



GEORGIA DEPARTMENT OF REVENUE UNCLAIMED PROPERTY PURCHASE AGREEMENT

This form is only for claimants who have sold their interest in unclaimed property to a Registered Claimant's Designated Representative (CDR). Claimants wishing to claim their property on their own should visit the Georgia Unclaimed Property Program's claims website at:

<https://dor.georgia.gov/unclaimed-property-program/how-do-i-search-unclaimed-property>

INSTRUCTIONS FOR FORM UP-CDR4

PLEASE TYPE OR PRINT YOUR FORM.

This form should only be completed if a claimant wishes to submit their claim through a CDR after selling their entire property interest to that CDR. Claimants who wish to enlist a CDR and retain a partial interest in their property should not use this form. Instead, they should use Form UP-CDR2

Claims submitted by CDRs are limited to five properties each. A separate form must be submitted for each claim. No property may be added to the form after it has been received by the Georgia Unclaimed Property Program. Any properties listed on the form that do not belong to the claimant will be removed from the claim.

I. UNCLAIMED PROPERTY IDENTIFICATION NUMBER(S)

Enter the Property ID and dollar value for the properties to be claimed.

Property ID – This is the unique identifier assigned to each property. It is the first field in the unclaimed property database provided to the CDR.

Dollar Value – Enter the dollar value of each property next to its Property ID. These amounts are listed in the searchable / sortable database provided to the CDR. If a property has no dollar value (like a safe deposit box), enter N/A.

II. VALUE OF PROPERTY AND PURCHASE

Complete either A or B, as applicable.

A 1 Enter the total dollar value of unclaimed property to be claimed: This should be the total of the dollar values listed in Section I.

A 2 Enter the total purchase amount paid to the claimant by the CDR in exchange for the claimant's entire interest in all the property listed in Section I.

B 2 If there is no property value provided in the CDR database, enter the total purchase amount paid to the claimant by the CDR in exchange for their entire interest in all the property listed in Section I.

III. PROOF OF PAYMENT

The Purchase Agreement must be accompanied by proof that the purchaser has made payment for the properties to be claimed.

Please check the type of proof of payment that you are including with this claim.

IV. CLAIMANT'S INFORMATION

For the claimant, enter:

1. **Name:** The claimant's full legal name.
2. **Phone Number:** The claimant's phone number.
3. **Mailing Address:** The claimant's mailing address.
4. **Email:** The claimant's email address.
5. **SSN or Tax ID:** The claimant's Social Security Number or other Tax ID.

V. DESIGNATED REPRESENTATIVE'S INFORMATION

For the CDR, enter:

1. **Name of CDR:** The name of the entity licensed to act as a CDR in Georgia.
2. **Name of Agent/Employee:** The registered agent/employee of the CDR who is submitting the claim.
3. **CDR's Identification Number:** Provided by DOR upon successful registration.
4. **Address:** The address of the CDR.
5. **Agent/Employee Email Address:** The email address of the agent/employee submitting the claim.
6. **Agent/Employee Phone Number:** The phone number of the agent/employee submitting the claim.

Note: The entire claim amount will be mailed to the CDR's registered address.

VI. ADDITIONAL TERMS

Indicate below whether the CDR has added terms and conditions to the Purchase Agreement by checking Yes or No.

If the CDR has added terms and conditions, the claimant and the CDR must complete the Unclaimed Property Agreement Addendum (Form UP-CDR3) and submit it along with the Purchase Agreement.

VI. AUTHORIZATION OF CLAIMANT

1. **Claimant:** Enter the claimant's full legal name.
2. **Designated Representative:** Enter the name of the CDR.
3. **Amount:** Enter the amount to be sent directly to the CDR (this should match the total dollar value in Section II.A.1).

Note: This Purchase Agreement must be acknowledged by the claimant before a notary public.



GEORGIA DEPARTMENT OF REVENUE UNCLAIMED PROPERTY PURCHASE AGREEMENT

This form must be completed if an unclaimed property claimant wishes to submit their claim through a properly registered claimant's designated representative ("CDR") after selling their entire property interest to the CDR. Claimants who wish to retain an interest in this property should not use this form. Instead, such claimants should use the Unclaimed Property Recovery Agreement. (Form UP-CDR2)

Claims are limited to five properties each. A separate form must be submitted for each claim. The claimant may revoke this Agreement for any reason permitted by law. If the claimant does so, the CDR must inform the Department.

If the total known value of the claimed property exceeds \$2,000, the CDR may add terms and conditions to this Agreement, provided that those terms and conditions are not inconsistent with O.C.G.A. § 44-12-224. Additional requirements for adding terms and conditions are explained in Section VI, below.

Please complete this Agreement and submit it via email to ucp.cdr.claims@dor.ga.gov. In addition, as explained in more detail in Section III, this Agreement must be accompanied by proof of payment from the purchaser. Claims that are submitted by a purchasing CDR without this Agreement, with an incomplete Agreement, or without proof of payment are void.

I. Unclaimed Property Identification Number(s)

Provide the Unclaimed Property Identification number (Property ID Number) for each property purchased.

	Property ID	Dollar Value (if Applicable)
1		\$
2		\$
3		\$
4		\$
5		\$

II. Value of Property and Purchase Amount

Complete either A or B, as applicable.

A. If the information provided by the Unclaimed Property Section includes the property's value:

1. Total dollar value of unclaimed property purchased:	\$
2. Total purchase amount paid to the claimant in exchange for their entire interest in all the above property by the CDR:	\$

B. If the information provided by the Unclaimed Property Section does not include the property's value:

1. Percentage of net value of the claim that is due to the CDR:	100%
2. Total Purchase amount paid to the claimant in exchange for their interest in all the above property by the CDR:	\$

III. Proof of Payment

This Agreement must be accompanied by proof that the purchaser has made payment for the properties to be claimed. Proof of payment may be demonstrated by submitting at least one of the following documents: (1) a receipt signed by the claimant and, if any, the CDR; (2) a copy of the check issued for the payment; (3) a bank wire confirmation; or (4) any other document designated as acceptable by the Department. Failure to provide proof of payment will void the claim.

The following document(s) are attached as proof of payment:	<input type="checkbox"/> Receipt (signed by the claimant and, if any, the CDR) <input type="checkbox"/> Copy of check issued for payment <input type="checkbox"/> Bank wire confirmation <input type="checkbox"/> Other (please specify): <hr/>
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IV. Claimant's Information

Complete all fields.

1. Name:	2. Phone Number:
3. Mailing Address:	
4. Email:	5. Tax ID or SSN:

V. Claimant's Designated Representative's Information

Complete all fields.

1. Name of CDR:	2. Name of Agent/Employee
3. CDR's Identification Number (received from the Department upon registration):	
4. Address:	
5. Agent/Employee Email Address:	6. Agent/Employee Phone Number:

VI. Additional Terms (optional)

If the total known value of the claimant's unclaimed property exceeds \$2,000, indicate below whether the CDR has added terms and conditions to this Agreement.

If the CDR has added terms and conditions, the claimant and the CDR must complete the Unclaimed Property Agreement Addendum (Form UP-CDR3) and submit it along with this Agreement. Any additional terms and conditions will be deemed void if this Agreement is not accompanied by a completed Unclaimed Property Agreement Addendum.

Has the CDR included additional terms and conditions to this Agreement?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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VII. Authorization of Claimant

This Recovery Agreement must be acknowledged by the claimant before a notary public. Please include first and last names. Where remote notarization is allowed by law, an electronic signature is acceptable provided that it complies with Rule 560-1-1-.14(1)(a) of the Department's regulations. Pursuant to those regulations, and by affixing their signature below, Claimant demonstrates their intent to sign this Addendum and be bound by the terms herein.

I, _____ (**Claimant**), hereby authorize _____

(Claimant's Designated Representative) to act on my behalf to take all lawful necessary steps, procedures, and actions to prepare and file a claim for my recovery of the property listed above.

I authorize my **Claimant's** Designated Representative to receive the unclaimed property in accordance with Section II of this Agreement if the Department approves my claim. I understand that, if the value of the claimed property is known, my **Claimant's** Designated Representative shall receive the amount stated in Section II.A.1 and I shall receive none. I also understand that, if the value of the property is not known, my **Claimant's** Designated Representative shall receive 100% of the value of the claim stated in Section II.B.1 and I shall receive none. Further, I certify that I have received payment for my interest in the unclaimed property as evidenced by the document(s) attached to this Agreement and authorize the amount in Section II.A.1 or percentage in Section II.B.1, as applicable, to be paid directly to my **Claimant's** Designated Representative. I understand that the Department shall not owe any amount to me or my **Claimant's** Designated Representative if the claim is not approved.

I understand that I may revoke this Agreement for any reason permitted by law and that the Agreement will terminate automatically once my claim has been satisfied and any funds disbursed. I understand that the Agreement applies solely to the account(s) identified above. I certify that this Agreement, as well as any attached terms and conditions added by my **Claimant's** Designated Representative in accordance with

O.C.G.A. § 44-12-224(g) (if applicable), constitutes the entire and only agreement between myself and my **Claimant's** Designated Representative.

Please send the entire claim amount of \$ _____ to Claimant's Designated Representative at the mailing address in Section V, above.

Claimant's Signature: _____

Date: _____

Acknowledgment of Agreement. The person(s) signing as the claimant in Section VII above appeared this day before a notary public and acknowledged this agreement as a voluntary act and deed.

Signature of Notary Public

Printed Name of Notary Public

Sworn and subscribed before this _____ day of _____, 20____

Notary Seal

ADDITIONAL INSTRUCTIONS AND INFORMATION

CDR AGREEMENT CHECKLIST – Before submitting your agreement, have you?

- **Confirmed that you are an authorized employee or agent of a registered Claimant Designated Representative?** Only an authorized employee or agent registered with the Unclaimed Property Section may submit claims using this agreement.
- **Ensured that this Agreement Form is complete and notarized?**
- **Include proof of purchase as specified in Section III?**
- **Included a completed copy of the Unclaimed Property Agreement Addendum (Form UP-CDR3) if any terms and conditions have been added to this agreement?**
- **Included the minimum documentation required by the type of Claim submitted?**

For all claims you must submit:

- 1) A copy of the front and back of the claimant's driver's license or other government issued ID.
- 2) A copy of the Claimant's Social Security Card (or proof of FEIN if a Business)

For all estate claims you must submit:

- 1) A Copy of the Decedent's Death Certificate.
- 2) Probate Documents.

For all Business Claims you must submit

- 1) An Authorization Letter authorizing the Claimant to sell the Business's Interest in Unclaimed Property to the CDR.
- 2) A copy of the Claimant's work ID card

Documentation requirements vary from claim to claim. The Unclaimed Property Section may request additional documentation to confirm the claimant's interest in this property.

FILING INSTRUCTIONS

Representatives should email the notarized agreement, proof of purchase, any addendums, and all required documentation.

to:

ucp.cdr.claims@dor.ga.gov

NEED MORE HELP?

Georgia's Unclaimed Property staff will be glad to answer any questions regarding this agreement. Please contact us at:

Telephone: (855) 329-9863
Email: ucp.cdr.claims@dor.ga.gov