



UNCLAIMED MONEY INSTRUCTION SHEET

Using this instruction sheet, determine and provide the appropriate documents in order to process your claim, and return them with your completed Unclaimed Money form.

All claimants must review SECTION A for required documentation. If you are an HEIR or BENEFICIARY of the deceased owner, refer to SECTIONS A & B.

SECTION A: CLAIMANT IDENTIFICATION

- 1) Copy of a photo identification (e.g., driver's license, state identification card, passport, etc.) for each claimant;
- 2) Copy of each claimant's Social Security card or any other document showing the claimant's Social Security number (e.g., federal or state income tax return or pay stub, etc.), if applicable;
- 3) Original check, deposit, or instrument identified in the "Unclaimed money publication";
- 4) Document (e.g., correspondence, statement, etc.) associating you or the owner with the business or named in the unclaimed money publication.

NOTE: IF ITEM 3 OR 4 IS NOT AVAILABLE, YOUR CLAIM MAY BE DENIED.

SECTION B: DECEASED OWNER

If you are an HEIR of the deceased owner named on the account, you are required to submit ALL items under SECTION A, the death certificate of the deceased owner, PLUS one of the following documents:

- 5) Copy of Currently Certified Letters, dated within the past six months, appointing the Executor or Administrator of the descendant's estate, and the Estate Tax Identification number; or
- 6) Complete copy of the court Ordered Distribution of the Descendant's Estate; or
- 7) If the distribution of the estate was not ordered by a court, a complete copy of the descendant's Will and/or Trust Agreement; and a completed Declaration Under Probate code Section 13101 FORM; or
- 8) If no Will or Trust Agreement exists, a completed Declaration Under Probate Code Section 13101 form and a Table of Heirship form. You may obtain these documents at the State Controller's web site at <http://www.sco.ca.gov/col/ucp/forms/index/shtml>.

If you are providing the death certificate and items 5, 6, or 8 proceed to SECTION C.

SECTION C: SIGNED CLAIM FORM/AFFIRMATION

- 9) If the "Amount" (listed on the front page of this Claim Form) is \$500 or more, complete, sign, and NOTARIZE the affirmation.
- 10) If the "Amount" is less than \$500, complete and sign the Affirmation.

Confirm that all required documents are included and send the entire package to the address on the front page of the Claim Form.