



Unclaimed Property Form

For Business Owner

Page 1 of 3

Claimant is required to provide the city with sufficient documentation to establish their right to receive unclaimed property.

As the claimant for a business, attach documents supporting your position with the company/business giving you the authority to make a claim.

Claimant's Information

Business Name: _____ **TPIN:** _____

Name: _____ **SSN:** _____

Current Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Telephone: _____ **E-Mail:** _____

BUSINESS STATUS

Check below to indicate the current status of the business and attach the requested documents indicating your authority to act:

A CORPORATION OR LIMITED LIABILITY COMPANY: attach a copy of last public information report (PIR) filed with your franchise tax report.

A PROFESSIONAL ASSOCIATION OR NON-PROFIT CORPORATION: attach a copy of last Annual Statement filed with Secretary Of State, **OR** a copy of Articles Of Incorporation.

A PRIVATE ORGANIZATION, GROUP, OR ASSOCIATION: attach a document establishing your authority to act.

Continued next page.



Unclaimed Property Form For Business Owner

Page 2 of 3

SOLE OWNERSHIP OF BUSINESS: attach a Copy of your Assumed Name Certificate or a copy of your sales tax permit and enter:

Owner's Name: _____ **SSN:** _____

A PARTNERSHIP: Attach a copy of partnership agreement including the NAMES and social security or FEI numbers of two partners.

EXCEPTIONS

Check if applicable and attach copies of requested documents.

If business is:

CLOSED: attach a brief statement of Closing, Articles of Dissolution or Corporate Liquidation Form filed with IRS

NAME CHANGED/ASSUMED/MERGED: attach a copy of Change of Name Amendment or Assumed Name Certificate

PURCHASED/SOLD: attach a copy of the Buy/Sell Agreement

Claimant Signature

The named Claimant 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 Claimant will indemnify and hold harmless the City of Houston, the Controller, and its employees from any damages, claims, or losses of any kind resulting from the payment of the above property to the Claimant.

Signature: _____ **Date:** _____

Continued next page.



Unclaimed Property Form For Business Owner

Page 3 of 3



Mail completed form to:

Office of the City Controller
ATTN: Unclaimed Funds
901 Bagby St., 6th Floor
Houston, Texas 77002



Questions?

Call: 832-393-3460
Email: controller@houstontx.gov

FOR OFFICE USE ONLY

Documentation Reviewed By: _____

Payment of claim in the amount of \$ _____ approved by _____