

PROCESSING CLAIMS FOR FUNDS AT THE COUNTY TREASURER'S OFFICE:

1. Each claimant must complete the official claim form for each unclaimed funds amount.
2. The claim form has to be officially notarized before submission.
3. Local claimants are then requested to come to the Treasurer's office in person to submit their claim forms and proper credentials. It is **mandatory** that a picture I.D. be provided for identification verification purposes.

To apply by mail:

- a) Perform steps 1 and 2 listed above
- b) Mail the notarized claim form and copy of valid identification to:
Milwaukee County Treasurer's Office
901 N. 9th Street, Room 102
Milwaukee, WI 53233-1462
- c) After the notarized claim form is received and reviewed by our office, we will contact you regarding what you will need to do to complete the verification of your claim.

NOTICE: Notarized forms submitted are legal papers and become part of official documentation in County records. **Falsification of claim information is against the law and will be prosecuted.**

Verification and processing of claims takes about 4-8 weeks. When finished, the Treasurer's office will contact the claimants to inform them that their claim is completed. Subsequently, checks will be mailed to the address provided by the claimant in the unclaimed funds request form.

PLEASE NOTE: Not all unclaimed funds are available from the County Treasurer's Office.

PROCESSING CLAIMS FOR FUNDS AT OTHER AGENCIES ON THE PUBLISHED LIST:

1. Each agency will have its own procedure for processing unclaimed funds.
2. Check the Agency heading under which the funds are listed and contact that agency for further instructions.

(See reverse side for Unclaimed Funds Claim Form)