



**PROPERTY OWNER: CLAIM FORM FILING INSTRUCTIONS
AND REQUESTED DOCUMENTATION**

To claim funds reported in your name, please provide the following:

1. **Completed Claim Form signed by the owner.**¹ In general, a Power of Attorney instead of the reported owner's signature will not be accepted.²
 - a. You must notarize the Claim Form if the total value of the claim is \$1,000 or greater.
 - b. If the property lists multiple owners, please provide the following:
 - i. Each owner must sign a Claim Form. Multiple owners may submit their Claim Forms together if they are sharing the same documentation to support the claims.
 - ii. If the owners submit separate Claim Forms, each claim must contain all requested documentation.
 - c. If you believe you are entitled to a deceased co-owner's portion of the property, provide a copy of the deceased owner's certified final death certificate, and all documents identified in items 7, 8, or 9 of the Heir of Deceased Owner: Claim Form filing instructions. You can find the instructions on our Web site at:
http://www.sftreasurer.org/upd_claim_filinginstr_heirs.html.

Note: Each verified owner will receive their portion of the property/refund as determined from information provided to the Office of the Treasurer & Tax Collector ("TTX") by the department or agency that reported the property or by proof of entitlement provided by the claimant.

2. **Copy of your current Driver License or State-Issued Photo Identification Card.**
 - a. If you do not have a valid Driver License or State-Issued Photo Identification Card, you may provide:
 - i. Military Identification Card or
 - ii. Color copy of the first and last page of your valid passport
 - b. B. If your name is different from the reported owner's name, provide documentation that verifies your name change. Suggested documents:
 - i. Marriage certificate
 - ii. Court document

¹ The claim form must be signed by one of the following, as appropriate: the property owner, the property owner's guardian, custodian, conservator, or, if the property is in the name of a trust, the trustee(s).

² We may accept a Durable Power of Attorney (DPOA) in cases where a medical condition prevents the property owner from signing the claim form. In such a case, our Legal Office will determine whether to accept a DPOA. To submit a claim signed by a DPOA, include all pages of the DPOA agreement and a medical verification signed by a licensed physician that states the property owner who is the subject of the DPOA is unable to sign the claim form because they are disabled, incapacitated or incompetent and are unable to handle their affairs. Any claim signed by a DPOA that does not contain medical verification by a licensed physician will be denied without consideration.

3. **If you are claiming property on behalf of a minor, provide:**
 - a. Proof of minor's age. Suggested documents:
 - i. Copy of minor's birth certificate
 - ii. Copy of minor's Driver License or State-Issued Photo Identification card
 - iii. Color copy of the first and last page of the minor's passport
 - b. Proof of custody/guardianship. Suggested documents:
 - i. In the case of married parents, copy of minor's birth certificate
 - ii. In the case of divorce, court documents
 - iii. Conservator/Guardianship letters
 - iv. Adoption documents
 - c. Proof that the property belongs to the minor. Suggested documents:
 - i. Original invoice or receipt from the reporting entity
4. **Proof of your current mailing address.** Suggested documents:
 - a. Original pay stub
 - b. Copy of received tax statement, such as:
 - i. IRS Form W-2, statement of wages earned
 - ii. IRS Form 1098, statement of interest paid
 - iii. IRS Form 1099-INT or 1099-DIV; statement of interest or dividends earned
 - c. Copy of mortgage statement or real estate property tax bill
 - d. Original telephone, cable, or utility bill
 - e. Original bank or credit card statement
5. **Proof that the property belongs to you.** If you cannot provide this documentation with your claim, we may contact you for additional information. Suggested documents:
 - a. Original invoice or receipt from the reporting entity

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.