

Unclaimed Property

Wichita State University, Office of Financial Operations, is responsible to track its unclaimed property and escheat such property to the State on a fiscal year basis, (July 1 – June 30), which is submitted to Topeka November 1st. This includes tangible or intangible property, which includes but is not limited to wages or commissions, customer deposits, credit balances, gift certificates, credit memos, refunds, etc.

Property becomes unclaimed when the holder (Wichita State University) has not had contact from the owner of the property for a specified period of time. After the passage of dormancy period, if there has been no activity generated by the owner, the property is then considered abandoned.

However, as the owner of unclaimed property, owners may reclaim the property.

How to Find Unclaimed Money in Kansas

Please be aware, it can take several weeks for all of our reports to be loaded during busy deadline times. Therefore, funds may not be immediately available.

There are several ways to search for unclaimed property:

- 1) By phone, call the Kansas Unclaimed Property department at 800-432-0386 or 785-296-4165
- 2) If you prefer to check for unclaimed assets by mail, you can do so by writing to the state treasurer at:
Kansas State Treasurer
Unclaimed Property Division
900 SW Jackson, Suite 201
Topeka, Kansas 66612-1235
- 3) You can also start the claim process by sending an email to:
unclaimed@treasurer.ks.gov

4) Log on to the Kansas Unclaimed Property website

www.kansasstatetreasurer.com

Click the “Unclaimed Property” tab, and then click the “Search for Property” link.

Enter your last name or the name of your company if you are Searching for business assets. Enter your first name and click the “Search for Properties” button. Click “OK” at the confirmation screen.

What proof will I need to get my money back?

The Kansas State Treasurer requires significant proof of ownership in order to issue any funds to an apparent owner or heir. Specifically, they require some sort of document in your possession that ties you to the information that was reported to them by the Holder.

The Kansas State Treasurer’s Office requests these items of information for every claim that is filed:

- 1) Social Security Number or Federal ID Number of the claimant(s).
Otherwise if no social security number is reported by the Holder you will need to provide documentation of the reported address.
- 2) Address (including City, State, and Zip Code) of the claimant(s)
- 3) Notarized claim form, if the property is a Safe Deposit Box, stock, or worth in excess of \$2,000.00

The following are guidelines to answer some of the most frequently asked questions:

- 1) If the state has a Social Security Number on file, and it matches the one you have, in many cases, that is all they will need.
- 2) If you are claiming as Conservator, Executor, Administrator, etc., send a certified copy from the probate court of “letters of Conservatorship,” “Letters Testamentary,” “Letters of Administration,” or such other court certificate evidencing appointment.

- 3) If the original owner is deceased and the owner's estate was probated pursuant to K.S.A. Chapter 59, send certified copies from the probate court of the owner's will AND the "Journal Entry" or "Decree of Final Settlement."