



Office of Auditor of State Andrea Lea

Holder Request for Reimbursement Instructions

PURPOSE: A holder of unclaimed property must complete this form to request reimbursement of funds which were paid by the holder to the rightful owner (or his representative) after the funds have been remitted to the Auditor of State.

- INSTRUCTIONS:**
- 1. Complete the Holder Request for Reimbursement form in its entirety as detailed below.**
 - 2. Provide proof that payment has been made to the claimant.**
 - 3. Mail or fax the Holder Request for Reimbursement and proof of payment using the contact information on the Holder Request for Reimbursement.**
 - 4. For questions, please call 501-682-9174.**

PART I Holder Information: Enter the name, address, federal tax ID number, telephone number, contact name, and e-mail address of the holder.

- PART II** Claim information: Enter all data necessary to identify property for which the holder is seeking reimbursement. The data entered on this form must be identical to the information included on the Report of Abandoned and Unclaimed Property submitted to the Auditor of State by the holder.
1. Report Date-The date on which the report containing the property for which you are seeking reimbursement was delivered to our office.
 2. Property Code-The property type code of the property for which you are seeking reimbursement as listed on the List of Owners of Unclaimed Funds.
 3. Owner's Name and Address-The full name and address of each reimbursable owner as shown on the report. If "unknown" at the time of the report, designate same.
 4. Claimant's Name & Address-The full name and address of the person who filed the claim if different from the owner.
 5. Date Paid to Claimant or Account Reactivated-The date the claim was paid to the claimant or when the account was reactivated by the holder.
 6. Amount for Reimbursement-The amount paid to the claimant and delivered by the holder to the Auditor of State.

PART III Holder Certification: This notarized statement must be completed before the Auditor of State will process the request for reimbursement and make payment. Proof that the claimant was paid and entitled to the property must be maintained and is subject to audit and review by the Auditor of State.