

**WISCONSIN DEPARTMENT OF REVENUE  
DIVISION OF INCOME, SALES, AND EXCISE TAX**

**NOTICE OF PROPOSED GUIDANCE DOCUMENTS**

Pursuant to sec. 227.112, Wis. Stats., the Wisconsin Department of Revenue, Division of Income, Sales, and Excise Taxes hereby seeks comment on the proposed guidance document listed in the table below.

**SUBMITTING PUBLIC COMMENTS**

Public comments on proposed or adopted guidance documents may be submitted online at: <https://www.revenue.wi.gov/Pages/contactUs/proposed-Guidance.aspx>.

**DEADLINE FOR SUBMISSION**

The period for public comment for proposed guidance documents ends 21 days after publication in the Administrative Register, unless the Governor approves a shorter commenting period.

<b>Document Number</b>	<b>Document Title</b>
<b>100148</b>	Evidence and Paperwork - Common Questions

State of Wisconsin  
Department of Revenue

## Evidence and Paperwork

**This is a proposed guidance document. The document has been submitted to the Legislative Reference Bureau for publication in the Administrative Register for public comment as provided by sec. 227.112(1), Wis. Stats.**

1. I don't have evidence of my previous address. What should I do?
2. Why do I need to provide so many documents?
3. I am not comfortable submitting my social security number. What should I do?
4. I am not comfortable submitting so much information through the mail. What should I do?
5. If I bring my documents to a Department of Revenue office location can I receive my check immediately?

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**1. I don't have evidence of my previous address. What should I do?**

Credit reports generally list your previous addresses for at least 20 years. You can request a free credit report at [www.annualcreditreport.com](http://www.annualcreditreport.com). Other examples of documents with your previous address include:

- o Employment or school records
- o Tax returns
- o Bank statements
- o Utility bills

If you are unable to obtain evidence of that address, you may contact the company that turned over the funds and request a letter on their letterhead confirming you are the correct owner of the property being claimed. This letter must contain identifying information about you such as your current address, date of birth, social security number, etc.

If the property is from MetLife, Prudential Financial or John Hancock, we can try to verify your identity using your date of birth.

**2. Why do I need to provide so many documents?**

The Wisconsin Department of Revenue must make sure you are the legal owner of the property. We can only do this if we require the claimant to provide specific documents to prove ownership. If we receive the proper documents, it will shorten processing time.

**3. I am not comfortable submitting my social security number. What should I do?**

The Wisconsin Department of Revenue requires your social security number for tax purposes. Without it, we cannot process your claim. You must provide a document that reflects your full social security number.

**4. I am not comfortable submitting so much information through the mail. What should I do?**

If you are in the Madison area, you can submit your paperwork in person.

Wisconsin Department of Revenue  
2135 Rimrock Road  
PO Box 8982  
Madison, WI 53708

If you do not live in the Madison area, you may add delivery confirmation to your United States Postal Service letter. You may also send your information by certified, priority or registered mail.

You may also use our secured website to upload your documents directly to your claim. Use the "Submit Claim Documents" link to have your documents securely loaded to your claim, the claim will be updated with the new information within 24 hours of your submission.

**5. If I bring my documents to a Department of Revenue office location can I receive my check immediately?**

No. While you may drop your documents off at our Madison location, we are unable to review and complete the processing of your claim "while you wait." We process claims in the order they are received.

## Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of November 27, 2019: Sections 177.01 and 177.19, Wis. Stats.

Laws enacted and in effect after November 27, 2019, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to November 27, 2019, that is contrary to the information in this document is superseded by this document, pursuant to sec. 73.16(2)(a), Wis. Stats.

### FOR QUESTIONS OR COMMENTS CONTACT:

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Email additional questions to [DORUnclaimedProperty@wisconsin.gov](mailto:DORUnclaimedProperty@wisconsin.gov)

Guidance Document Certification: <https://www.revenue.wi.gov/Pages/Certification-Statement.aspx>

Guidance Document Number: 100148

November 27, 2019

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