



**Gwinnett County Government  
Department of Financial Services  
Treasury Division**

Office Use Only  
Approval 1 \_\_\_ 2 \_\_\_ 3 \_\_\_

**Unclaimed Property Inquiry**

**PART 1: CLAIMANT/PROPERTY OWNER INFORMATION**

Payee's Name as it Appears on Unclaimed Property Web Search	Payee's Last 4 digits of social security number or Federal Employer Identification Number
Claimant Name                      Relationship to Payee	Claimant's Last 4 digits of Social Security or Federal Employer Identification Number (if different)
Current Address (Number and Street or RR#)	Claim Number from database
City, State, ZIP Code	Daytime Telephone Number

**PART 2: FORMER ADDRESSES.** List all former addresses used by the payee within the last seven (7) years (Use additional sheet if necessary)

Street Address/Mailing Address	City, State, ZIP Code

**PART 3: CLAIMANT CERTIFICATION**

Under penalties of perjury, I certify that the information provided on this inquiry form is true to the best of my knowledge. Upon payment of this claim, said claimant will indemnify and hold harmless Gwinnett County Government, officers and employees from any damages, claims or losses of any kind resulting in payment of the property being claimed.

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20 ____	SIGNATURE OF CLAIMANTS _____
_____ NOTARY PUBLIC              COUNTY, STATE	_____
MY COMMISSION EXPIRES _____	_____

**FORM INSTRUCTIONS**

- Part 1. Complete applicable fields.
- Part 2. List all former street and mailing addresses used by the Payee within the last seven (7) years.
- Part 3. Sign and have your signature notarized by a Notary Public.

Return completed form along with required documentation (see page 2) to:

**Gwinnett County Government  
Department of Financial Services  
Treasury Division  
75 Langley Drive  
Lawrenceville, Georgia 30046**

Please allow four to six weeks processing time from the date the form is mailed.

# Gwinnett County Government Unclaimed Property Inquiry

## REQUIRED DOCUMENTATION

### Individual Property Owner

Submit copies of the following documents:

- Picture ID (driver's license or identification card) or social security card
- If your name differs from how it appears on the Unclaimed Property Web Site, submit legal documentation supporting the name change (e.g. marriage certificate, adoption papers, divorce decree, etc.)

### Claimant Other Than Property Owner

#### **Parent on Behalf of a Minor**

Submit a copy of the minor child's birth certificate and social security card.

#### **Guardian, Conservator, Trustee or Legal Representative**

Submit a copy of the court documents or other signed legal documents giving you the authority to act on the Payee's behalf. If providing a Durable Power of Attorney, submit a medical provider statement indicating property owner is unable to sign his or her name.

#### **Estate Executor/Administrator**

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

##### **Open Probate Estate**

- Copy of owner's death certificate
- OR**
- Current copy (dated within last 12 months) of your Letters of Authority issued by the probate court certifying your appointment.

##### **Closed Probate Estate** (any one of the items listed below)

- Copy of owner's death certificate
- Copy of will (if applicable)
- Copy of Opening Petition for the estate
- Copy of final estate order listing the heirs and the percentage or amount received from the estate.
- List of current addresses of all heirs.

##### **Heir without Probated Estate** (any one of the items listed below)

- Copy of Payee's death certificate
- Proof of your relationship to the decedent (birth certificate, marriage license, obituary notice)
- Copy of will (if applicable)

### Business Property Owner

Each business Owner must submit a completed **W9** and attach one (1) of the following documents:

- Articles of Incorporation or DBA showing ownership of the business and name changes.
- List of subsidiaries that entity can claim on behalf of.
- Documentation showing authorization for you to act on behalf of the business entity shown as the original property owner.

#### **Closed (But Not Sold) Entities**

- Final Federal tax return filed including Schedule C

#### **Sold Entities**

- Buy/sell agreement showing who owned the accounts receivable at the close of sale.

#### **Dissolved Entities**

- Dissolution papers showing who the shareholders were at the time of the dissolution. If corporation did not file for dissolution with the Gwinnett County Government, submit the automatic dissolution and a copy of the final corporate Federal tax return, including Schedule K.
- List all current address of all shareholders.

**Report of claim does not guarantee payment of claim. You may also be required to complete and provide additional documentation.**

Please allow four to six weeks processing time from the date the form is mailed.

For additional inquires about your claim, please call or write the address below:

**Gwinnett County Government  
Department of Financial Services  
Treasury Division  
75 Langley Drive  
Lawrenceville, Georgia 30046  
770-822-7872  
email: [disbursements@gwinnettcountry.com](mailto:disbursements@gwinnettcountry.com)**