



REQUEST FOR UNCLAIMED MONIES

I. CITY STATEMENT

On _____, the City of Napa issued Check No. _____ drawn on the (select one account)
 PAYROLL, ACCOUNTS PAYABLE, MATERIALS DIVERSION, -or- HOUSING AUTHORITY account
at US Bank _____ in the amount of _____ for _____.

II. CLAIMANT STATEMENT

CHECK NEVER RECEIVED – (Complete section III)

That Claimant did not receive and has not caused said check to be presented for payment or otherwise received the proceeds of said check.

CHECK RECEIVED AND LOST OR DESTROYED – (Complete Section III)

That Claimant received the check and has not caused said check to be presented for payment or otherwise received the proceeds of said check as the check has been lost or destroyed.

The Claimant requests that a new check be issued in the amount shown in Section I, by the City of Napa in consideration for which the Claimant hereby agrees to indemnify the City of Napa, its officers, agents, and employees from any and all expense, loss, or liability whatsoever which may arise out of or be in any way connected with the issuance of said check. It is further agreed that in consideration of the issuance of said replacement check, if said check is found, Claimant will forward it to the Finance Department immediately or be held responsible for payment if the original check is presented for payment.

III. CLAIMANT INFORMATION OF PROPERTY CLAIMED

EACH CLAIMANT (PAYEE) MUST SIGN THIS AFFIRMATION OR THE CLAIM WILL BE RETURNED

PAYEE FULL NAME / BUSINESS NAME		SSN / TIN		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
DAYTIME PHONE	SIGNATURE REQUIRED		DATE	

PAYEE FULL NAME / BUSINESS NAME		SSN / TIN			
STREET ADDRESS		CITY	STATE	ZIP	COUNTRY
DAYTIME PHONE		SIGNATURE REQUIRED		DATE	

YOU SIGNATURE (S) MUST BE NOTARIZED IF THE CLAIM IS OVER \$500

<p>Subscribed and sworn before me this _____ day of _____ of _____</p> <p>_____</p> <p style="text-align: center;">Notary Public in and for</p> <p>The County of _____, State of _____</p>
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PROVIDE THE FOLLOWING DOCUMENTS

Individuals

- A copy of current photo identification for each claimant
- Verification of address, if mailing address is different from original mailing address or photo identification
- Death Certificate (if making claim for deceased original owner)

Businesses

- Copy of current photo identification for the authorized agent signing the form
- Letter of Authorization on Company letterhead with the names of officers or officials with authority to sign and claim on behalf of the business.
- 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

IV. CLAIMANT AFFIRMATION

I, _____, certify under the penalty of perjury that I am the lawful payee of the aforementioned check or an authorized representative of the payee, and, that the foregoing declaration is true and correct.

SIGNATURE*

DATE EXECUTED

AT _____
CITY, STATE

MAIL CHECK TO:*

SEND COMPLETED AFFIRMATION TO :

City of Napa – Finance Department
Unclaimed Checks
PO Box 660
Napa, CA 94559-0660

V. FOR FINANCE DEPARTMENT ONLY

CLAIM RECEIVED ON APPROVED DENIED

INVOICE NUMBER VENDOR NUMBER KEY/OBJ

DESCRIPTION (ORIG CHECK NUMBER) DATE AMOUNT

APPROVED BY: