



Control/Claim Number:

Unclaimed Property Claim Form & Checklist

Comptroller of Maryland
Compliance Division

Unclaimed Property Unit, 301 West Preston Street
Room 310
Baltimore, Maryland 21201-2383
410-767-1700, or 1-800-782-7383
TDD 410-767-1967

Please be sure to attach all necessary documentation.

See attachment for instructions

Part A - Claimant Information

Name of Claimant(s) Social Security or FEIN Number

Address of Claimant(s) Daytime telephone number

City, state, zip code

Relationship to original owner

Part B - Information on Property claimed

Original owner name: Social Security or FEIN Number:

Holder name: Type of property: Amount of Property:

Part C - Provide the following documents

Copy of your driver's license or other ID

Copy of Social Security Card or other documentation containing social security number

Bank documents (e.g. passbook, bank statement, cancelled check)

Proof of affiliation with:

Letters of Administration, Small Estate Papers, True Test Copy of Court Order

Death Certificate(s) for:

Other:

Part D - Affidavit

Under penalties of perjury, I (we) hereby certify that the foregoing information is true and correct. I (we) further certify that I (we) have not received any property claimed, are entitled to it and know of no other person who claims to be entitled to any portion. I (we) agree to indemnify the state of Maryland and its officers and employees for any loss of claim whatsoever resulting from the payment of this claim to me (us).

Signature of claimant Signature of co-claimant

All services provided by the state Comptroller's Office are free. Maryland law provides that you do not have to pay a fee to anyone for assisting you in recovering any property within 24 months of the date it was turned over to this office. Contracts which provide for a fee for such claims are unenforceable.

Part E - For office use only

Claim No.: _____ Control No.: _____ Holder No.: _____ Report Year: _____

Received: _____ Amount: \$ _____ Interest: \$ _____ Total: \$ _____

General Instructions

If you are claiming property in the possession of the state, you must complete and sign this claim form and forward it, together with the supporting documentation discussed below, to the Unclaimed Property Section at the address shown on the front.

Supporting Documentation for Claims

All claimants must establish (1) their personal identity and (2) entitlement to the property sought.

1. You must submit two forms of personal identification, one of which must show your social security number.
If the claim is being filed by a party acting as a guardian, executor, administrator or in some other representative capacity, the appropriate documentation demonstrating entitlement to make the claim in that capacity must also be enclosed.
2. Entitlement to the property sought must be established by the following types of documentation:
 - a) BANK ACCOUNT - A passbook, bank statement, or cancelled check.
 - b) DIVIDEND - Proof of affiliation with company.
 - c) STOCK - The original stock certificate.
 - d) INSURANCE PROCEEDS - Insurance policy or statement.
 - e) UNCASHED INSTRUMENTS - Original certified check, money order, travelers check or other negotiable instrument.
 - f) UNCASHED WAGES - Proof of employment.

In the absence of any of the foregoing evidence and for claims of other types of property, you should submit the best evidence of ownership available.

If an account was originally opened jointly with the names connected by "and" (John and Mary Doe), both parties must make claim for the funds. If one of the two parties is deceased, attach a copy of the appropriate death certificate.

Finder's Fees

The state of Maryland does not charge a fee for returning your property to you. Signing an agreement to have someone assist you in recovering unclaimed property may entail the payment of substantial fees. Effective July 1, 1991, such an agreement is unenforceable in Maryland if it covers property which has been in the state's custody for less than two years.