



Return To: City of Carthage  
ATTN: Accounts Payable  
PO BOX 400  
Carthage, TX 75633  
Email: [Accountspayable@carthagetexas.com](mailto:Accountspayable@carthagetexas.com)  
Phone: 903-693-3868

## Unclaimed Property Claim Form

*Failure to provide your IDENTIFICATION, SIGNATURE or COMPLETION OF THIS CLAIM FORM may delay or result in denial of the claim request.*

Individual or Business Name: _____		
SSN or EIN _____	Email _____	
Address _____		
City _____	State _____	Zip _____
Phone _____		

### ATTACH THE FOLLOWING INFORMATION

- (A) Copy of your Driver's License or any official form used for identification
- (B) Proof of your Social Security Number or EIN (Not required but may assist in verifying ownership)
- (C) List all addresses used that may be associated with property being claimed, including P.O. boxes
- (D) Federal Tax ID Number *(If applicable)*
- (E) Filing Status Document *(If applicable. See Page 2)*

*The name Claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements herein are true and correct, and that upon payment of this claim, said Claimant will indemnify and hold harmless the State of Texas, the City of Carthage, their Officers and Employees, from any damages, claims or losses of any kind resulting from the payment of the above described property to claimant.*

Claimant Signature \_\_\_\_\_ Date \_\_\_\_\_

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### FOR INTERNAL PURPOSES ONLY

Reviewed By \_\_\_\_\_ Approved By \_\_\_\_\_

Date \_\_\_\_\_ Check # \_\_\_\_\_



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FILING STATUS: *(check applicable box below and attach additional documents requested)*

\_\_\_ If you are a PARENT of the owner who is under age 18, attach a copy of the minor's birth certificate.

\_\_\_ If you are a TRUSTEE or GUARDIAN to the owner, send copies of current documents establishing guardianship or trust.

\_\_\_ If Owner is deceased, provide deceased *(Documentation subject to Legal Review)*

Owner Name: \_\_\_\_\_.

Provide a copy of the death certificate AND applicable documentation listed below:

- If you are an HEIR to the owner, send a copy of the probated will OR court order OR affidavit of heirship listing heirs and current addresses.
- If you are an EXECUTOR or ADMINISTRATOR for the owner's estate, send Letters of Administration OR Testamentary dated within 90 days of filing the claim.

\_\_\_ A TEXAS CORP., LIMITED LIABILITY COMPANY, OR PROFESSIONAL CORP.: Attach a copy of last Franchise Tax report filed. (If out of state corp., same as above including State of Corporation.)

\_\_\_ A PROFESSIONAL ASSOC., OR NON-PROFIT CORPORATION: Attach a copy of last Annual Statement filed with the Secretary of State or copy of Articles of Incorporation.

\_\_\_ A PRIVATE ORGANIZATION, GROUP, OR ASSOCIATION: Attach a document establishing your authority to act on behalf of the organization.

\_\_\_ A SOLE OWNERSHIP OF BUSINESS: Attach a Copy of Certificate to Operate under Assumed Name filed with the County Clerk.

\_\_\_ A LIMITED OR GENERAL PARTNERSHIP: Attach a copy of partnership agreement, including NAMES of two partners.

\_\_\_ If Business is OUT OF BUSINESS (CLOSED): Attach a brief statement of Closing, Articles of Dissolution or Corporation Liquidation Form filed with the Internal Revenue Service (IRS).

\_\_\_ If Business NAME HAS CHANGED/ASSUMED/MERGED: Attach a copy of change of Name Amendment or Assumed Name Certification.

\_\_\_ If Business was PURCHASED/SOLD: Attach a copy of Buy/Sell Agreement.