



La Porte Independent School District Unclaimed Property Request

I have noted that the following unclaimed property item listed on www.lpsid.org belongs to me:

Payee (must be exactly as shown on website): _____

Check Amount: _____

Check Date: _____

My current contact information is shown below:

Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Please mail this completed form and a **supporting documentation** to:

La Porte ISD Business Office

Attn: Scott Kohler

1002 San Jacinto

La Porte, TX 77571

or email the form and a **supporting documentation** to kohlers@lpsid.org

By signing below, I hereby certify that I am the person named on the above uncashed check and that I am entitled to the replacement check requested. The information I have given on this form is true and correct.

I understand that any person who makes a false entry upon this record shall be subject to prosecution and penalties of perjury.

Please allow 6-10 weeks for reissue.

Signature of Requester

Date of Request

Acceptable Supporting Documentation:

Original Owner Claim:

- Copy of driver's license or other photo identification
- Proof associating you with last known address we should have (county receipt, utility bill, mortgage payment coupon, driver's license, cancelled check, or pay stub)

Business Claim:

- Proof of your authority to act on behalf of the business. Photocopies of the following are acceptable:
 - corporate resolution, minutes from a meeting, franchise tax report, income tax return, recent annual statement, assumed name certificate, partnership agreement, sales tax permit or notarized affidavit signed by a financial officer
- Proof associating the business with the last known address as shown. Photocopies of the following are acceptable:
 - utility bill, title, insurance policy, contract, invoice, receipt, front and back side of a cleared check, account statement, bank book, or court document
- If the business was purchased or sold, attach a copy of the Buy/Sell Agreement.
- If the business experienced a name change, merger, or has an assumed name (d.b.a. or "doing business as"), attach a copy of the Change of Name Amendment or Assumed Name Certificate.
- If the business is no longer in existence, attach a copy of the Articles of Dissolution (including Attachment A) or Corporate Liquidation form filed with the IRS.