

FILING INSTRUCTIONS FOR FORM BFF1 (OWNER'S CLAIM FORM)

CLAIM FOR RETURN OF PROPERTY PRESUMED ABANDONED

TO: OWNER/CLAIMANT

In order to expedite any and all claims for the return of property presumed abandoned pursuant to the "Uniform Unclaimed Property Act", Hawaii Revised Statutes Chapter 523A, you are required to complete the "Claim for Return of Property Presumed", Form BFF1, and submit certain supporting documentation when making your claim.

If you are the **original owner** of property presumed abandoned, you must submit, in writing, your name, as it appeared on the bank account when it was opened, or when the instrument (check) was issued. **If your first name or last name has changed since the bank account was opened or instrument was issued, you must submit a copy of the document supporting this change.** If the bank account was opened jointly, both parties must submit a claim for the property presumed abandoned, unless one of the parties is deceased. The survivor must submit a copy of the deceased person's death certificate to support their claim.

If a claim is being made for funds presumed abandoned from a bank account or other financial institution which has been remitted to the State of Hawaii and you do not have the passbook, you must obtain a "Signature Guarantee Card" from that institution. The bank or other financial institution will guarantee to us that your signature is the one which appears on the account, for purposes of making a claim.

If you are an heir, survivor, guardian, executor, administrator, or if you are to receive property under an assignment or transfer, or under a decree of distribution, whether or not a will exists or a probate proceeding occurred, you must submit supporting documentation for the claim. Evidence of an affidavit, birth certificate, or death certificate is required to verify your identity. In case of more than one heir, the names and addresses of all heirs that have a claim against the property presumed abandoned must be furnished. In order to expedite your claim, you should furnish the name of the institution that remitted the property presumed abandoned to the State of Hawaii and year of remittance. **Form BFF1 must be notarized and completed in full before any claim will be processed.**

Form BFF1 and supporting documents must be mailed to:

Director of Finance
State of Hawaii
Department of Budget and Finance
Unclaimed Property Branch
P.O. Box 150
Honolulu, Hawaii 96810-0150

If you should have any questions regarding a claim or the information that must be submitted in proof of your claim, you can call the Unclaimed Property Branch, at (808) 586-1589.