

**Superior Court of California, County of Contra Costa
UNCLAIMED FUNDS INSTRUCTIONS AND FORMS**

If you are claiming funds, please complete the following:

Fill out both the Claim Affirmation Form and Claim for Money Held Form. 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.

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 below and make copies of all required documents. Owners or heirs are required to provide documentation to validate their claims.

Each claimant is required to fill out a separate Claim Affirmation Form and Claim for Money Held Form.

Send the completed forms along with all the required materials to:

Superior Court of California, County of Contra Costa
Attn: Escheatment Desk
P. O. Box 1509
Martinez, CA 94553

For additional questions, please call 925-608-2605.

SECTION A-ORIGINAL OWNER FILING CLAIM

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim Affirmation Form;
- Notarize your Claim Affirmation Form if your claim is over \$1,000;
- Completed and signed Claim for Money Held Form;
- Completed and signed Payee Data Record or IRS Form W-9
- Copy of your current photo identification, such as a DMV-issued driver's license or ID card;
- Proof associating you with the last known address;
- Proof associating you to the Court and the reported case; and
- The original deposit or payment instrument used, such as a receipt, copy of check, etc.

Explanation must be given as to any documentation not provided in the above list.

SECTION B-DECEASED OWNER

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim Affirmation Form;
- Notarize your Claim Affirmation Form if your claim is over \$1,000;
- Completed and signed Claim for Money Held Form;
- Death certificate of the deceased owner(s) of the funds;
- Copy of current photo identification for each heir, such as a DMV-issued driver's license or ID card;

- Proof associating the deceased owner to the Court and the reported case;
- The original deposit or payment instrument used, such as a receipt, copy of check, etc.;
- 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.

OR

If none of the above probate information can be obtained, please contact the Court at (925) 608-2605.

Explanation must be given as to any documentation not provided in the above list.

SECTION C-BUSINESS CLAIM

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim of Affirmation Form;
- Notarize your Claim of Affirmation Form if your claim is over \$1,000;
- Completed and signed Claim for Money Held Form;
- Completed and signed Payee Data Record or IRS Form W-9;
- Proof associating the business with the Court and the reported case;
- The original deposit or payment instrument used, such as a receipt, copy of check, etc.;
- 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, such as a DMV-issued driver's license or ID card;
- 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.

Explanation must be given as to any documentation not provided in the above list.
