



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
CONTRACTOR LICENSING SECTION  
333 WILLOUGHBY AVENUE, 9<sup>TH</sup> FLOOR, JUNEAU, AK 99801  
P.O. BOX 110806, JUNEAU, AK 99811-0806  
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E-Mail: [license@alaska.gov](mailto:license@alaska.gov)  
Website: [www.commerce.state.ak.us/occ/pcon.htm](http://www.commerce.state.ak.us/occ/pcon.htm)

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## “HOW TO FILE A CLAIM AGAINST A CERTIFICATE OF CASH DEPOSIT OR STATE TRUST ACCOUNT”

### INFORMATION SHEET

A suit may be brought against a contractor’s certificate of cash deposit or state trust account for claims relating to:

1. labor including employee benefits;
2. taxes and contributions due to the state, city, and borough;
3. material and equipment;
4. claims for breach of contract; and
5. repair of public facilities.

File a complaint in District Court (may be done in Small Claims Court for amounts under \$10,000.00) and mail a copy of the complaint by registered or certified mail to:

State of Alaska  
Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
P.O. Box 110806  
Juneau, AK 99811-0806

The complaint must specify:

1. for which of the five items listed above the claim arose;
2. when the claim arose;
3. amount of claim;
4. the account number for the certificate of cash deposit/state trust account;
5. the business name of the contractor; and
6. the contractor’s license number.

If the court enters a judgment against the certificate of cash deposit/state trust account, send a copy of the judgment by registered or certified mail to the above address with a request that payment be made upon the judgment from the proceeds of the certificate of cash deposit/state trust account.

The judgment must contain the same items listed above as required in the complaint.

(Authority 12 AAC 21.130, 12 AAC 21.140, AS 08.18.071, AS 08.18.081)

If the Division receives a complaint or judgment not filed in accordance with the above-referenced regulations and statutes, it will not be accepted as valid.

You should be aware that there are statutes or regulations applicable to these types of claims. Please review AS 08.18.071–.081 and 12 AAC 21.130–.140. It is your responsibility to research and be aware of the statutes and regulations applicable to your claim. The citations above are not an exhaustive list and are not legal advice. Please note that failure to comply with applicable statutes and regulations may result in delayed payment or nonpayment of claims. Please also note that under 12 AAC 21.130(d), it is not necessary or appropriate to name the commissioner as a party to your action in asserting a claim against the certificate of cash deposit or state trust account.

A “good faith” search, as of this date, shows no other information on file. If you need a complete license/certificate of cash deposit/trust account verification, please submit your request in writing to this Division. There is a \$20.00 fee for this service.