



GLENN COUNTY
DEPARTMENT OF FINANCE
516 West Sycamore Street
Willows, California 95988
Telephone (530) 934-6476
FAX (530) 934-6421



Humberto Medina, CPA
Director of Finance

Josh Crane
Assistant Director of Finance-Auditor/Controller

INSTRUCTIONS FOR FILING AN UNCLAIMED PROPERTY CLAIM FORM

STEP 1: Fill out the attached form (**Claimant Affirmation Form**). When completing the claim form, please type or print legibly in blue or black ink. Claims that are illegible will be returned. Claims must be submitted using the Department of Finance prescribed form; any modifications made to the prescribed form will not be accepted.

STEP 2: You must sign the Claimant Affirmation Form and have it notarized if your claim is \$1,000 or more. If your claim is \$1,000 or more and is not notarized, it will not be processed. Please read 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 Claimant Affirmation Form for each individual claim.

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

Glenn County Department of Finance
516 West Sycamore Street
Willows, CA 95988

For additional questions, or if you are uncertain as to why your name is listed on our website, please call the Department of Finance at: (530) 934-6476.

SECTION A – ORIGINAL OWNER

If your name is the one listed on the County's unclaimed property website, please follow the checklist below to make sure that all required documentation is provided to the Department of Finance:

- Complete and sign the Claimant Affirmation Form;
- Notarize your Claimant Affirmation Form, if your claim is over \$1,000;
- Copy of current photo identification for each claimant;
- Proof associating you with the last known address;
- Proof associating you to the referenced transaction, tax payment, court case, etc.; and
- The original instrument used such as a receipt, copy of check, etc.

SECTION B – DECEASED OWNER

If your name is not the one listed on the County's unclaimed property website, but you are legally entitled to the unclaimed property, please follow the checklist below to make sure that all required documentation is provided to the Department of Finance:

- Complete and sign the Claimant Affirmation Form;
 - Notarize your Claimant Affirmation Form, if your claim is over \$1,000;
 - Death certificate of the deceased owner(s) of the funds;
 - Copy of current photo identification for each heir;
 - Proof associating the deceased owner to the transaction, tax payment, court case, etc.;
 - 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, include the estate tax identification number and a copy of the Currently Certified Letters Testamentary, dated within 6 months, appointing the executor or administrator of decedent's estate;
- OR**
- 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 Department of Finance at (530) 934-6476.

SECTION C – BUSINESS CLAIM

If your business name is the one listed on the County's unclaimed property website, please follow the checklist below to make sure that all required documentation is provided to the Department of Finance:

- Complete and sign the Claimant Affirmation Form;
- Notarize your Claimant Affirmation Form, if your claim is over \$1,000;
- Proof associating the business with the transaction, tax payment, court case, etc.;
- The original instrument used such as a receipt, copy of check, etc.; and
- Letter of Authorization with the names of officers or officials with authority to sign and claim on behalf of the business.

