



CITY OF SAN JUAN CAPISTRANO
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

UNCLAIMED FUNDS CLAIM FORM

Pursuant to Government Code Section 50052, the undersigned is filing this claim for the unclaimed funds described below. Only properly completed forms providing all of the information requested below and all of the documentation enumerated in the attached will be considered to be a valid claim.

INFORMATION REQUIRED FOR ALL CLAIMS:

NAME OF CLAIMANT: _____

ADDRESS OF CLAIMANT: _____

LEGAL FORM OF CLAIMANT (CORPORATION, ETC): _____

TELEPHONE NUMBER: _____

AMOUNT OF CLAIM: _____

INFORMATION REQUIRED FOR CLAIMS FOR RETURN OF DEPOSITS/FEEES:

TOTAL AMOUNT OF ORIGINAL PAYMENT TO CITY: _____

DATE OF ORIGINAL PAYMENT TO CITY: _____

TYPE OF DEPOSIT/FEE: _____

PURPOSE OF DEPOSIT/FEE: _____

PROJECT NAME: _____

LOCATION OF PROJECT: _____

DETAILED DESCRIPTION OF WORK FOR WHICH DEPOSIT/FEE COLLECTED:

GROUNDS FOR WHICH DEPOSIT/FEE SHOULD BE RETURNED: _____

INFORMATION REQUIRED FOR CLAIMS FOR CHECKS ISSUED BY CITY:

DATE OF ASSOCIATED INVOICE: _____

AMOUNT OF ASSOCIATED INVOICE: _____

INVOICE NUMBER: _____

DETAILED DESCRIPTION OF SERVICES ASSOCIATED WITH CITY PAYMENT:

I hereby certify that the above information is true and correct and is being submitted to the City of San Juan Capistrano to substantiate my claim to monies. I further certify that I have the authority and right to claim and receive payment of these monies and hereby release the City of San Juan Capistrano, its directors, employees, representatives, attorneys, and agents from all liability and further obligation with respect to this claim.

Printed Name of Claimant

Signature of Claimant

Date Signed

THIS FORM MUST BE ACKNOWLEDGED BY A NOTARY IF CLAIM IS OVER \$1,000

To claim property, please provide the following:

1) Completed Unclaimed Funds Claim Form signed by the property owner.

- a) You must notarize the completed Unclaimed Funds Claim Form if the total value of the claim is \$1,000 or greater.
- b) If the property lists multiple owners, please provide the following:
 - i) Completed Unclaimed Funds Claim Form by each owner. Multiple owners may submit their claim forms together if they are sharing the same documentation to support the claims. (If the owners submit separate claim forms, each claim must contain all required documentation.)
- c) If you are claiming on behalf of a deceased person, please provide all pages of the deceased owner's certified final death certificate.
 - i) If the deceased owner died in California, you can obtain the certified final death certificate by contacting the appropriate county recorder's office.
 - (a) To determine the county in which a city is located go to:
<http://www.csac.counties.org> and enter "cities" in the search box.
 - (b) To access the website of a particular county recorder, go to:
<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CountyRecorderOffice.aspx>
 - ii) If the deceased owner died in a state other than California, you will need to contact the Office of Vital Records for that state. To access the website of a particular Office of Vital Records, go to: <http://www.cdc.gov/nchs/index/w2w.htm>
 - iii) If the deceased owner died outside the United States, and the death certificate is in a foreign language, you must submit both a copy of the certified final death certificate and a certified English translation.
 - iv) If the deceased owner was a foreign citizen, provide a copy of the first and last page of deceased owner's passport or some other government issued identification.
- d) If you are claiming property on behalf of a Sole Proprietorship, provide all of the following:
 - i) Current or final federal tax return, including Schedule C.
 - ii) Most current business license or facility permit.
 - iii) Fictitious Business Name filing (filed with county), if applicable.
 - iv) Proof of Federal Employer Identification Number (FEIN) assigned to your business.

Suggested documents:

- (a) "Letter of Confirmation" from the IRS showing assignment of the FEIN
- (b) Copy of received tax statement, such as:
 - IRS Form 1098, statement of interest paid
 - IRS Form 1099-INT or 1099-DIV, statement of interest or dividends earned
- (c) IRS assignment of FEIN internet confirmation page

2. Copy of your current Driver License or State-Issued Photo Identification Card.

- a) If you are a US citizen, and you do not have a valid Driver License or State-Issued Photo Identification Card, you may provide:
 - i) Military Identification Card; or
 - ii) Color copy of the first and last page of your valid passport.
- b) If you are a foreign citizen, provide a color copy of the first and last page of your valid passport. If you do not have a passport, provide a minimum of **two** forms of government-issued identification.

Suggested documents:

- (a) Copy of your certified birth certificate and, if it is in a language other than English, a certified English translation
- (b) Copy of your current voter registration card
- (c) Copy of your current consular identification card
- (d) Copy of your current resident visa