



**GOVERNMENT AGENCY: CLAIM FILING INSTRUCTIONS
AND REQUESTED DOCUMENTATION**

To claim funds reported on behalf of a government agency (“agency”), please provide the following:

1. **Completed claim letter signed by an agent or officer claiming the property on behalf of the agency.**
 - a. You must notarize the claim if the total value of the claim is \$1,000 or greater
2. **A ‘Letter of Authorization’ on agency letterhead from an official with the agency, authorizing an agent or officer to claim the property on behalf of the agency.**
3. **A copy of the agency-issued photo identification card for the agent or officer authorized to file the claim. If this is not available, other allowable identification includes:**
 - a. Driver License
 - b. State-Issued Identification Card

Note: In lieu of a copy of a driver license, it is acceptable to send in a notarized statement with the agent/officer’s name, driver license number, driver license expiration date and date of birth.

4. **The agency Federal Employer Identification Number (FEIN) should be clearly typed or written on the Claim Affirmation Form.**
5. **If we cannot verify a claim based on the FEIN, because the company reporting the property did not provide the FEIN when transferring the property to us, and if the reported owner name of the property is not clearly the agency, we will need additional documentation as described below to verify your claim. Therefore, if you have these documents available, please submit them when you file the claim to ensure speedy processing of the claim.**

EITHER

- a. **Proof the agency operated or received mail at the reported address.** You can find the reported owner address on the claim details page printed with your claim form. If you cannot provide this documentation with your claim, we may contact you for additional information. Suggested documents:
 - i. Original bill or account statement from the reporting company
 - ii. Copy of business license
 - iii. Copy of received tax statement, such as:
 1. IRS Form 1098, statement of interest paid
 2. IRS Form 1099-INT or 1099-DIV, statement of interest or dividends earned
 3. Copy of mortgage statement or real estate property tax bill

4. Original telephone, cable, or utility bill
5. Original bank or credit card statement

OR

- b. If there is no reported address on the claim details page printed with your claim form, provide proof that the property belongs to the agency. If you cannot provide this documentation with your claim, we may contact you for additional information. Suggested documents:
 - i. Original invoice or receipt from the reporting company

Send all documents to: San Francisco Treasurer & Tax Collector- Bureau of Delinquent Revenue- TTX Refunds Fund P.O. Box 7426 San Francisco, CA 94120-7426.

Send overnight mail or hand deliver documents to: San Francisco Treasurer & Tax Collector- Bureau of Delinquent Revenue- TTX Refunds Fund, 1 Dr. Carlton B. Goodlett Place Room 140, San Francisco, CA 94102.

If you have any questions regarding these instructions or requested documents, please call us at (415) 554-XXXX.

Note: If you have an outstanding debt with a California state, city, or county agency, your unclaimed property payment may be intercepted to pay the debt. The intercept will apply even if you are in an installment agreement with said agency.