

Instructions for Completing Certificate of Holder form

The Certificate of Holder form is used when holder has repaid the owner or holder reported in error.

Prior to repaying an owner we encourage you to check with our office to ensure we are still holding the funds. Send an email inquiry to ucp@dor.wa.gov with the year reported, owner name, and dollar amount.

Unclaimed Property Account No.

Department use only

Verified Legal Claimant Information

Enter reported owner name, claimant name (if different), attention to, and mailing address where refund should be mailed.

If you reported in error, attach documentation and a detailed explanation.

Holder Information

Enter holder name, holder number (if Known), mailing address, and phone number.

If you repaid the owner, include proof of repayment such as a photo copy of redeemed check (front and back) or a statement signed by the claimant.

Claim Information

Enter dollar amount reported for; year reported/ sequence number (if more than one report was sent for that year), ID number, property type, and whether it was reported as an aggregate.

Holder's Declaration and Notary

Enter date, place, signature and title. Form must be notarized.