

## INSTRUCTIONS FOR REQUESTING REIMBURSEMENT

After a report is submitted, a holder may choose to repay the owner directly or may determine that items within the report were filed in error. In these cases, the holder may seek reimbursement by submitting the Holder Request for Reimbursement form along with the required documentation\* substantiating the repayment or error. **Please use form number 17-2022, revised 08/03. All other forms are obsolete and will not be accepted.**

**Claim Information:** Enter all data necessary to identify property for which the holder is seeking reimbursement.

1. **Date Paid to Claimant or Date Account Reactivated** — the date the claim was paid to the owner (or their representative) or the date when the holder reactivated the account.
2. **Report Year** - the year in which the holder reported the property to the State of Arizona.
3. **Amount Remitted** - the amount transmitted by the holder, to the State, for the property in question.
4. **Owner Name and Address** - the full name and address of the owner as it is shown on the report. If "unknown" at time of reporting, indicate that on the request. If the account was reported in the aggregate, please indicate in the "Account/Reference Number" column.
5. **Account/ Reference Number** - the identification number of the property as it was reported.

**Holder Information:** This section must be completed before the State of Arizona will process the request for reimbursement or make payment.

\* Supporting documentation consists of copy of cancelled check(s), front and back, evidence of account reactivation, or a sufficient letter of explanation.