

CLAIM FOR MONEY HELD FILING INSTRUCTIONS

If you are claiming funds, please read all instructions carefully and complete the following:

STEP 1: To locate the list of unclaimed money, click on [Unclaimed Funds List](#).

STEP 2: Complete all required fields on the form [CLAIM AFFIDAVIT FORM](#). Refer to the individual fund information described in the Unclaimed Funds List to properly complete the top portion of the form.

- Type or print legibly and sign in blue ink. Claims that are illegible will be returned.
- Claims must be made using the court's form. Any modifications made to the court's form will not be accepted.
- Each claimant is required to fill out a separate ***CLAIM AFFIDAVIT FORM***.
- If claim is \$1,000 or greater, a Notary Acknowledgement is required on the form.

STEP 3: Gather the following documents and completed form:

- Signed Claim Affidavit Form
- A copy of Notice of Unclaimed Funds, if notice was received from the mail
- All required documents:

Individual

- Copy of current photo identification for each claimant (e.g. Driver's License, State ID, etc.)
- Proof associating you with the last known address, if your current address is different from the last known address (e.g., Income Tax Return, W2)
- Verification of current address if address is different from the last known address or photo ID (e.g., utility bill, car registration)

Heir or Administrator of Deceased Owner

- Death Certificate of the deceased owner of the funds
- Proof associating the deceased owner with the last known address (e.g., Income Tax Return, W-2)
- Proof associating you with the deceased owner (e.g., birth certificate, marriage certificate, trust agreement)
- Copy of current photo identification for each claimant (e.g. Driver's License, State ID)

Business

- Letter of Authorization on company letterhead with names of officers/officials with authority to sign and claim on behalf of the business
- Copy of current photo identification for authorized officer/official signing the form (e.g., Driver's License, State ID)
- Proof of the business's association with the last known address
- If your company was dissolved, a copy of the articles of dissolution

STEP 4: Send the signed CLAIM AFFIDAVIT FORM and required documents listed above on or before the due date to:

Superior Court of California, County of Solano
Fiscal Department (Escheatment)
600 Union Avenue, Fairfield CA 94533

Inquiries can be e-mailed to fiscal@solano.courts.ca.gov, Subject: Escheatment