

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 cannot locate any of the required documents, please contact the Unclaimed Property Division for assistance.**

### ALL CLAIMS EXCEPT FOR EXPRESS:

To file a claim:

1. Complete the requested information on the claim form.
2. Include a copy of your current identification (e.g., Driver's License, Passport or Non-driver's ID).
3. If your name has changed, provide documentation of that (marriage certificate and/or divorce decree).
4. Provide evidence of the address listed on the web-site.
  - If you no longer have any evidence, include a statement to that effect and indicate what years you resided at the address/addresses.
5. Provide documentation of your Social Security number (e.g. Social Security Card, W-2, Tax Return, etc.).

#### Deceased Owner

6. In addition to the above, you must provide a copy of the certified death certificate and a copy of obituary notice.
7. If the amount is over \$5,000 and there is no estate open, or there was an estate and it is now closed, you **must** open or re-open the estate.

#### Business

8. Business card and ID of claimant.
9. Federal tax ID number.
10. Proof of authorization to claim funds on behalf of the business, on letterhead signed by an officer of the company.
11. Articles of dissolution if company is closed.

### EXPRESS CLAIMS:

*Claims will be processed within five business days*

To file an express claim:

1. You must be the original owner.
2. **The amount must be \$200 or less.**
3. Complete the requested information on the claim form.
4. If you still live at the address listed on the web-site, sign the claim form in the presence of a notary and send it in.
  - OR - If you prefer not to use a notary, include a copy of your current photo ID with the completed, signed claim form and mail both to us.
  - - OR -
5. If you no longer live at the address listed on the web-site, provide evidence you once lived at that address, a copy of your current photo ID, and a signed claim form (no notary needed) and mail to us.
  - OR - If you prefer, sign the form in front of a notary (no ID needed), provide proof you once lived at that address, and mail all to the Unclaimed Property Division.
6. If your social security number has been provided to us by the holder, submit proof of your Social Security number

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Examples of former address include, but are not limited to: copy of an old ID, utility bill, tax form, bank statement.

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

Contact us by e-mail at [TRE.UnclaimedProperty@vermont.gov](mailto:TRE.UnclaimedProperty@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 the next page before returning it to us. If you have questions, please contact us before submitting your 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 and present address of claimant – include maiden name if any

Phone Number:

OID Number (from web site)

Social security number of owner:

Claimant is – check one

- Reported owner of property.
- Previous owner of property.
- Guardian or personal representative of owner; attached are documents evidencing such authority.
- Under decree of distribution in probate proceedings; attached is a certified copy of the decree.
- Heir or legatee; attached is a Probated copy of the Will.
- Heir and survivor when no Will or probate proceedings were filed.
- Claimant's relationship to owner \_\_\_\_\_.
- Other – explain \_\_\_\_\_.

Date of birth of owner:

**Please see the reverse side of this form for additional instructions.**

**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.

**YOUR SIGNATURE REQUIRED BELOW:**

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

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

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

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

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

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

State Treasurer's Recommendation and Record

**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.**

Reviewed:

Approved: