

HOLDER CLAIMS PROCESSING GUIDE

STATE	CLAIM FORMS	DOCUMENTATION NEEDED TO PROCESS CLAIM	COMMENTS	APPROXIMATE TURNAROUND FOR PAYMENT
Alabama	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	During the reporting period (November 1) it may take longer to return the funds (for that report year) due to the effort of the program to finalize and reconcile the remittance report	60 days
Alaska	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error. Priority given to holder reimbursements.	Two weeks to one month
Arizona	Both state form and NAUPA form accepted.	Holders must use the same AZ Claim Form 600, however, they would follow the instructions listed on the form for businesses.		Two weeks
Arkansas	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		30 days
California	Prefers state form which can be obtained from State web site www.sco.ca.gov Will accept NAUPA form.	No special forms or procedures. Follow instructions provided for business claims.		Two to four weeks
Colorado	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Two weeks

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Connecticut	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	State has a Corporate Claims Service for business claims designed to facilitate the claims process.	Approximately 30 days
Delaware	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error.	Three weeks
District of Columbia	Both state form and NAUPA form accepted.	Forms and instructions are similar to the individual claim process.		Approximately 30 days
Florida	Both state form and NAUPA form accepted.	Requires written authorization by an officer for whoever signs the claim form, vouching for their authority to act on behalf of		Two to four weeks
Georgia	Prefer state-specific form, but will accept NAUPA form	No special forms or procedures. Follow instructions provided for business claims.		30 days
Hawaii	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Up to 90 days
Idaho	State requires a letter from the holder asking for reimbursement and proof that the funds have been returned to the owner. NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		14 Days

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Illinois	Both state form and NAUPA form accepted. If the asset value is under \$100 the form does not need a notary, if the asset value is over \$100 the form must be notarized.	No special forms or procedures. Follow instructions provided for business claims.	If the organization is inactive State requires all of the above and the Articles of Dissolution, final tax return, or bankruptcy documentation.	Four to six weeks
Indiana	NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Holders may also request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error.	
Iowa	Both state form and NAUPA form accepted.	State Form preferred but NAUPA form accepted		Three weeks
Kansas	If an online reporter, reimbursement request can be made online. However, if a paper reporter, both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Two weeks
Kentucky	Prefer state-specific form, but will accept NAUPA form	The procedures are different and there is a specific form for holder claims.		Six weeks or less
Louisiana	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error. Priority given to holder reimbursements.	Four to six weeks

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Maine	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Holders may also request reimbursement with a letter. Priority given to holder reimbursements.	Two to four weeks
Maryland	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Claims for reimbursement of individual amounts exceeding \$1000.00 must include documentation showing proof of payment or reinstatement of individual's account.	Four to six weeks
Massachusetts	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Three to six weeks
Michigan	Both state form and NAUPA form accepted.	Indemnity agreement required with claim form.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error.	Six weeks
Minnesota	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Six to eight weeks
Mississippi	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Four to six weeks

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Missouri	Both state form and NAUPA form accepted. Additionally, State usually requires an affidavit and authorization to claim from the company unless the claimant is the contact person on the holder report.	No special forms or procedures. Follow instructions provided for business claims.	State has one specific processor who deals with holder claims in an effort to expedite them.	Within 90 days
Montana	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error.	Four weeks
Nebraska	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	If using State claim form, indicate that it is a holder reimbursement and provide documentation why they are seeking a refund.	Refunds issued quarterly, usually in January, April, July, and October
Nevada	State prefers NAUPA form, but will accept a letter.	No special forms or procedures. Follow instructions provided for business claims.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error.	Four weeks

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New Hampshire	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error.	Two weeks
New Jersey	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	State asks that holders not to submit reimbursement requests for stock property. Instead, direct the claimant(s) to State for payment.	Four to six weeks
New Mexico	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Three to four weeks
New York	Both state form and NAUPA form accepted. State form available on State web site: http://www.osc.state.ny.us/corporate_form.pdf	No special forms or procedures. Follow instructions provided for business claims.	State has a Corporate Claims Unit that handles holder claims. State requests holders provide as much information as possible for the initial search, i.e. subsidiary names and FEIN, mergers/previous names, etc.	About six months

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North Carolina	For holders requesting a reimbursement for property returned to the owner, only the state form is acceptable. The NAUPA form is NOT acceptable. State form can be found at https://www.nctreasurer.com/upp/Forms/UPHolderReimbursement.pdf For holders seeking to claim funds held in holder's name, claim form may be generated from website, www.nccash.com , or by contacting the state.	For reimbursement request, evidence of owner reimbursement must be provided. For holder claims, follow instructions provided for business claims.		Up to 4 months once all required evidence is received.
North Dakota		No special forms or procedures. Follow instructions provided for business claims.		Six to eight weeks
Ohio	For holders seeking to claim funds held in holder's name, claim form may be generated from website, www.nccash.com , or by contacting the state.	Additional special policy requirements	The 5% administrative fee is not applied to holder reimbursements.	4 – 6 weeks if the holder presents all required materials
Oklahoma	Requires State form which can be obtained from State website www.state.ok.us/~sto/	No special forms or procedures. Follow instructions provided for business claims.	Remittances made payable directly to Holder	90 days

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Oregon	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims. On-line claim form available at www.oregonstatelands.us		Within 60 days
Pennsylvania	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		30 days
Province of Quebec	Requires state form	Completed claim form and proof of ownership		Up to 90 days
Commonwealth of Puerto Rico	Requires state form	SS or TIN, copy of two government issued Ids with photo, and proof of ownership		Three to six weeks
Rhode Island	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Two to three weeks
South Carolina	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error. Priority given to holder reimbursements.	Two to three weeks
South Dakota	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	When requesting reimbursement, include TAX ID #. May also request reimbursement on business letterhead, providing owner name, amount, date it was remitted, and proof that it was paid to the correct owner.	15 to 30 days

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Tennessee	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Specific instructions on claiming can be found on State internet site www.treasury.state.tn.us	Three to six weeks
Texas	Both state form and NAUPA form accepted.	Business or Multi-Corporate claim forms required	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error.	Two to three weeks
Utah	Prefer state-specific form, but will accept NAUPA form	No special forms or procedures. Follow instructions provided for business claims.	Priority given to holder claims.	Two to three weeks
Vermont	State requires a letter from the holder asking for reimbursement and proof that the funds have been returned to the owner. NAUPA form accepted	No special forms or procedures. Follow instructions provided for business claims.		One month
Virginia	State prefers State form, but will accept NAUPA form.	No special forms or procedures. Follow instructions provided for business claims. However, if claim is being made through a locator, the holder is required to sign claim form. Payment is made directly to the holder and not to the locator.	For holders with numerous subsidiaries or related businesses, State suggests holder mail or fax the list to the division and request a comprehensive search. It is not recommended to submit individual inquiry forms via the website.	30 to 60 days
Washington	Both state form and NAUPA form accepted.	Businesses filing a claim are required to complete the Business Affidavit which is found on the State website http://ucp.dor.wa.gov	If a merger or name change has occurred then State requires proof showing any changes from what was reported to the entity that is claiming the funds.	Four to eight weeks

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West Virginia	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.		Six to eight weeks
Wisconsin	Both state form and NAUPA form accepted.	No special forms or procedures. Follow instructions provided for business claims.	Recommend holders seeking reimbursement contact State and request expedited processing.	Three to four weeks
Wyoming	Both state form and NAUPA form accepted.	If State has previously paid holder, and holder is still at same address and has the same FEIN as the previously paid claims, State does not require a completed claim form.	Holders may request reimbursement by writing a letter identifying property, report year, amount(s) to be reimbursed, and documentation that the owner has been paid or the item had been reported in error. Priority given to holder claims.	Two weeks