



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.