



## UNCLAIMED PROPERTY CLAIM FORM

Vallejo Flood and Wastewater District  
450 Ryder Street  
Vallejo, CA 94590  
Office: (707) 644-8949 | Fax: (707) 644-8975  
[UnclaimedProperty@vallejowastewater.org](mailto:UnclaimedProperty@vallejowastewater.org)

\_\_\_\_\_  
Claimant's Name Taxpayer I.D.

\_\_\_\_\_  
Service Address City/State/Zip Code Email Address

\_\_\_\_\_  
Mailing Address (If different from service address) City/State/Zip Code Telephone Number

Pursuant to California Government Code Section 50052, I \_\_\_\_\_  
am filing a claim for previously unclaimed funds in the amount of \$ \_\_\_\_\_. The grounds  
on which I file this claim are (please attach copies of all supporting documentation to this claim  
including proof of identity, do not attach originals as the District will retain all documents):

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify under penalty of perjury that the information contained and attached to this claim is true and correct, and is being submitted to the Vallejo Flood and Wastewater District to substantiate my claim to funds held by the District. I further certify that I have the authority and right to claim and receive payment of said funds, and hereby release the Vallejo Flood and Wastewater District, its directors, employees, representative, attorneys and agents from all liability and further obligation with respect to the claim.

\_\_\_\_\_  
Print Name of Claimant Signature of Claimant Date

<b>For Finance Department Only</b>		
Accepted (complete below) _____	Proof of Identity Verified: _____	<b>48X-0000-207.09-05</b>
Denied (complete Reject Form) _____		
Approved By: _____	Account No. _____	Date _____

## CLAIMANT PROCEDURES

An individual or business may file a claim for money with the Director of Finance/Treasurer. Claimants will be required to complete an Unclaimed Property Claim Form and supply supporting documentation to establish the claim.

Types of supporting documentation include:

1. INDIVIDUAL CLAIMANT – Claims initiated by the owner or the parent/custodian of the owner of the property.
  - a. Completed and signed Unclaimed Property Claim Form.
  - b. Copy of any official form used for identification, such as a driver’s license, military identification card, or passport.
  - c. Proof of reported address associated with the unclaimed property, such as a pay stub, tax return, mortgage, telephone or utility bill, bank or credit card statement.
  - d. If the claim is initiated by the parent/custodian of the claimant, proof of that relationship.
  
2. BUSINESS CLAIMANT – The claim must be made by an authorized officer or official claiming on behalf of the business or corporation, partnership, professional association, non-profit organization, government entity, or private organization. If a company or business has dissolved or changed names, additional information may be requested.
  - a. Completed and signed Unclaimed Property Claim Form.
  - b. Copy of official identification for each officer or official, such as driver’s license.
  - c. Federal tax identification number.
  - d. Business card or the authorized officer or official.
  - e. Proof of the business’ reported address associated with the unclaimed property, such as tax return documents, a mortgage, rent, telephone, or utility bill, or a bank statement.
  
3. HEIR OR TRUSTEE OF DECEASED PROPERTY OWNER – Claims initiated by the authorized lawful heir, beneficiary, duly appointed representative or trustee of the deceased payee’s claim. All claims made by heirs, beneficiaries, duly appointed representatives or trustees of a deceased payee are subject to review and approval by the District Attorney.
  - a. Completed and signed Unclaimed Property Claim Form.
  - b. Death certificate of the deceased owner or owners of the property.
  - c. Copy of any official form used for identification for each heir, such as driver’s license, military identification card, or passport.
  - d. Proof of the claim holder right as heir or trustee.
  - e. Proof that no other person has a superior right to the interest of the decedent in the described property.

Please send all documents to: Vallejo Flood and Wastewater District  
Finance Department – Unclaimed Property  
450 Ryder Street  
Vallejo, CA 94590

By fax: (707) 644-8975

By email: [UnclaimedProperty@vallejowastewater.org](mailto:UnclaimedProperty@vallejowastewater.org)

For questions or inquiries, call (707) 644-8949, option 1, or email [UnclaimedProperty@vallejowastewater.org](mailto:UnclaimedProperty@vallejowastewater.org).