



**City of
Santa Clara**
The Center of What's Possible

**Mail Form To:
City of Santa Clara
Accounts Payable
1500 Warburton Ave
Santa Clara, CA**

**UNCLAIMED CHECKS
CLAIM FORM**

Ownership of the reported property must be verified by the claimant. As a claimant, please review the instructions before completing this form and provide documentation to establish ownership.

Business Name (if applicable)	Tax ID/SS#
Claimant Name (Last) (First) (Middle) (Maiden)	Title
Current Mailing Address	Daytime Phone
City State	ZIP
Email Address	FAX

Description of Property Claimed	Check Number	Check Date	Amount
1.			
2.			
3.			
4.			
5.			
Total Claimed			\$

The undersigned claimant affirms, under penalty of perjury, and pursuant to the laws of the State of California, all of the following: (1) Claimant has read the claim and knows the contents thereof, (2) Claimant is the sole owner of the said claim and the sole person or entity entitled to receive the money and property set forth in said claim, and (3) The claim is valid and just, and (4) All statements made in the claim are true and correct, and (5) Claimant shall indemnify and hold harmless the City of Santa Clara from any loss resulting from the payment of said claim.

Claimant's Signature	Date
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CLAIM FORM INSTRUCTION SHEET

- 1) Identify property to be claimed by logging onto the city's website at <https://www.santaclaraca.gov/unclaimedproperty> and reviewing the unclaimed Checks listing published thereon.
- 2) Complete the Unclaimed Property Claim Form. If any sections do not apply, please indicate so with "NA".
- 3) Provide adequate supporting documentation to establish your right to the property. See examples below.
- 4) Mail the completed claim form and supporting documentation to:

City of Santa Clara
Accounts Payable
1500 Warburton Ave
Santa Clara, CA 95050

If you have any questions or comments regarding this process, please contact the city of Santa Clara Accounts Payable at 408-615-2369 or by email at AP@santaclaraca.gov.

SUPPORTING DOCUMENTATION

The claims process will begin upon receipt of the signed claim form and adequate documentation to establish ownership and/or heirship. Payment of a claim cannot be made based on name similarity alone. Proof of ownership is therefore necessary. Failure to include adequate documentation along with the claim form will result in processing delays or denial of claim.

DOCUMENTATION EXAMPLES

Individuals/Business:

Individuals submitting claims should include documentation to verify identity, such as a copy of a current driver's license or state ID. If the property has a co-owner listed, the co-owner should also provide similar documentation.

Businesses submitting claims should include documentation to verify their identity, such as a copy of Articles of Incorporation, Business License or documents that have the business' Federal Tax ID.

Providing verification of the previous address the city may have on record can also provide additional support. This may be in the form of an old utility bill, bank statement, tax return, letters, etc.