Instructions to Submit a Claim for Surplus Funds

1. Please fill out the Armstrong County Tax Claim Bureau Application for Surplus Funds and have the form notarized.

2. If you are claiming funds for $10,000 or over, you must appear in person.

3. Please provide a photocopy of your driver's license or other government issued photo identification.

4. Please provide a copy of proof associating you with the property sold at Tax Sale. Photocopies of the following are acceptable:

   Utility bill, mortgage payment coupon, other photo ID.

5. The Bureau will honor personal Powers of Attorney as long as we receive a certified copy of the POA, signed by the owner. The POA may execute the claim forms on behalf of the owner. Please note, the Bureau requires all powers of attorney submitted to comply with 20 Pa C.S.A. Section 5601. Therefore, each power of attorney will need the required notice signed by the principal and required acknowledgement executed by the agent.

6. The Bureau WILL NOT entertain requests from a third party. If you are a third party, under Pennsylvania law, no person may assist in the recovery of unclaimed property and receive compensation therefore unless the person has applied for and received a certificate of registration from the Pennsylvania Department of Treasury. It is illegal for finders to operate without the required Certificate of Registration.

7. If the owner of the property is deceased, the personal representative would need to provide a certified copy of the death certificate and proof of executor/executrix.

8. If the owner of the property is a business entity, please provide proof that you are the authorized representative and have authority to claim the funds on behalf of the entity.

Please return your application and all required copies and documents to:

Armstrong County Tax Claim Bureau
Rebecca Snyder, Director
450 E. Market St.
Kittanning PA 16201