In order to be considered for distribution of surplus funds, you must submit a notarized statement of claim to this office, which includes the following information:

- TDA#
- DATE OF SALE
- LEGAL DESCRIPTION OF PROPERTY
- OR BOOK AND PAGE OF RECORDED DEED OR LIEN
- BASIS OF YOUR CLAIM (AS OWNER, MORTGAGOR, LIENOR)
- AMOUNT OF SURPLUS
- NAME & ADDRESS OF PERSON(S) TO RECEIVE SURPLUS
- COPIES OF VALID DRIVERS LICENSE OR ID CARD
- SIGNED IRS W-9 FORM

In addition to the above-mentioned information, certified copies of documents supporting your claim are required. If your claim is that of legal titleholder, all valid liens must be released before distribution can be made to you. Also, any documents effecting name and/or marital status changes (certified copy of marriage license, spouse’s death certificate), and any other documentation to show you are the person entitled to the surplus funds.

Enclosed are a Surplus Claim form and IRS W-9 form to be completed and returned with any of the above documents that you have not previously submitted.

Further questions regarding surplus claims may be directed to Clerk of the Circuit Court, Tax Deed Clerk at (239) 252-2607, or mailed to the above address marked ATTENTION: Tax Deeds.