



CITY OF SAN RAMON
Claim Form for Unclaimed Property

Type of Claim: _____ Individual Claimant _____ Business Claimant

I, _____, hereby declare that I am the legal owner or custodian of:
check number _____, issued by the City of San Ramon, in the amount of _____, dated _____, and
the payee shown as _____

Explain why the money is owed to you: _____

Indicate the reason for the claim below:

- ☐ The above check was not received.
☐ The above check is attached. The check is stale dated because it was not cashed within six months of issuance.

I hereby certify under penalty and perjury that the information contained in this claim is true and correct and is being submitted to the City of San Ramon to substantiate my claim to money held by the City. I further certify that I have the authority and right to claim and receive payment of money and hereby release the City of San Ramon from all liability and further obligation for this claim.

I understand that my claim is subject to verification by the City of San Ramon and that the City has 30 days from the date the form is received to decide to accept or reject the claim from.

Claimant Signature Date

Claimant Address

Phone Number E-mail Address

Mail or email completed forms with supportive required documentation (see back for instructions) to:

City of San Ramon
Administrative Services/Finance Division
7000 Bollinger Canyon Rd, San Ramon, CA 94583
AP@sanramon.ca.gov

CITY USE ONLY	
Payee Name & UC No	_____
Check No.	_____ Check date _____ Check Amount _____
Purpose of Payment	_____
Accepted _____ Denied _____	
Verified by Name/Signature	_____ Date _____
Manager Name/Signature	_____ Date _____



CITY OF SAN RAMON
Instructions for Filing a Claim for Unclaimed Property

A. Individual Claimant - Claims initiated by the owner of the property must submit the following documents:

1. Fully completed and signed Claim Form for Unclaimed Property.
2. Copy of the check (if available).
3. Copy of an official form of identification (driver's license, military identification card, or passport).
4. Proof of reported address associated with the unclaimed check (acceptable documents are paystub, tax return, mortgage/rent statement, telephone, utility bill, bank, or credit card statement).
5. Completed IRS Form W9.

B. Business Claimant - The claim must be made by an officer or official claiming on behalf of the business or corporation, partnership, professional association, government entity, or private organization, and submitted with the following documents:

1. Fully completed and signed Claim Form for Unclaimed Property.
2. Copy of the check (if available).
3. Copy of an official form of identification (driver's license, military identification card, or passport).
4. Business card of the authorized officer or official.
5. Proof of reported address associated with the unclaimed check (acceptable documents are tax return, mortgage/rent statement, telephone, utility bill, business license, or bank statement).
6. Completed IRS Form W9.

C. Heir of Trustee of Deceased Property Owner - Claims initiated by the authorized lawful heir or trustee of the deceased payee's claim must be accompanied by the following documents:

1. Completed and signed Claim Form for Unclaimed Funds.
2. Death certificate of the deceased owner or owners of the property.
3. Copy of any official form of identification (driver's license, military identification card, or passport)
4. Proof of reported address associated with the unclaimed check (acceptable documents are paystub, tax return, mortgage, telephone, utility bill, bank, or credit card statement).
5. Completed IRS Form W9.

Submit the required information and mail or email to the following address:

City of San Ramon
Administrative Services / Finance Division
7000 Bollinger Canyon Rd, San Ramon, CA 94583
AP@sanramon.ca.gov

If you have any questions on how to submit a claim, please contact the City Finance Division at (925) 973-2609 or AP@sanramon.ca.gov