



Sullivan County Treasurer
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701

Unclaimed Funds – Required Documentation

If you are the owner, submit copies of the following documents:

- **Picture ID** (driver's license or identification card)
- **Proof of Name Change:** If your name differs from how it appears in our original letter, submit legal documentation supporting the name change (ex.: marriage certificate, adoption papers, divorce decree, etc.)
- **Proof of Address:** If your current address differs from what appears in our original letter, submit proof of your connection to the old address. Copies of the following are considered acceptable proof of address: driver's license or non-drivers photo ID showing old address, birth and marriage certificates, passport, bills and statements (such as banking, utility, medical, credit cards) records (such as tax W2, 1099), school, insurance, medical, military, legal papers, and post-marked envelope.

If you are not the owner, the required documentation depends upon your relationship to the owner. See below:

Parent of Behalf of a Minor

- Submit a copy of the minor child's birth certificate and social security card.
- Proof of the minor's connection to the address or ownership of the item being claimed.

Guardian, Conservator, Trustee or Legal Representative

- Submit a copy of the court documents or other signed legal documents giving you authority to act on the property owner's behalf.
- An affidavit from the Power of Attorney that the grantor is living and the power of attorney remains in full force and effect.
- Proof of the owner's connection to the address or ownership of the item being claimed.

Estate Executor/Administrator

If you are acting as an administrator, executor or personal representative of an estate, submit the following:

- Copy of owner's death certificate.
- Current copy (dated within last 6 months) of your Letters of Authority issued by the probate court certifying your appointment.
- Proof of the deceased owner's connection to the address or ownership of the item being claimed.

If there was never a court-appointed executor or administrator and you are a qualifying blood relative, we require completion of a Small Estate and Family Tree Affidavit in addition to:

- Copy of owner's death certificate.
- Proof of your relationship to the deceased owner (birth certificate, marriage license, obituary notice).
- Proof of the deceased owner's connection to the address or ownership of the item being claimed.

Claim Form

1. CLAIMANT INFORMATION: Please enter name and current address.

LAST NAME: _____

FIRST NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

2. OWNER INFORMATION: If owner of funds is different from claimant.

LAST NAME: _____ FIRST NAME: _____

DATE OF BIRTH: _____

List current and/or previous addresses for the person named above:

ADDRESS: _____

CITY, STATE, ZIP: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

IS THIS PERSON LIVING? (YES OR NO) _____

WHAT IS YOUR RELATIONSHIP TO THIS INDIVIDUAL? _____

3. CLAIMANT CERTIFICATION: Please sign and have statement below notarized.

Under penalty of perjury, I hereby claim funds held by the Sullivan County Treasurer.
I/We hold the Sullivan County Treasurer harmless from any loss due to the payment of
this claim.

CLAIMANT'S SIGNATURE

Sworn to me this _____ day of
_____ 20 ____

Notary Signature

Please complete this form and mail it to:
Sullivan County Treasurer
100 North Street
Monticello, NY 12701