

Claim Form for Unclaimed Property – Instructions

1. To make a claim for unclaimed money, the claimant must complete and submit a Claim for Unclaimed Property form to the Agency. Please include all required documentation. NOTE: A separate claim form is not required for each item of property owned by the same owner. Just add additional pages as needed to provide the pertinent information for each item of property claimed.
2. If the claimant is claiming the money on behalf of a business entity, the claimant must provide proof that he or she has legal authority to make such request. Proof of authority can be, for example, but is not limited to, a signed letter from the owner or CEO of the company on company letterhead.
3. If the money is being requested to be paid to someone other than the owner of record or payee (e.g., to a person instead of to the business entity), the Agency requires a written, signed statement made under penalty of perjury and other pertinent legal documents which shall justify the change in payee to the Agency's satisfaction.
4. All pertinent information called for on the form must be filled in or otherwise provided. The claim form must be signed by the claimant, and the signature must be notarized if the claim is for \$100 or more.
5. For claims submitted by an agent on behalf of the claimant under power of attorney, the power of attorney form must have the notarized signature of the claimant, and the claim form must also have a notarized signature of the claimant.
6. Completed claim forms and supporting documentation must be mailed or delivered to:

US Mail:

Placer County Water Agency
Department of Finance
Attn: Unclaimed Property
PO Box 6570
Auburn CA, 95604

Courier/In Person:

Placer County Water Agency
Department of Finance
Attn: Unclaimed Property
144 Ferguson Rd
Auburn CA 95603

Once a proper claim has been received by the Agency, the propriety of the claim will be evaluated and the claimant will be notified if any further information is needed.

7. If you have any questions, please email unclaimedproperty@pcwa.net or mail questions to the above address.