

Unclaimed Property affidavit instructions

Please follow the instructions below to complete the Wells Fargo Unclaimed Property affidavit.

Property details

This section is prefilled with the property information.

Reason for replacement

- Check the box for the applicable situation. Select Lost if you never received the original funds.

Note: If the affidavit does not include this section, continue following the instructions below.

Declarant information

Follow these instructions if you are claiming as an individual.

- Check the box for “A citizen/resident of.” Fill in your current state of residence in the first field and your current county of residence in the second field.
- The option that says “The _____ (officer) of...” should be left blank. This section is for funds payable to businesses, organizations, trusts, and other non-individuals.
- At the bottom of this section are fields for Declarant Name, Phone Number, and Mailing Address. Fill in these fields with your name and current information. Replacement checks are mailed to the address in this section. If your name has changed since the original funds were issued, you will also need to submit proof of the name change, such as a marriage certificate, divorce decree, or legal name change document.

Follow these instructions if you are claiming as a business, organization, trust, or other non-individual.

- The option that says “A citizen/resident of...” should be left blank.
- Check the box next to “The ____ (officer).”
 - In the first field, fill in your title, such as president, CEO, treasurer, secretary, trustee, etc.
 - In the second field, fill in the name of the business, organization, trust, or other non-individual.
 - In the third field, fill in the state where the business, organization, trust, or other non-individual is located.
 - In the fourth field, insert the type of business, organization, trust, or other non-individual, such as Corp, LLC, LLP, Sole Prop, revocable trust, etc.
- If the affidavit includes this option, check the box for either Purchaser or Payee of the instrument.
- At the bottom of this section are fields for Declarant Name, Phone Number, and Mailing Address. Fill in these fields with your name and current information. Replacement checks are mailed to the address in this section.

Declarant information, continued

Follow these instructions if you are claiming on behalf of an estate or decedent.

- The option that says “A citizen/resident of...” should be left blank.
- Check the box next to “The ____ (officer).”
 - In the first field, fill in your title, such as executor, personal representative, etc.
 - In the second field, fill in the name of the estate.
 - In the third field, fill in the state where the estate is administered.
 - In the fourth field, write estate.
- If the affidavit includes this option, check the box for either Purchaser or Payee of the instrument.
- At the bottom of this section are fields for Declarant Name, Phone Number, and Mailing Address. Fill in these fields with your name and current information. Replacement checks are mailed to the address in this section.
- Along with the affidavit, you will also need to submit a copy of the certified death certificate and estate documentation showing that you are authorized to claim the property, such as probate or small estate documents.

Last known date of possession

- Fill in the date field with the last known date of possession. If you do not know the date, you may use the date of purchase/issue from the property details section.
- If your affidavit only has one option, check the box for “Declarant did not receive unclaimed money.” If your affidavit has multiple options, check the box for the applicable option.
 - Check the box for the first option if you purchased the check but lost possession of it.
 - Check the box for the second option if you received the check but lost possession of it.
 - Check the box for the third option if you never received the check.

Note: If the affidavit does not include this section, continue following the instructions below.

Date and signature

- In the date field, fill in the date that you are signing the affidavit.
- If the dollar amount of the property is greater than \$500.00, have the affidavit notarized in accordance with your state or territory’s notary laws.
- Sign your name in the Affiant/Declarant Signature field. We do not accept electronic signatures.

Use the envelope included with the Wells Fargo Unclaimed Property letter to send the original affidavit and any supporting documentation via USPS to:

Wells Fargo Unclaimed Property
PO Box 563970
Charlotte, NC 28256