

### ESCHEATMENT CLAIM INSTRUCTIONS and FORMS

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

STEP 1: Fill out the attached forms (**Claim Affirmation Form** , and **Claim for Money Held**). When completing the claim forms, please type or print legibly in blue or black ink. Claims that are illegible will be returned. Claims must be made using the court's forms. Any modifications made to the court's forms will not be accepted.

STEP 2: You must sign the Claim Affirmation Form and have it **notarized** if your claim is **over \$1,000** or your claim will not be processed. Please read all of the instructions and make copies of all required documents (driver's license, etc.). Owners or heirs are required to provide documentation to validate their claims.

STEP 3: Each claimant is required to fill out a separate Claim Affirmation Form and Claim For Money Held.

STEP 4: a) Submit the following documents and completed forms to the court:

1. Claim Affirmation Form
  2. Claim for Money Held
  3. A copy of Notice of Unclaimed Funds
  4. This document (Escheatment Claim Instructions and Forms)
  5. All required documents listed in section A, or section B, or section C below.
- b) Send all the required materials listed above to:  
Superior Court of California, County of Solano  
Attention: Fiscal Division (Escheatment)  
600 Union Avenue  
Fairfield, CA 94533
- c) For additional questions, please call (707 207 7300)

#### SECTION A-ORIGINAL OWNER FILING CLAIM

The following is a checklist of the documentation required when sending in your claim (**You must check all**):

- Completed and signed Claim of Affirmation Form;
- Notarize your Claim of Affirmation Form, if your claim is over \$1000;
- Complete the information located above the "Holder's Use Only" box on the Claim for Money Held;
- Copy of current photo identification for each claimant;
- Proof of Social Security number for each claimant;
- Proof associating you with the last known address;
- Proof associating you to the Court and the reported case; and

- The original instrument used such as a receipt, copy of check, etc., or sign either **LOST/STOLEN CHECK AFFIDAVIT (case related)** form or **LOST/STOLEN CHECK AFFIDAVIT (service related)** form.

#### **SECTION B-DECEASED OWNER**

The following is a checklist of the documentation required when sending in your claim (***You must check all or the appropriate box***):

- Completed and signed Claim Affirmation Form;
- Notarize your Claim Affirmation Form, if your claim is over \$1000;
- Complete the information located above the “Holder’s Use Only” box on the Claim for Money Held;
- Death certificate of the deceased owner(s) of the funds;
- Copy of current photo identification for each heir;
- Proof of Social Security number for each heir;
- Proof associating the deceased owner to the Court and the reported case;
- The original instrument used such as a receipt, copy of check, etc., or sign either **LOST/STOLEN CHECK AFFIDAVIT (case related)** form or **LOST/STOLEN CHECK AFFIDAVIT (service related)** form.
- Proof associating the deceased owner with the last known address; and
- If probate of estate is open, 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.

**OR**

- 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**

- Provide a complete copy of the Trust Agreement and a copy of a document with the trust tax identification number, such as a tax return or a bank statement.

#### **SECTION C-BUSINESS CLAIM**

The following is a checklist of the documentation required when sending in your claim (***You must check all***):

- Completed and signed Claim of Affirmation Form;
- Notarize your Claim of Affirmation Form, if your claim is over \$1000;
- Complete the information located above the “Holder’s Use Only” box on the Claim for Money Held;
- Proof associating the business with the Court and the reported case;
- The original instrument used such as a receipt, copy of check, etc., or sign either **LOST/STOLEN CHECK AFFIDAVIT (case related)** form or **LOST/STOLEN CHECK AFFIDAVIT (service related)** form.
- Letter of Authorization with the names of officers or officials with authority to sign and claim on behalf of the business;
- Copy of current photo identification for each authorized officer or official;
- Business card of the authorized officer or official;
- Proof of the business's federal tax identification number;

- Proof of the business's association with the last known address;
- If your company merged with another company, a copy of the merger agreement;
- If your company was dissolved, a copy of the articles of dissolution;
- If your company was suspended, a Tax Clearance letter or a Letter of Good Standing from the Franchise Tax Board and/or the Secretary of State's Office.