

**CLAIM FILING INSTRUCTIONS
ABANDONED OR UNCLAIMED PROPERTY
HELD BY RUNNELS COUNTY**

ORIGINAL OWNER CLAIMS

To claim property for individuals, please complete, sign and notarize the claim form with the following documentation:

Photocopy source of personal identification – driver's license, social security card, state or military identification card, etc.

Proof associating you with the last known address provided to us – if the reporting department provided a last known address it might be the only information we have to determine rightful ownership. Photocopies of the following are acceptable: tax statements, receipts, bank statements, utility bills.

If you are claiming property listed under a name other than your own, you will need to provide photocopies associating you with your former name.

If the reported property owner is deceased, the heir will need to provide a death certificate and documentation to provide proof of ownership.

BUSINESS CLAIMS

If you are an officer or other company official claiming on behalf of a corporation, partnership or sole proprietorship, please complete, sign and notarize the claim form with the following documentation:

Photocopy proof of your authority to act on behalf of the business with – corporate resolution, franchise tax report, income tax return, recent annual statement, partnership agreement or sales tax permit.

You must also provide copy of your identification – driver's license, social security card, tax record, school record, military identification card, pay stub or insurance card.

***PLEASE BE SURE TO LIST YOUR CURRENT ADDRESS FOR CHECKS TO BE MAILED
AND YOUR PHONE NUMBER(S) FOR CONTACT PURPOSES.***