

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 listed below:

Individual

- Copy of current photo identification for each claimant (e.g. Driver's License, State ID, etc.).
- If current address on photo identification is different from the last known address, provide proof of Social Security number (e.g., Income Tax Return, W2) and proof associating the claimant with the last known address (e.g., utility bill, car registration, Income Tax Return).

Heir or Administrator of Deceased Owner

- Death Certificate of the deceased owner of the funds.
- Proof of Social Security number of each claimant (e.g., Income Tax Return, W-2).
- Copy of current photo identification for each claimant (e.g. Driver's License, State ID).
- Proof associating the deceased owner with the last known address (e.g., utility bill, car registration).
- If probate of estate is open, provide the estate tax identification number and a copy of Currently Certified Letters Testamentary, dated within 6 months, appointing the executor or administrator of decedent's estate.
- If probate of the estate is closed, provide the estate tax identification number and a complete copy of the Court Ordered Distribution of the decedent's estate, or a copy of the Trust Agreement and a copy of a document with the trust tax identification number (e.g., Tax Return, bank statement).

Business

- Letter of Authorization on company letterhead with the names of officer or officials with authority to sign and claim on behalf of the business.
- Copy of current photo identification for authorized officer or official signing the form (e.g., Driver's License, State ID).
- Business card of the authorized officer or official.
- Proof of the business's association with the last known address (e.g., bills, invoices).
- Proof of the business's federal tax identification number (e.g., Income Tax Return, 1099-MISC).
- Copy of articles of dissolution, or a copy of merger agreement, or a copy of Tax Clearance letter from the Franchise Tax Board, whichever is applicable.

STEP 4: Send 1) the signed CLAIM AFFIDAVIT FORM, 2) a copy of Notice of Unclaimed Funds (if notice was received from the mail), and 3) all 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