



## 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

<u>Reported Owner</u>	<u>Reporting Company</u>	<u>Property Description</u>
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:

- 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.*



## **Original Owner Claim Considerations**

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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.

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.

**\* 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).