



Unclaimed Property Office State Check Reissuance Form

Claimants are required to furnish the University with sufficient proof and documentation to verify entitlement to payment. Please provide all information requested below in order to expedite the processing of your claim. Please print all information clearly.

Claimant Information

Name: _____

Address: _____

Address cont: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Property Information

Please provide the details for the property you are claiming below. Including the original check number, check date, and amount will expedite the processing of your claim.

| | | |
|--------------|-------|--------|
| Check: _____ | _____ | _____ |
| Number | Date | Amount |

| | | |
|--------------|-------|--------|
| Check: _____ | _____ | _____ |
| Number | Date | Amount |

| | | |
|--------------|-------|--------|
| Check: _____ | _____ | _____ |
| Number | Date | Amount |

| | | |
|--------------|-------|--------|
| Check: _____ | _____ | _____ |
| Number | Date | Amount |

Certification

If you are signing on behalf of an entity please include a business card or other documentation that indicates your relationship to the organization.

I hereby certify that the above information is correct and that I am legally entitled to these funds.

Signature: _____ Date: _____

For additional information, please visit the Unclaimed Property Office's website at <http://finance.columbia.edu/content/unclaimed-property>. **If you are in possession of the original uncashed check being reissued please destroy it.**

Return to: Columbia University
Office of the Controller- Unclaimed Property
615 West 131st Street
3rd Floor, Mail Code 8799
New York, NY 10027

Claims may be submitted via regular mail or by utilizing our webform, located at <http://finance.columbia.edu/content/UPO-Form>. Upon receipt of your claim a refund check will be issued within 6-8 weeks.