Claim Form for Unclaimed Monies
Instructions and Information

1. GUIDELINES OUTLINING WHO IS AUTHORIZED TO SIGN THE CLAIM FORM

   - **Individual** - If the refund is payable to an individual, that individual must sign the claim form. If the refund is payable to multiple individuals, then all individuals must sign the claim form.

   - **Corporation** - If the refund is payable to a corporation (including non-profit corporate structures), the claim form must be signed by an officer of the corporation.

   - **Partnership** - If the refund is payable to either a general partnership or a limited partnership, then the claim form must be signed by a general partner of the organization. A limited partner is approved to sign the claim form only if this individual has been specifically authorized by the partnership to participate in the control and management of the business.

   - **Limited Liability Company** - If the refund is payable to a limited liability company, the claim form must be signed by a managing member of the organization. A manager is approved to sign the claim form only if this individual has been specifically authorized by the membership to participate in the control and management of the business.

   - **Sole Proprietorship** - If the refund is payable to a sole proprietorship, the claim form must be signed by the owner of the business.

   - **Government Agency** - If the refund is payable to a government agency, the claim form must be signed by an officer of the agency.

   - **Trust** - If the refund is payable to a trust, the claim form must be signed by each individual who has been appointed as a trustee.

   - **Estate/Deceased Payee** - If the refund is payable to a deceased individual or to the estate of a deceased individual, the claim form must be signed by either the executor or the administrator of the estate.

2. REQUIRED IDENTIFICATION

   - **Individual** - Provide a copy of current photo identification (i.e. current driver's license, passport).

   - **Business** - Provide a copy of current photo identification for the authorized officer or official claiming on behalf of the company on official letterhead and a current business card.

   - **Heir or Asset Finder** - Provide a notarized power of attorney signed by the same individual who signed the claim form. In addition, a copy of the agreement between the asset finder and claimant is required.
3. **REQUIRED SUPPLEMENTAL DOCUMENTATION**

- **Proof of Officer’s Title** - If the refund is payable to an organization, rather than an individual, evidence to substantiate the signor's position within the organization must be provided. Examples of such evidence include the following: a business card displaying the officer's title, a partnership agreement, articles of organization, etc.

- **Power of Attorney** - If the payee utilizes a third-party agent (such as an asset recovery company) to file a claim, a notarized power of attorney must be submitted to the County and signed by the same individual who signed the claim form.

- **Proof of Relationship** - Copies of documents supporting the relationship to the claimant is required (marriage certificate).

- **Trust** - Copy of the trust agreement that provides the names of each trustee.

- **Estate/Deceased Payee** - Copy of the death certificate and evidence of appointment as executor or administrator.

4. **CLAIM SUBMISSION AND REVIEW**

The completed claim form(s), required identification and supplemental documentation should be mailed or delivered to:

Stanislaus County  
Auditor-Controller  
Attn: Unclaimed Monies – Melody Bughi  
1010 10th Street, Suite 5100  
Modesto, CA 95354

**QUESTIONS?**

If you have any questions regarding a claim or the submission of a claim form for unpaid monies please call (209) 525-6546 for further assistance.