

**Unclaimed Property Claim Form
For Business Owner**

Mail completed form to:
City of Venus
Finance Department
Attn: Unclaimed Property
700 W US Hwy 67
Venus, TX 76084

Claimant is required to provide the city with sufficient proof and documentation to substantiate entitlement to unclaimed property.

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

Claimant Information

Business Name: _____ TPIN: _____

Name: _____ Dept: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Fax Number: _____ E-mail Address: _____

Business Status: Check below to indicate the current status of the business and attached the requested documentation indicating your authority to act:

_____ Corporation of 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 the Secretary of State OR a copy of the Articles of Incorporation.

_____ A Private Organization, Group or Association: Attach a document establishing your authority to act.

_____ Sole Ownership of Business: Attach a copy of your Assumed Name Certificate or a copy of your sales tax permits and enter:

Owner's Name: _____ SSN: _____

_____ A Partnership: Attach a copy of the partnership agreement including the name and social security or FEI number of two partners. Submitting your social security number is optional but may be the only means of verifying your claim. To the extent permitted by law, your personal information will be kept confidential.

Exceptions: Check if applicable and attached copies of requested documents:

If business is:

_____ Closed: Attach a copy of the Articles of Dissolution (including attachment A) or Corporation Liquidation form filed with IRS.

_____ Name Changed/Assumed/Merged: Attach a copy of the Change of Name Amendment or Assumed Name Certificate.

_____ Purchased/Sold: Attach a copy of the Buy/Sell agreement.

Claimant Certification and Signature

The named Claimant certifies that this information 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 Venus, the Director of Finance 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: _____

For Internal Use Only

Date Received: _____

Date Issue: _____

Issue to: _____

Check Number: _____

By: _____

Amount: _____