



## Authorization to Release

I \_\_\_\_\_ of \_\_\_\_\_  
(Representative of Bank, Lender, or Title Company who paid the property taxes to the County of L.A.) (Bank, Lender, or Title Company)

Authorize \_\_\_\_\_ to collect the funds for the checks listed below:  
(Payee listed on check)

Check #	Payee	Issue Date	Amount	Assessor ID	Roll year

eg: XXXX9999

eg: John Smith

eg: 01/01/18

eg: \$5,000.00

eg: 5161-004-909

eg: 2015

\_\_\_\_\_  
(Signature of Company Representative who paid on behalf of payee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number / Extension)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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.

(Seal)

Signature \_\_\_\_\_



## Authorization to Release

### Instructions:

1. If any one of the checks you are claimant is a tax refund over \$5,000, AND you did not pay your property taxes directly to the County of Los Angeles, you will need to include this form in your claim.
2. To determine the Assessor ID number and the roll year for the Authorization to Release form, please refer to the "**Search Screen**" example below.
  - o Item "A" below is the Assessor ID number
  - o Item "B" below is the roll year of taxes.
3. The letter is signed by an authorized signor of the company (or the individual) who paid the County of Los Angeles property tax payments on behalf of the payee.
4. The document must be notarized or a corporate seal affixed to this document.
5. Proof of the authorizing representative is required. Examples of such evidence include the following: a business card displaying the officer's title, a partnership agreement, statement of information, etc.
6. See **Example of Top Section** below.

### Search Screen:

<b>Jon Smith</b> 123 Main Street Los Angeles, CA 90000 AU: Auditor - Tax Division	# ****9999 1/1/2018 \$5,000.00 51610049092015010 1	<a href="#">+ Add to Cart</a>
--	---	-------------------------------

A
B

### Example of Top Section:

## Authorization to Release

I Susan Jones of ABC Title Company  
*(Representative of Bank, Lender, or Title Company who paid the property taxes to the County of L.A.)*
*(Bank, Lender, or Title Company)*

Authorize John Smith to collect the funds for the checks listed below:  
*(Payee listed on check)*

Check #	Payee	Issue Date	Amount	Assessor ID	Roll year
XXXX9999	JOHN SMITH	01/01/2018	\$5,000.00	5161-004-909	2015