

CITY OF MARINA

INSTRUCTIONS FOR FILING A
“CLAIM FORM FOR UNCLAIMED CHECKS”

- A. **Individual Claimant**- Claims initiated by the owner of the property must submit the following documents:
1. Completed and signed *Claim Form for Unclaimed Checks*.
 2. A copy of the check (if available)
 3. Copy of any official form used for identification, such as a driver’s license, military identification card, or passport.
 4. Proof of reported address associated with the unclaimed check. The following documents are acceptable: paystub, tax return, mortgage, telephone or utility bill, bank or credit card statement.
- B. **Business Claimant**- The claim must be made by an officer or official claiming on behalf of the business or corporation, partnership, professional association, for profit organization, government entity, or private organization, and submitted with the following documents:
1. Completed and signed *Claim Form for Unclaimed Checks*.
 2. A copy of the check (if available)
 3. Copy of any official form used for identification, such as a driver’s license, military identification card, or passport.
 4. Federal tax identification number.
 5. Business card of the authorized officer or official
 6. Proof of business’s reported address associated with the unclaimed check, such as tax return documents, a mortgage, rent, telephone or utility bill, business license, or a bank statement.
 7. If a company or business has dissolved or changed names additional information may be requested to process the claim.
- C. **Heir or 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 Checks*.
 2. Death certificate of the deceased owner or owners of the property.
 3. Copy of any official form used for identification, such as a driver’s license, military identification card, or passport.
 4. Proof of reported address associated with the unclaimed property. The following documents are acceptable: Pay stub, tax return, mortgage, telephone, or utility bill, bank or credit card statement.
 5. All claims made by heirs or trustees of a deceased payee are subject to review.

Please attach all required information to the *Claim Form for Unclaimed Checks* for each unclaimed check and mail or bring to the following address:

City of Marina
Finance Department
211 Hillcrest Ave.
Marina, CA 93933
Attn: Stale Dated/Unclaimed Checks

If you have questions on how to submit a claim, please contact Betsy Hill at 831-884-1203 or email bhill@ci.marina.ca.us. (Please do not leave any confidential personal information on this voice message box.)