing upon review of the claim.
- The information provided by the reporting company is shown in Section A of the claim form and is listed how it was reported.
- The owner has the right to claim the funds forever. There is no deadline for claiming funds – whether owner or heir.
- It may take up 120 days to process and pay your claim.
- **Please make a note of your claim number so you may check on the progress online at www.NevadaTreasurer.gov.**

Claims are processed in the order in which they are received regardless of complexity or amount. All claims are reviewed thoroughly to ensure that the rightful owner or heir is paid. This process usually takes 90-120 days given the amount of volume received. If it has been over 90 days and you have not heard from staff at the Treasurer's office, feel free to call.

