Superior Court of California,
County to Tulare

UNCLAIMED FUNDS INSTRUCTIONS AND FORMS

If you are claiming funds, please complete the following:

STEP 1: Fill out the attached forms (**Claim Affirmation Form** and **Claim for Money Held)**.
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.

STEP 2: 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 the instructions and make copies of all required documents (driver's license, etc.). Owners or heirs are required to provide documentation to validate their claims.

STEP 3: Each claimant is required to fill out a separate Claim Affirmation Form and Claim for Money Held.

STEP 4: Please send the completed forms along with all the required materials to:

Superior Court of California, County of Tulare
Attention: Finance Department
221 South Mooney Blvd., Room 106
Visalia, CA 93291

CHECKLIST FOR FILING A CLAIM

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

ORIGINAL OWNER FILING CLAIM

- ☐ Completed and signed Claim of Affirmation Form;
- ☐ Notarize your Claim of Affirmation Form, if your claim is over $1000;
- ☐ Completed and signed Claim for Money Held Form;
- ☐ Copy of current photo identification for each claimant;
- ☐ Proof of Social Security number for each claimant;
- ☐ Proof associating you with the last known address;
- ☐ Proof associating you to the Court and the reported case; and
- ☐ The original instrument used such as a receipt, copy of check, judgment, etc.

DECEASED OWNER

- ☐ Completed and signed Claim Affirmation Form;
- ☐ Notarize your Claim Affirmation Form, if your claim is over $1000;
- ☐ Complete 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;
- ☐ Proof of social security number for each heir;
- ☐ Proof associating the deceased owner to the Court and the reported case;
- ☐ The original 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.
- ☐ 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 information can be obtained, please contact the Court.

BUSINESS CLAIM

- ☐ Completed and signed Claim of Affirmation Form;
- ☐ Notarize your Claim of Affirmation Form, if your claim is over $1000;
- ☐ Completed and signed Claim for Money Held Form;
- ☐ Proof associating the business with the Court and the reported case;
- ☐ The original 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;
- ☐ Business card of the authorized officer or official;
- ☐ 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 Franchise Tax Board and/or the Secretary of State's Office.