

Town of Little Elm
Unclaimed Property
For Questions, email
unclaimedproperty@littleelm.org

Claim Form and Instructions

1	Claimant's First and Last Name OR Business Name	2	Claimant's Mailing Address
2a	Claimant's Property Address(es)	3	City State Zip
4	Claimant's Phone No. & Email address - if applicable ()	5	Claimant's Social Security # OR Business FEIN
6	Are you the listed name? YES <input type="checkbox"/> or NO <input type="checkbox"/>	7	Is the Owner Deceased? YES <input type="checkbox"/> or NO <input type="checkbox"/> If YES what is the status of the estate? Open Closed Never Opened If Open print the Administrator's Name: <input type="text"/>

Claimants are required to provide the Town with sufficient proof and documentation to substantiate entitlement to payment. Claimant must be eighteen (18) years or older to claim property.

The following must be included with this form: (Additional information for proof of claim is detailed on the back of this form)

One Form of Identification:

- Copy of Driver's License or W-2 form; or
- Federal Tax ID number; or
- Any official form used for identification

One Form of applicable below:

- If the owner is deceased: Copy of Death Certificate
- Open estate: Copy of Letters of Administration
- Closed Estate: Copy of Will, if any.
- Never Opened: Estate Declaration

The named Claimant hereby certifies that this claim for property presumed abandoned 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 Town of Little Elm, their Officers and employees, from any damages, claims or losses of any kind resulting from the payment of the above described property to claimant.

8	Claimant Signature	8a	Date:
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Claim Form Instructions

Box 1 - Claimant's Name: Print your name and provide a copy of your current driver's license or other valid photo identification. If your name has changed, please provide proof of the name change i.e. copy of marriage certificate, divorce decree, etc.

Box 2, 3 - Claimant's Address: Print current mailing address.

Box 2a - Claimant's Property Address: List all addresses used that may be associated with property being claimed, including post office box numbers (attach additional paper if necessary).

Box 4 - Claimant's Phone Number and Email Address: Print primary contact phone number and email address, if applicable.

Box 5 - Claimant's Social Security Number (SSN) or Federal Employer Identification Number (FEIN): if the property is in the name of an **individual**, claimant must provide at least one form of identification. A copy of the social security card or documentation with owner's name and SSN must be provided with SSN. If the property is in the name of a **business**, claimant must provide proof of the business's FEIN in the form of a recent tax document, IRS 941 form, Workers' Compensation Insurance documents or notification of FEIN from the IRS. Provide valid identification of the claimant i.e. unexpired photo identification and/or employee id signing the claim form. In addition to the proof of FEIN one of the following is required:

1. A resolution or agreement indicating the claimant's authority to claim the property on behalf of the business, or
2. Recent federal income tax filing indicating the level of authority of the claimant signing the claim form. The filing must show that the claimant signing the claim form has authorization to claim this account on behalf of the company.

Box 6 - Was yours the listed name?: if you are the listed name, circle YES. If you circled, NO please provide the following:

1. A copy of the Power of Attorney or other documentation showing your authority to file on their behalf.
2. A copy of the owner's identification that discloses their SSN and other proof of identification i.e. insurance card or voter's registration card.

Box 7 - Owner Deceased: If you are claiming for a deceased owner and an estate is open, circle **Open**, then print name of estate administrator or executrix. Only the Administrator or Executrix may claim for an estate; payments are made to an Estate in care of the Administrator or Executrix. If an estate is **Closed**, circle closed and send a copy of the estate documents and the Will, if any. If an estate was **Never Opened**, circle never opened and send an Estate Declaration form.

1. For both **Open** and **Closed** estates provide a copy of the death certificate, documentation of SSN of the owner if it is not on the death certificate, copy of the Will document, and copy of the Final Distribution of Estate, if applicable.

Note: If the claimant is the surviving spouse, the Estate Declaration Form is not required. Claimant can provide proof of estate's FEIN in the form of a recent tax document or IRS notification.

If you cannot provide documentation as requested, please attach a letter explaining why you are entitled to this property or any special circumstances that may apply to this claim.