

CLAIM INSTRUCTIONS

1. THE CLAIM

A valid claim must include the required “CITY OF BAKERSFIELD AFFIDAVIT OF UNCLAIMED MONES” form. This form can be printed from the website. The information on the form must be exactly the same as that shown on the original check and can also be found from the website. A separate Affidavit containing the payee name, current address and phone number, check number, issue date, and dollar amount must be submitted for each check. The claim must include copies of documents identifying the claimant. See details under Required Identification.

The following guidelines will outline who is authorized to sign the Affidavit:

- A. Individual. If the payee on the check is an individual, the person named as the payee must sign the Affidavit. If there are multiple payees listed on the check, then each must sign the Affidavit.
- B. Corporation. If the check is payable to a corporation (including non-profit corporate structures), the Affidavit must be signed by an officer of the corporation. Qualifying officers include the following:
 - Chairman of the Board President
 - Chief Executive Officer
 - Chief Financial Officer
 - Corporate Secretary (or Assistant Corporate Secretary)
 - Executive or Senior Vice President
 - Vice President
 - General Counsel
 - Treasurer (or Assistant Treasurer)
 - Controller (or Assistant Controller)
 - Chief Accounting Officer Director (Non-Profit ONLY)
- C. Partnership. If the check is payable to either a General Partnership or a Limited Partnership, then the Affidavit must be signed by a General Partner of the organization. A limited Partner is approved to sign the Affidavit 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 check is payable to a Limited Liability Company, the Affidavit must be signed by a Managing Member of the organization. A Manager is approved to sign the Affidavit ONLY if this person has been specifically authorized by the membership to participate in the control and management of the business.

- E. Sole Proprietorship. If the check is payable to a Sole Proprietorship, the Affidavit must be signed by the owner of the business.
- F. Government Agency. If the check is payable to a Government Agency, the Affidavit must be signed by an officer of the agency. Qualifying officers include the following:
- Executive Officer
 - Chief Administrative Officer
 - Chief Financial Officer
 - Finance Director
 - Agency Director
 - Department Head/Chief (or Assistant Department Head/Chief)
 - Bureau Chief (or Assistant Bureau Chief)
 - Division Chief
 - Treasurer (or Assistant Treasurer)
 - Controller (or Assistant Controller)
 - Fiscal Officer
- G. Trust. If the check is payable to a Trust, the Affidavit 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 names of each trustee.
- H. Estate/Deceased Payee. If the check is payable to a deceased individual or to the estate of a deceased person, the Affidavit 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.
- I. Re-Marriage or Divorce Payee. Required supporting documentation includes a copy of the marriage certificate or divorce decree.

2. REQUIRED SUPPLEMENTAL DOCUMENTATION

A. PROOF OF OFFICER'S TITLE

If the check is payable to an organization, rather than an individual, evidence to substantiate the signor's position within the organization must be provided. Examples of such evidence include the following: a business card displaying the officer's title, a partnership agreement, articles of organization, etc.

B. PROOF OF ACQUISITION (OR MERGER)

If the check 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).

C. POWER OF ATTORNEY

If the payee utilizes a third-party agent (such as an asset recovery company) to file a claim, a notarized Power of Attorney **MUST** be submitted to the City and signed by the same person who signed the Affidavit(s).

3. CLAIM SUBMISSION AND REVIEW

Please make sure to include **ALL** required supporting information with your claim request. **FAILURE TO SUBMIT A CLAIM INCLUDING THE REQUIRED DOCUMENTATION MAY RESULT IN THAT CLAIM BEING DENIED AND RETURNED TO THE SENDER.** As a result, claimants are requested to provide as much information as possible in order to expedite our review process and to substantiate the claimant's right to the un-cashed check.

The completed claim(s) and required supplemental information should be mailed to:

City of Bakersfield
P O Box 2057
Bakersfield CA 93303

Or delivered to:

City of Bakersfield
1600 Truxtun Ave
Bakersfield CA 93301

Please note that it may take up to 15 days to process your claim, and if approved 15 additional days for you to receive payment. This process may take longer under certain circumstances.