

Unclaimed Property Division  
State Treasurer's Office  
State of Vermont



## INSTRUCTIONS FOR COMPLETING THE VERMONT CLAIM FORM:

**Failure to provide this documentation will result in the delay of processing your claim.**

**If you work directly with the State Treasurer's office, there is no charge for this service. We appreciate the opportunity to be of assistance.**

**TO FILE A CLAIM** – please follow the outlined steps. Claims under \$200, where the original owner and the claimant are the same, will be processed under our express service (within five business days of receipt of completed form and required support documents).

1. Complete the requested information on the claim form.
2. Include copy of your current identification: driver's license (front & back), passport, non-driver's license, or government issued ID.
3. If your name has changed, provide court issued documentation (marriage and/or divorce certificate or court ordered change).
4. Provide evidence of the address for the original owner (reported by business). If no address is listed, provide a connection to the business that remitted the funds.
5. Provide documentation of your social security number: social security card, W-2, 1099, etc. Tax return forms are not acceptable.
6. SIGN the form where indicated. If the amount is over \$200, it will need to be signed in front of a notary public.

**HEIR, EXECUTOR, PERSONAL REPRESENTATIVE** – for deceased owner – in addition to steps #1 and #2 and #6

7. Provide a copy of the certified death certificate and obituary notice for the original owner(s). Claims over \$1,000 require an original certified certificate to be submitted. Original documents will be returned if requested.
8. Provide evidence of the original owner's social security number and reported address.
9. If the amount is over \$5,000 an open estate is required through the probate court.
10. Open Estate – provide an original certified certificate of appointment and the tax identification number (TIN) for the estate.
11. Closed Probated Estate – if the claim is under \$5,000 provide a copy of the certified decree of distribution (please note wills are not acceptable).

**PARENT, CUSTODIAN, GUARDIAN, CONSERVATOR, TRUSTEE, POWER OF ATTORNEY** - in addition to steps 1 through 6

12. If claiming as a parent for a minor child, provide evidence the child is still a minor and you are the parent.
13. If claiming as a guardian, conservator, trustee, power of attorney for the reported owner, provide current legal documentation appointing you as guardian, conservator, trustee or POA.

**BUSINESS** - in addition to steps #1 and #2 and #4 and #6

14. Proof of authorization for the person signing the form to claim funds on behalf of the business: e.g., business card for claimant or letter of authorization from an officer on letterhead.
15. Federal Tax Identification number of the business.
16. If the business is closed, articles of dissolution must be submitted for review. If sold, a purchase and sale agreement is required.

### UPON RECEIPT AND REVIEW – IF ADDITIONAL DOCUMENTATION IS REQUIRED YOU WILL BE NOTIFIED

If you are unable to locate any of the required documents, please contact the Unclaimed Property Division for assistance before the claim is submitted.

Contact us by e-mail at [unclaimed.property@Vermont.gov](mailto:unclaimed.property@Vermont.gov)  
Or by phone at (802) 828-2407 or toll-free in Vermont at 1-800-642-3191  
Please check our web site often: [www.MissingMoney.Vermont.gov](http://www.MissingMoney.Vermont.gov)

**VERY IMPORTANT: You must sign the claim form as indicated on page 2 before returning it to us. If you have questions, please contact us before submitting the claim.**

**CLAIM TO STATE OF VERMONT  
PROPERTY PRESUMED UNCLAIMED**

In order to recover your "unclaimed property," it will be necessary for you to complete this form and submit it, together with your evidence of ownership to the address indicated.

**Vermont Unclaimed Property Division**

State Treasurer's Office  
109 State Street, 4<sup>th</sup> Floor  
Montpelier, VT 05609-6200  
Phone: 802-828-2407; Toll-Free (VT only): 1-800-642-3191  
Web site: MissingMoney.Vermont.gov

NAME & ADDRESS OF CLAIMANT

- If claiming for business, include claimants name and title
- If mailing address is different than physical address, please list both.

PHONE NUMBER:

EMAIL ADDRESS:

MAIDEN NAME (if any):

CLAIMANT'S RELATIONSHIP TO OWNER:

Self; Heir, Executor, Personal Representative, Guardian, Conservator, Trustee, Power of Attorney, Owner/Officer of Business, Other (explain)

PID NUMBERS – from website – include all

SOCIAL SECURITY # of OWNER or TIN # of BUSINESS:

DATE OF BIRTH OF OWNER: (N/A for business claims)

**Please see the instructions on page one of this form.**

**ALL CLAIMANTS MUST SIGN THIS FORM.** It will need to be properly attested by a notary public if the amount is over \$200.

**Notice: under Vermont law it is illegal to make a false claim to a State agency in the manner proscribed by 13 V.S.A. § 3016 (a).** The named claimant hereby certifies that this claim for property presumed unclaimed 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 claim to said property.

Notary Public If Required

State: \_\_\_\_\_ County: \_\_\_\_\_

Subscribed and sworn to before me on \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

My commission expires on \_\_\_\_\_

Notary Public Printed Name \_\_\_\_\_

Commission Number \_\_\_\_\_

**YOUR SIGNATURE REQUIRED BELOW:**

**Signatures of Claimants: /Social Security Number or TIN**

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

State Treasurer's Recommendation and Record

Reviewed:

**Finder Fees:** Vermont Unclaimed Property Statutes state that one may not contract for or receive from the claimant an amount in excess of 10% of the value of the unclaimed property. **You may claim your financial property directly from the Office of the State Treasurer at no charge. This is a free public service.**

Approved: