



**QBE**

# Unclaimed Property Information

## **What is unclaimed property?**

Every state has unclaimed property programs that actively and continuously find owners of lost and forgotten assets. The purpose of unclaimed property laws is to protect consumers by ensuring money owed to them is returned to them, rather than remaining permanently with financial institutions, business associations, governments, and other entities.

If you have received a letter indicating that you have unclaimed property with QBE or one of its subsidiaries, a check has been issued to you that our records indicate is outstanding.

## **I have never had a QBE insurance policy, is this letter valid?**

QBE sends unclaimed property letters on behalf of its subsidiaries and some third-party administrators. You will receive a letter if you owned a policy with one of these companies or provided services to one of these companies.

## **Why did I receive this letter?**

Many states require that due diligence letters are mailed to the property owner in certain circumstances, and this is our last attempt to contact the owner, prior to the funds being placed with the state. Property may be owed to you for a refund on an insurance policy, a claim payment, wages, or accounts payable.

## **If I am the beneficiary (or representing the beneficiary) of the property owner, what actions should I take to ensure I receive the funds?**

You will need to provide the following documentation:

- Completed Letter with Name Change Request in Writing
- Death Certificate
- Documentation confirming that you are entitled to act on behalf of the beneficiary (ex. Will, Letter of Administration, Letter of Testamentary)
- Additional supporting documentation may be required depending on the circumstance

## **The original check was issued to me and another party (ex. spouse, attorney, business). How can I claim the funds in my name only?**

In all instances return the completed letter with the change request in writing along with the following:

- The second claimant will have to sign a release waiver, which must be notarized.
- If the second claimant is a lien holder or a body shop, proof that the lien has been satisfied.
- If the second claimant is deceased, a copy of the death certificate must be provided.
- If the funds were issued to a company that is no longer in business, a copy of dissolution paperwork is required.

Once QBE receives your request and documentation an internal review will be conducted to verify that it is appropriate to release the funds.

**What do I have to do to claim the funds?**

Please complete the letter, requesting reissuance of the check and sign and date the letter. You can return the letter one of three ways:

**Email:** [escheatment.us-box@us.qbe.com](mailto:escheatment.us-box@us.qbe.com)

You can scan a copy or take a photo of your completed letter and send via email.

**Mail:** QBE  
Attn: Unclaimed Property  
One QBE Way  
Sun Prairie, WI 53596

**Fax:** 608.825.5053

Please return your letter only once.

**How long will it take to receive a check?**

Once your request is received, QBE will review the payment to determine if a reissue is necessary, please allow at least 60 days for QBE to research and if appropriate, reissue.

**What should I do if my property has been sent to the state?**

You will need to contact the Unclaimed Property Division in your state by visiting your state government's website or by using the unclaimed property website at [www.unclaimed.org](http://www.unclaimed.org).