

ESCHEATMENT CLAIM FILING INSTRUCTIONS

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

STEP 1: Complete all required fields on the forms (Claim Affirmation Form, and Claim for Money Held).

- Type or print legibly and sign in blue 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.
- Each claimant is required to fill out a separate ***Claim Affirmation Form*** and ***Claim for Money Held***.
- If claim is \$1,000 or greater, a Notary Acknowledgement is required on the *Claim Affirmation Form*.

STEP 2: Gather the following documents and completed forms:

- Claim Affirmation Form
- Claim for Money Held
- A copy of Notice of Unclaimed Funds, if notice was received from the mail
- All required documents:
 - Original Owner
 - 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 3: Send the signed forms 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