



## Additional information for requesters

**This form must be properly and completely filled out before it is returned.**

### **If there has been a death of the member:**

- A copy of the death certificate must be submitted.
- A Letter of Testamentary or other legal document showing the name of the executor of the estate of the deceased if applicable.
- The check will be issued to “The Estate of (deceased’s name).”

### **If the owner of the unclaimed property is a business:**

- The full Federal tax identification number of the business must be provided.
- Documentation that the requester is authorized to collect or release interest in the unclaimed property on behalf of the company must be provided.

**If there has been a legal name change,** additional documentation must be submitted with the claim form.

Examples of acceptable documentation are:

- Marriage license.
- Court order changing an individual’s name.
- Divorce decree showing the restoration of maiden name.
- A copy of a driver’s license.