



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