



Unclaimed Funds Claim Form

Pursuant to California Government Code Section 50052, I wish to file a claim for a previously unclaimed check in the amount of \$ _____ that was published in the Metro News Santa Clara County on _____. The reason(s) I am filing this claim are:

Vendor or Individual Name (Printed):

Taxpayer I.D. No.

Vendor or Individual (Signature):

Date Signed:

Telephone Number:

Address (Including City, State and Zip Code):

Contact Us:

FINANCE DEPARTMENT Accounting Division
ap_unclaimed@sanjoseca.gov
200 E. Santa Clara Street, 13th Floor
San Jose, CA 95113

See second page for identification and documentation requirements.

GUIDELINES OUTLINING WHO IS AUTHORIZED TO SIGN THE CLAIM FORM

- A. Individual. If the Claimant is an individual, that person must sign the Claim Form.
- B. Corporation. If the Claimant is a corporation (including Non-Profit Corporate structures), the Claim Form must be signed by an authorized officer of the corporation.
- C. Partnership. If the Claimant is either a General Partnership or a Limited Partnership, then the Claim must be signed by a General Partner. A Limited Partner is approved to sign the Claim Form only if this person has been specifically authorized by the partnership to participate in the control and management of the business.
- D. Limited Liability Company. If the Claimant is a Limited Liability Company, the Claim Form must be signed by a Managing Member of the organization. A Manager is approved to sign the Claim only if this person has been specifically authorized by the membership to participate in the control and management of the business.

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- E. Sole Proprietorship. If the Claimant is a Sole Proprietorship, the Claim Form must be signed by the owner of the business.
- F. Trust. If Claimant is a Trust, the Claim must be signed by each individual who has been appointed as a trustee. Required supporting documentation includes a copy of the Trust Agreement that gives the name of each trustee.
- G. Estate/Deceased Payee. If Claimant is a deceased individual or to the estate of a deceased person, the Claim must be signed by either the executor or the administrator of the estate. Required supporting documentation includes a copy of the Death Certificate and evidence of appointment as executor or administrator.

3. REQUIRED IDENTIFICATION

- A. Individuals, Trusts, Estates, Sole Proprietorships. Submit a copy of current photo identification of the individual or the person submitting the Claim Form on behalf of the Trust or Estate (i.e. current driver’s license or passport).
- B. Businesses. Submit a copy of current photo identification for the authorized officer or official claiming on behalf of the company on official letterhead.

4. REQUIRED SUPPLEMENTAL DOCUMENTATION

- A. Proof of Signatory’s Authority.

If the payment is payable to an organization, rather than an individual, evidence to substantiate the signatory’s position within the organization must be provided.

- 1. For corporations, examples of such evidence include articles of organization, resolution of the corporate board, or corporate bylaws etc.
- 2. For limited liability companies, examples of such evidence include the articles of organization or management agreement.

- B. Proof of Acquisition or Merger/Dissolution.

- 1. If the payment is payable to a company that has since been acquired by (or merged with) another company, the acquiring company must provide legal evidence of such acquisition (or merger).
- 2. If the payment is payable to a company that has since been dissolved, the Claimant must submit the articles of dissolution and a complete final tax return.

FOR FINANCE DEPARTMENT ONLY

Proof of Identity Verified(check one): Driver's License Passport
 Claim: Approved Rejected

Reason for Rejection:

Reviewed By: Date Reviewed: