



## Deceased Owner Claim Instructions

This information applies if you are filing a claim as the heir of a deceased owner.

1. Complete and sign a Claim for Return of Property Presumed Abandoned form.
  - a. All claimants must sign a claim form
  - b. Notarized signatures are required for claims:
    - Valued at \$50 or more
    - Consisting of stock or mutual fund shares
    - Consisting of safe deposit box contents
  
2. Each claimant must submit a clear copy of a current state or federal issued photo identification.  
 Documents commonly accepted as proof of identification are state Driver License, State Identification card, Military Identification, or a Passport.
  
3. Claimants must include a copy of documentation proving ownership of the property.

A:

Proof of ownership connects a deceased owner to information provided by the reporting company in Box

- Reported Owner Address **OR**
- Reporting Company listed in Box A of the claim form

Reported Owner	Reporting Company	Property Description
Owner: ALOHA HAWAII Co-Owner: Address: PO BOX 150 HONOLULU HI 96810	Name: EXAMPLE Address: 250 S HOTEL ST HONOLULU HI	CHECKING ACCOUNTS/DDA Acct #: Amount: 0.01

Documents commonly accepted as proof of the reported address and/or proof of having conducted business with the reporting company are:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Bank or Credit Card Statement</li> <li>• Birth or Marriage Certificate</li> <li>• Cancelled Check</li> <li>• Mortgage Document</li> <li>• Motor Vehicle Registration</li> </ul> | <ul style="list-style-type: none"> <li>• Payroll Statement</li> <li>• Postmarked Envelope</li> <li>• Tax Return</li> <li>• Title &amp; Escrow Statement</li> <li>• Utility Statement</li> </ul> |
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State of Hawaii  
Department of Budget & Finance  
Unclaimed Property Program

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### **Deceased Owner Claim Instructions - continued**

4. Submit a copy of a Trust or Probate document(s) showing your authority to file a claim on behalf of the deceased owner.

If the deceased reported owner had no Trust or Probate document(s) and the gross value of the estate in the State of Hawaii does not exceed \$100,000.00, submit a signed and notarized Affidavit for Collection of Personal Property of the Decedent form. An heir must also submit documentation evidencing relation to the deceased owner. Documents commonly accepted are birth, death and marriage certificates.

5. Submit a death certificate of the deceased reported owner.

An original certified Death Certificate is required when submitting an Affidavit for Collection of Personal Property of the Decedent form.

Original certified death certificates will be returned.

6. Submit to the State of Hawaii Unclaimed Property Program:
  - a. Claim form
  - b. Required documents listed in numbers 2 - 5
  - c. Required document(s) listed from the Deceased Owner Claim Considerations page

State of Hawaii  
Unclaimed Property Program  
P.O. Box 150  
Honolulu, Hawaii 96810

*You will be notified if additional documents are needed to process your claim.*

*Should you have any questions call the State of Hawaii Unclaimed Property office at (808) 586-1589.*



## **Deceased Owner Claim Considerations**

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This information applies if you are filing as the heir of a deceased owner. If the statement applies, submit the appropriate documentation.

**\* I have a Power of Attorney document for a person listed as the owner of unclaimed property.**

A Power of Attorney document does not authorize you to file a claim form on behalf of a deceased reported owner.

**\* I am filing a claim for stock or mutual fund shares.**

Claimants are advised to contact the State of Hawaii Unclaimed Property Office prior to filing a claim for stock or mutual fund shares. Claimants filing for stock or mutual fund shares must submit a completed, signed, and dated IRS Form W-9.

Claimants that are Non United States Citizens and do not live in the United States must submit a completed, signed and dated IRS Form W-8 BEN in lieu of an IRS Form W-9.

**\* I am filing a claim for safe deposit box contents.**

Claimants are advised to contact the State of Hawaii Unclaimed Property Office prior to filing a claim for safe deposit box contents. Claimants filing for safe deposit box contents must submit a receipt from the financial institution evidencing payment of fees or a letter from the financial institution stating that no fees are due.

**\* I am filing a claim for a cashier's check.**

The original cashier's check is required to process the claim.