State of Hawaii
Department of Budget & Finance
Unclaimed Property Program

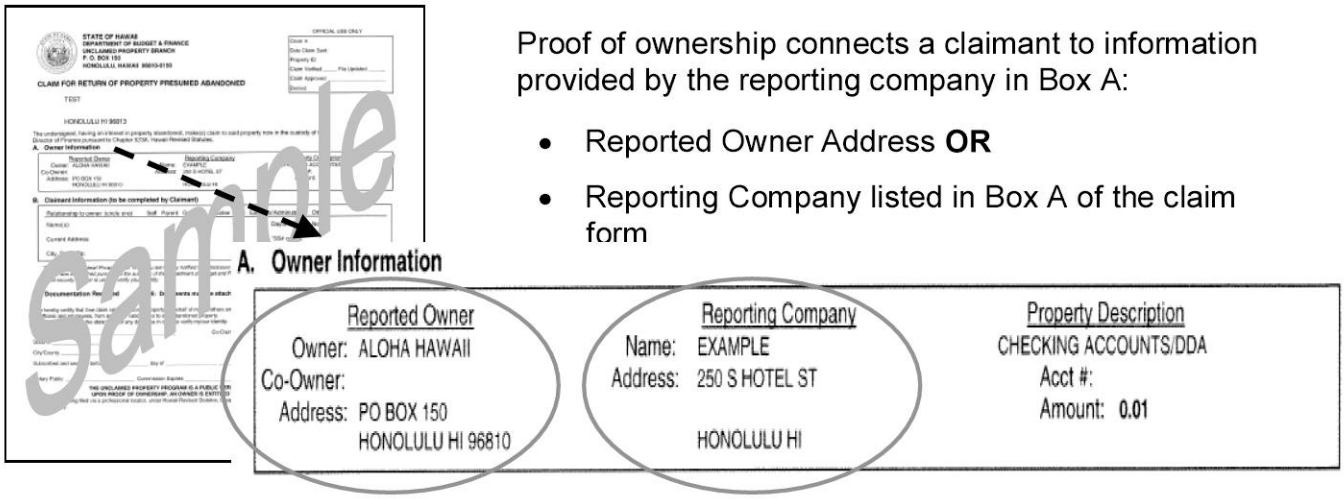
Original Owner Claim Instructions

This information applies if you are filing a claim as the reported 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 a state Driver License, State Identification Card, Military Identification, or a Passport.

3. Claimants must include a copy of documentation proving ownership of the property.



Proof of ownership connects a claimant to information provided by the reporting company in Box A:

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

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

- Bank or Credit Card Statement
- Birth or Marriage Certificate
- Cancelled Check
- Mortgage Document
- Motor Vehicle Registration
- Payroll Statement
- Postmarked Envelope
- Tax Return
- Utility Statement

4. Submit the claim to the State of Hawaii Unclaimed Property Program:
    a. Claim form
    b. Required documents listed above
    c. Required document(s) listed from the Original 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.

State of Hawaii
Department of Budget & Finance
Unclaimed Property Program

Original Owner Claim Considerations

This information applies if you are filing as the reported owner. If the statement applies, submit the appropriate documentation.

* **I have unclaimed property listed under my previous name.**

  Claimants must submit a copy of the legal document evidencing the name change. Documents commonly accepted as proof of the name change are an adoption document, birth certificate, divorce document, or marriage certificate.

* **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.

* **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.

* **I am the parent or legal guardian of a minor listed as the owner of unclaimed property.**

  The parent or legal guardian of a minor must submit a copy of the legal document evidencing the relation to the minor. Documents commonly accepted are birth certificate or court documents appointing the legal guardian. Also submit a copy of the social security card of the minor. Payment for the unclaimed property will be made to the reported owner(s).

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

  The Power of Attorney document is authorization to sign the claim form on behalf of the reported owner. Claimants must submit a copy of the document evidencing authority to sign on behalf of the reported owner. Payment for the unclaimed property will be made to the reported owner(s).