



Debbie Burden
Stephens County Treasurer

101 S. 11th Room 207
Duncan Oklahoma 73533
Phone (580) 255-0728 Fax (580) 252-5950

TO WHOM IT MAY CONCERN:

Re: June Resale Excess Proceeds

In regard to the claim of any currently held excess resale proceeds the following documents are required:

1. **Original Statutory Form for Limited Power of Attorney (form attached)**, to be used if owner is not claiming funds himself/herself. If wife or husband claims for property that is in both names on the tax roll, this must be completed by the one who will not be appearing in the office. If claim is being made by a third party on behalf of the property owner(s), this must be completed by all property owners;
2. **Original affidavit (form attached)**;
3. **Photocopy of Driver's License for all parties involved** (including the individual(s) entitled to the funds as well as the party being appointed to serve as their agent);
4. **Original executed IRS W-9 Form which includes current address and SSN of the property owner** – this money is reported to the IRS as proceeds from the sale of real estate if the amount claimed is over \$600.00; and
5. **If name is different from deed**, please provide document of name change (ex. Marriage license, Divorce decree)
6. **Signature on Cash Voucher Claim form**. Pertinent variable information will be completed by Treasurer's office staff upon receipt of all required documents.

If you have any questions, or if we can be of further service to you, please contact our office.

Sincerely,

Debbie Burden, Stephens County Treasurer

