



Claim Instructions and Information

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

- A. Individual. If the payee named on the refund is an individual, that person must sign the Claim. If there are multiple payees listed on the refund, then each must sign the claim form.
- B. Corporation. If the refund is payable to a corporation (including Non-Profit Corporate structures), the Claim must be signed by an officer of the corporation.
- C. Partnership. If the refund is payable to either a General Partnership or a Limited Partnership, then the Claim must be signed by a General Partner of the organization. A Limited Partner is approved to sign the Claim only if this person has been specifically authorized by the partnership to participate in the control and management of the business.
- D. Limited Liability Company. If the refund is payable to a Limited Liability Company, the Claim must be signed by a Managing Member of the organization. A Manager is approved to sign the Claim only if this person has been specifically authorized by the membership to participate in the control and management of the business.
- E. Sole Proprietorship. If the refund is payable to a Sole Proprietorship, the Claim must be signed by the owner of the business.
- F. Government Agency. If the refund is payable to a Government Agency, the Claim must be signed by an officer of the agency.
- G. Trust. If the refund is payable to a Trust, the Claim must be signed by each individual who has been appointed as a trustee. Required supporting documentation includes a copy of the Trust Agreement that gives the names of each trustee.
- H. Estate/Deceased Payee. If the refund is payable to a deceased individual or to the estate of a deceased person, the Claim must be signed by either the executor or the administrator of the estate. Required supporting documentation includes a copy of the Death Certificate and evidence of appointment as executor or administrator.

2. REQUIRED IDENTIFICATION

Individuals:

Copy of current photo identification (i.e. current driver's license, passport).

Businesses:

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 Finders:

A notarized Power of Attorney signed by the same person who signed the Claim(s). In addition, a copy of the agreement between the Asset Finder and claimant is required.

3. REQUIRED SUPPLEMENTAL DOCUMENTATION

A. 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.

B. 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 person who signed the Claim(s).

C. PROOF OF RELATIONSHIP

Copies of documents supporting the relationship to the claimant is required (marriage certificate.) If claimant is deceased, copy of death certificate is required.

4. CLAIM SUBMISSION AND REVIEW

The completed Claim(s), required identification and supplemental information should be mailed or delivered to:

Stanislaus County
Auditor-Controller
Attn: Unclaimed Monies – Jan Ingold
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) 525-6398 for further assistance.