

# Hunt County Unclaimed Property

## Documentation Requirements

### GENERAL CLAIMS

#### INDIVIDUAL CLAIM

If you are the person listed, use the General Claim form. Please complete, sign and mail the form with the following documentation:

- Photocopy of your driver's license or other photo identification
- If there is an additional owner of the property listed on the claim form, provide the above identification for that person as well.
- Proof associating you with the last known address as shown on the listing. Photocopies of the following are acceptable: - county receipt, utility bill, mortgage payment coupon, driver's license, cancelled check, county purchase order, or pay stub that reflects the address shown

Please return the claim form even if you are unable to provide all requested documents. In some cases we are able to determine ownership based on the information you are able to provide.

#### BUSINESS CLAIM

If you are an officer or other company official claiming on behalf of a corporation, partnership, sole proprietorship, professional association, non-profit organization, or private organization, you will file a General Claim form. Please complete, sign and mail the form with the following documentation:

- Proof of your authority to act on behalf of the business. Photocopies of the following are acceptable: - corporate resolution, minutes from a meeting, franchise tax report, income tax return, recent annual statement, assumed name certificate, partnership agreement, sales tax permit or notarized affidavit signed by a financial officer
- Proof associating the business with the last known address as shown. Photocopies of the following are acceptable: - utility bill, title, insurance policy, contract, invoice, receipt, front and back side of a cleared check, account statement, bank book, or court document
- If the business was purchased or sold, attach a copy of the Buy/Sell Agreement.
- If the business experienced a name change, merger, or has an assumed name (d.b.a. or "doing business as"), attach a copy of the Change of Name Amendment or Assumed Name Certificate.
- If the business is no longer in existence, attach a copy of the Articles of Dissolution (including Attachment A) or Corporate Liquidation form filed with the IRS. Please complete, sign and return the claim form with a copy of your identification even if you are unable to provide all requested documents. In some cases we are able to determine ownership based on the available information you are able to provide.