



INSTRUCTIONS TO CLAIM EXCESS PROCEEDS

**ELKO COUNTY TREASURER
571 IDAHO STREET, SUITE 101, ELKO, NV 89801**

DOCUMENTS REQUIRED TO CLAIM EXCESS PROCEEDS:

1. A completed W-9 Form by the applicant (*not recovery agent*)
2. A valid picture ID (i.e. driver's license)
3. A **complete and notarized** Claim for Excess Proceeds from Sale of Tax-Defaulted Property (per NRS 361.610). Applicants must fill out an application along with backup documentation showing they are entitled to excess proceeds.
 - a. *[IF APPLICABLE]* If requested through a recovery agent, a copy of the contract assigning a portion of the benefits to the recovery agent. The agreed upon percentage of the funds must be included in the contract.
 - b. *[IF APPLICABLE]* If applying as a business, a copy of the partnership agreement to determine the powers and duties of the partners.
 - c. *[IF APPLICABLE]* If the name is different than the original deed, a certified copy of a marriage certificate or divorce decree.
 - d. *[IF APPLICABLE]* A certified copy of a death certificate for any deceased joint tenants on the original deed.
 - e. *[IF APPLICABLE]* If you are an heir, you must present a copy of the court orders demonstrating you are either the administrator/executor of the estate or that you have been awarded the property through some court process or legal document. We cannot accept a will as proof of the right of property as a will is required to be determined through probate.

Return the above information to:

**Elko County Treasurer's Office
571 Idaho Street, Suite 101
Elko, NV 89801**

****Pursuant to NRS 361.610(4) excess proceeds will be held for 1-year after the sale deed is recorded. The Elko County Treasurer will then approve or deny all claims within 30 days after the period for filing has expired.**



CLAIM FOR EXCESS PROCEEDS FROM SALE OF TAX-DEFAULTED PROPERTY

ELKO COUNTY TREASURER, 571 IDAHO ST #101, ELKO, NV 89801

(775) 738-5694

treasurer2@elkocountynv.net

Parcel Number(s) _____ Tax Sale Date _____

Amount of Excess Proceeds Claimed \$ _____

EACH PARTY MUST FILE A SEPARATE CLAIM FOR HIS OR HER INDIVIDUAL INTEREST. THIS INCLUDES HUSBAND AND WIFE, AND ALL JOINT TENANTS.

Excess proceeds will be issued and made payable to:

Print Name _____

Mailing Address, City, State & Zip _____

Phone Number _____ Email Address _____

Social Security Number _____ Driver License No. State _____

Prior Owner Creditor Under a Judgment Successor in Interest

Other (Explain) _____

If the claimant is working with a recovery agent, please complete information below and include a copy of the contract outlining the agreed upon percentage payable to them:

Name/Company of recovery agent _____

Mailing Address, City, State & Zip _____

***If approved the check would be issued to the applicant, NOT to the recovery agent. You can work out the details with the applicant once you are in possession of the check.

I, the undersigned claimant, request that I be awarded the excess proceeds resulting from the sale of the above-mentioned property. I claim my status as a party of interest pursuant to Nevada Revised Statute 361.610. With this application for the excess proceeds, I hereby release Elko County and the Elko County Treasurer's Office from all claims which may arise as the result of this sale. I hereby state that I am a rightful claimant and base my status and right to file a claim on the following information and documentation.

Signed (Requires Notarization) _____ Date _____

On this _____ day of _____, _____, personally appeared before me, a Notary Public in and for said County and State, _____

(STAMP)

known to me to be the person(s) described in, and who executed, the foregoing instrument, who acknowledged to me that he/she/they executed the same freely and voluntarily and for the uses and purpose therein mentioned. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal at my Office in said County and State, the day and year in this certificate first above written.

Notary Public

ENCLOSED ARE ORIGINALS AND/OR CERTIFIED COPIES OF DOCUMENTS SUPPORTING MY CLAIM.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
-				-					
or									
Employer identification number									
-									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.