



TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

sdttc.com

Dan McAllister
Treasurer-Tax Collector



UNCLAIMED MONEY FORM FILING INSTRUCTIONS

On the **request for County Wide Unclaimed Monies** form the following fields must be filled in completely in order to process your claim:

- Amount
- Payee Full Name/Business Name
- Social Security No./Taxpayer I.D.
- Street Address
- City
- State
- Zip
- Country
- Daytime Phone
- Claimant or Authorized Agent Signature
- Date
- Address of Residence previous 3 year

Also, if you are filing a claim for which there are multiple payees on the warrant/check, please note that each payee must sign the claim form and submit the required documentation.

In addition, your signature WILL need to be notarized if your claim exceeds \$500.00.

You must also provide the following documentation to our office when filing your claim:

Individuals

- A copy of current photo identification for each claimant.
- Verification of address, if mailing address is different from original mailing address or photo identification.

Business

- Copy of current photo identification for the authorized agent signing the form
- Letter of Authorization on Company letterhead with the names of officers or officials with authority to sign and claim on behalf of the business.
- 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.

Mail the completed claim form and documents to the following address:

County of San Diego Treasurer-Tax Collector
ATTN: FINANCIAL/ COUNTYWIDE UNCLAIMED MONIES
1600 Pacific Highway, Rm 162
San Diego, CA 92101

When your completed claim form is received, the appropriate County department will review it carefully. If the evidence is not adequate to prove your ownership or a subsequent payment has been processed, the appropriate County department will contact you or return all documents submitted, with a letter stating why the claim is incomplete or being denied. Please allow 4-6 weeks processing time.



COUNTY OF SAN DIEGO

SAN DIEGO COUNTY REQUEST FOR UNCLAIMED MONIES

For County Use Only: Warrant / Check No.	Amount

Each of the undersigned claimants certifies under penalty of perjury that the claimant is the owner of said unclaimed monies and the person entitled to receive the money set forth in the claim.

Furthermore, each claimant agrees to indemnify and hold harmless the County of San Diego, its officers, and its employees from any loss resulting from the payment of this claim.

EACH CLAIMANT (PAYEE) MUST SIGN THIS AFFIRMATION OR THE CLAIM WILL BE RETURNED

Payee Full Name / Business Name:		Social Security No. / Taxpayer I.D.:	
Address:			
City:	State:	Zip:	Country:
Daytime Phone:	Signature:		Date:

Payee Full Name / Business Name:		Social Security No. / Taxpayer I.D.:	
Address:			
City:	State:	Zip:	Country:
Daytime Phone:	Signature:		Date:

YOUR SIGNATURE (S) MUST BE NOTARIZED IF THE CLAIM IS OVER \$500

Subscribed and sworn before me this _____ day of _____ year of _____	

Notary Public in and for	
The County of _____, State of _____	

Send completed: County of San Diego Treasurer-Tax Collector
affirmation to: ATTN: FINANCIAL/COUNTYWIDE UNCLAIMED MONIES
1600 Pacific Highway, Rm 162
San Diego, CA 92101

OFFICE USE ONLY:

Department: _____
Received date: _____
Initials received by: _____
Interoffice date: _____

REMEMBER TO SIGN ABOVE AND ENCLOSE COPY OF ID



PREVIOUS ADDRESSES

PLEASE LIST LAST 3 YEARS

Date From:		Date To:			
Address:		City:	State:	Zip:	

Date From:		Date To:			
Address:		City:	State:	Zip:	

Date From:		Date To:			
Address:		City:	State:	Zip:	

Date From:		Date To:			
Address:		City:	State:	Zip:	

Date From:		Date To:			
Address:		City:	State:	Zip:	

Date From:		Date To:			
Address:		City:	State:	Zip:	

