

**Department of Revenue**  
**Unclaimed Property Section**

**Business Affidavit**

**RE:** Unclaimed Property Account Number: \_\_\_\_\_

The total amount is approximately: \$ \_\_\_\_\_

I, \_\_\_\_\_, hereby affirm that I am employed by or am an  
*(Print or Type Name)*

officer of \_\_\_\_\_ and am duly authorized to claim such funds as  
may be held by you.

In the event a superior claim is received and honored by the Department of Revenue, I will hold harmless the  
payer of the claim, and will return such funds as received under this claim.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Title Held)*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
*(Day) (Month) (Year)*

\_\_\_\_\_  
*(Notary's Signature)*

Notary in and for the state of \_\_\_\_\_

My commission expires \_\_\_\_\_

**If the owner is a business/agency/institution:**

1. Copy this form onto your company's letterhead. If your company does not have letterhead, complete the affidavit and attach a copy of your business license or other documentation identifying your business as a legal entity.
2. Complete the form.
3. Have your signature notarized.
4. Return the affidavit, completed claim form and **photo ID** to our office.



**Mail all affidavit(s) with the signed  
and dated claim form(s) to:**

State of Washington  
Department of Revenue  
Unclaimed Property Section  
PO Box 47477  
Olympia, WA 98504-7477

*Multiple claims? Use **one** affidavit for all and list the total number of claims and dollar amount.*

**Note:** *if the business is closed do not use the Business Affidavit, instead provide a copy of a IRS Schedule K-1 which lists the shareholders and their ownership.*

For tax assistance please visit <http://ucp.dor.wa.gov> or call 360-534-1502. To inquire about the availability of this document in an alternate format, please call 360-705-6705. Teletype (TTY) users may use the Washington Relay Service by calling 711.