**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**