

DOCUMENTS FOR YOUR CLAIM

Everyone who submits a claim will need to upload the following:

Proof of Address

Please provide one of the following documents that were mailed to you: utility bill, bank statement, Driver's license, government ID, escrow document, mortgage statement, or credit card bill. All other documents submitted will prevent your claim from being processed. The name and address on these documents must match the name and address shown on the checks you are claiming.

Affidavit

Please print your blank affidavits from the Documents Page and fill it out. The affidavit must be signed by an authorized person. See the "Acceptable Signors" document in the Documents page as well. The affidavit must be notarized if the total amount of your checks is \$1,000 or more.

Authorization to Release

If you paid your property taxes directly to the County of Los Angeles, do not submit this document. But if any checks in your claim is for a property tax refund over \$5,000, and the property taxes were paid on your behalf by a bank, lender, or title company, an Authorization to Release form is required. Please download this form located in the "Documents" menu above and have the individual or company that paid your tax payments on your behalf complete this form.

Other documents individuals may need:

Trust

If the check is made out to a Trust, please include the Trust associated with the check. All trustees are required to sign the affidavit(s).

Proof of Relationship for Individuals

If you are claiming this check on behalf of another person, please show your authority to do so. Examples of documents we accept are durable power of attorneys, court documents, and conservatorship papers.

If your name has changed since this check was issued, please provide something like a marriage certificate, court document, or previous driver's license.

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Court Letters or Will

If the payee is deceased, provide documents to show that you are authorized to receive the new check, such as a trust, will, or court papers. (If no authority can be shown, ask us for a "Deceased Affidavit")

Death Certificate

If the payee is deceased, you must provide a death certificate of the decedent.

Companies will also need:

Proof of Title

Please provide one of the following documents:

- a. Business card
- b. Partnership Agreement
- c. Statement of Information
- d. Operating Agreement
- e. Internet print from a recognized public 3rd party website
- f. Corporate Resolution with the Secretary's Seal

This document must have the following 4 elements:

- a. It is publicly filed or used
- b. It shows the signor's name
- c. It shows the signor's title
- d. It shows the company name on the affidavit

Proof of Relationship for Companies

If you are submitting a claim on behalf of a subsidiary or company you purchased, please provide documents that show how your company and the company on the checks are related. Examples of documents we accept are merger agreements, acquisitions, DBA documents, publicly filed documents and government websites.

If you are a 3rd Party, such as an Asset Finder:

Power of Attorney

The Power of Attorney must state that the payee gives you permission to submit the claim on their behalf. The signor of affidavit must also sign the Power of Attorney. It must be notarized.