

UP-4 FILING INSTRUCTIONS

In order to expedite all holders claims for the return of property presumed abandoned, pursuant to "The Uniform Disposition of Unclaimed Property Act of 1980", DC Law 3-160, the following guidelines have been established.

If a claim is made to a holder who has delivered unclaimed property to the Mayor pursuant to section 119 (a) of the Act, the holder may: Pay the claimant upon the filing of satisfactory proof of claim and seek reimbursement from the District or refer the claimant to the District of Columbia Government, Under circumstances where the holder has delivered tangible property, the holder may reclaim the property for the rightful owner or refer the claimant to the District of Columbia Government.

IN ORDER TO SEEK REIMBURSEMENT FROM THE DISTRICT

- The holder must file a Form UP-4.
- Must make payment to the owner prior to submitting a claim to the District for reimbursement.
- Must provide your proof of payment to owner.
- Have UP-4 form notarized.

If you need claim forms or require further clarity on claim/reimbursement procedures call (202) 442-8185. Or you can direct your comments to:

Office of Finance & Treasury
Unclaimed Property Unit
1101 4th Street, SW
Suite 800W
Washington, DC 20024

ATTN: Gracie Musher

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Finance & Treasury
Unclaimed Property Unit
1101 4th Street, SW
Suite 800W
Washington, DC 20024

**APPLICATION BY PREVIOUS HOLDER FOR RETURN OF UNCLAIMED PROPERTY
PLACED IN CUSTODY OF THE DISTRICT OF COLUMBIA**

Date: _____ **Account No.:** _____

_____ of _____
Name of Previous Holder **Address**

did on _____, remit to the custody of the District of Columbia pursuant to the District of
Columbia Uniform Disposition of Unclaimed Property Emergency Act of 1980, as amended, property consisting
of _____ in the amount of \$ _____ originally reported on
Form UP-2, Page No. _____ and belonging to _____

Claim has now been made for the return of this property by _____ who now resides
at _____, _____, _____, _____
Number and Street **City** **State** **Postal Code**

It is hereby certified that the claim is valid; that it is just due and has not previously been paid by us. Request is hereby made
to the District of Columbia to return to _____ said funds.
Previous Holder

in the amount of \$ _____ for the payment of this claim by us to the rightful owner or other legal claimant.
Upon return of this property to the previous holder, the District of Columbia is relieved of all liability to the extent of the value of the
property so paid or delivered from any claims, which then exist or which, thereafter, may arise or be made in respect to the
property.

Name of Previous Holder

Certification in case of a corporation
must be made by two principal officers,
Or one principal officer and an authorized
employee.

By: _____ Title: _____

By: _____ Title: _____

State of _____

City/County _____

Subscribed and sworn to before me this _____ day of _____

Notary Public