



Unclaimed Funds Form–Action Required to Claim Funds

Superior Court of California County of Riverside

ESCHEATMENT CLAIM INSTRUCTIONS and FORMS

If you are claiming funds, please complete the following:

STEP 1: Fill out the attached **Claim Affirmation Form**. When completing the claim form, please type or print legibly in blue or black ink. Claims that are illegible will be returned. Claims must be made using the court's form. Any modifications made to the court's form will not be accepted.

STEP 2: You must sign the Claim Affirmation Form and have it notarized if your claim is over \$1,000 or your claim will not be processed. Please read all of the instructions and make copies of all required documents (driver's license, etc.). Owners or heirs are required to provide documentation to validate their claims.

STEP 3: Each claimant is required to fill out a separate Claim Affirmation Form.

STEP 4: Please send the completed form along with all the required materials to:

Superior Court of California, County of Riverside
Attn: Fiscal Services Division (2024 OT Escheatment)
P. O. Box 1547
Riverside, CA 92502

Or email in PDF file format to escheat@riverside.courts.ca.gov



SECTION A—ORIGINAL OWNER FILING CLAIM

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim of Affirmation Form, excluding “Court’s Use Only” box;
- Notarized Claim of Affirmation Form if claim is over \$1,000;
- Copy of **current photo identification** for each claimant;
- Proof of **Social Security number** for each claimant;
- Proof associating you with the last known address;
- Proof associating you to the Court and the reported case; and
- The original instrument used such as a receipt, copy of check, etc.

SECTION B—DECEASED OWNER

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim Affirmation Form, excluding “Court’s Use Only” box;
- Notarized Claim Affirmation Form if claim is over \$1,000;
- Death certificate of the deceased owner(s) of the funds;
- Proof associating the deceased owner to the Court and the reported case;
- The original instrument used such as a receipt, copy of check, etc.;
- Proof associating the deceased owner with the last known address; and
- One of the four sets of documents indicated below:
 - If you are claiming the asset as the personal representative of the decedent’s estate:
 - The tax identification number for the estate,
 - A copy of the current photo identification for the personal representative; and
 - Letters of administration or letters testamentary (form DE-150), certified by the court in California within the last 60 days.
 - If you are claiming the assets as the **trustee** of decedent’s trust through a pour-over will:
 - The tax identification number for the trust,
 - **A copy of the current photo identification for the trustee; and**
 - Either (1) a copy of the trust and all amendments, (2) a certification of trust under Probate Code 18100.5, or (3) a certificate of trustee under Probate Code 15603, certified by the court in California within the last 60 days.
 - If you are claiming the assets as an heir or beneficiary using an affidavit or declaration under **Probate Code 13100**:



- A copy of the current photo identification for each heir or beneficiary receiving the asset;
 - Proof of Social Security number for each heir or beneficiary receiving the asset (e.g. copy of social security card, form W2, copy of face page for filed federal tax return); and
 - An affidavit or declaration under Probate Code 13101 signed by all heirs or beneficiaries of the decedent's estate receiving the asset. Each signature must be acknowledged before a notary public. The death certificate must be a certified copy.
- If you are claiming the assets under **the order of a California Court concerning the decedent's estate**: (1) the omnibus clause of an order for final distribution, (2) an order determining succession to real and personal property (form DE-315), and/or (3) a spousal or domestic partner property order (form DE-226):
- A copy of the current photo identification for each heir or beneficiary receiving the asset under the omnibus clause,
 - Proof of Social Security number for each heir or beneficiary receiving the asset under the court order (e.g. copy of social security card, form W2, copy of face page for filed federal tax return), and
 - A copy certified by the court in California within the last 60 days of one of the following: (1) the order for final distribution in the decedent's estate, (2) the order determining succession to real and personal property (form DE-315), and/or (3) the spousal or domestic partner property order (form DE-226).

SECTION C–BUSINESS CLAIM

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim of Affirmation Form, excluding “Court’s Use Only” box;
- Notarized Claim of Affirmation Form if claim is over \$1,000;
- Proof associating the business with the Court and the reported case;
- The original instrument used such as a receipt, copy of check, etc.;
- Letter of Authorization with the names of officers or officials with authority to sign and claim on behalf of the business;
- Copy of **current photo identification** for each authorized officer or official;
- Business card of the authorized officer or official;
- Proof of the business's federal tax identification number;



- Proof of the business's association with the last known address;
- If your company merged with another company, a copy of the merger agreement;
- If your company was dissolved, a copy of the articles of dissolution;
- If your company was suspended, a Tax Clearance letter or a Letter of Good Standing from the Franchise Tax Board and/or the Secretary of State's Office.



COURT'S USE ONLY

Approved, Paid to Claimant Shown Below

Denied, Not an Authorized Claim

Date: _____

By: _____

CLAIM AFFIRMATION FORM

A SEPARATE FORM IS REQUIRED FOR EACH ACCOUNT CLAIMED

The undersigned claimant certifies, under penalty of perjury, that they have read the claim and know the contents thereof and that they are the owner of said claim and the person entitled to receive the money set forth in said claim.

The claimant agrees to indemnify and hold harmless the State, the Court and its agents, officers, and employees from any loss, including attorney's fees, resulting from the payment of said claims.

CURRENT INFORMATION AND SIGNATURE MUST BE PROVIDED FOR EACH CLAIMANT OR YOUR CLAIM WILL NOT BE PROCESSED

Claimant's Information:

LAST NAME OR BUSINESS	FIRST NAME	MI	SSN or FEDERAL TAX ID	DATE
CURRENT MAILING ADDRESS	CITY	STATE/ PROVINCE	ZIP	COUNTRY
DAYTIME PHONE	EMAIL ADDRESS			
NAME OF OWNER (IF DIFFERENT FROM CLAIMANT)		RELATIONSHIP TO OWNER		
AMOUNT OF CLAIM \$	REASON FOR CLAIM			

CLAIMANT OR AUTHORIZED AGENT SIGNATURE

YOUR SIGNATURE MUST BE NOTARIZED IF THE CLAIM AMOUNT IS \$1,000 OR GREATER
For claims filed for a business, the authorized owner's signature is required. For claims filed for an estate or trust, the signature of the executor, administrator or attorney is required.

State of California, County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____ (Seal)

PRIVACY NOTIFICATION
Your Social Security number and other documents are requested for identification and processing of your claim only.