



**UNCLAIMED PROPERTY – CLAIM FORM**

Please return completed form to:  
Santa Clara Valley Transportation Authority  
Disbursements – Unclaimed Property  
3331 North First Street, Building A  
San Jose, CA 95134

Pursuant to California Government Code Section 50052, I wish to file a claim for a previously unclaimed check in the amount \$ \_\_\_\_\_ that was published in the San Jose Mercury News on \_\_\_\_\_.

The grounds on which I file this are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am providing a copy of, please circle one, my driver license, social security card, or birth certificate.

\_\_\_\_\_  
Vendor or Individual Name (Printed) Taxpayer I.D. or Social Security No.

\_\_\_\_\_  
Vendor or Individual Name (Signature) Taxpayer I.D. or Social Security No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

**FOR FISCAL RESOURCES DIVISION USE ONLY**

Proof of Identity Verified (check one):

Driver License \_\_\_\_\_ Social Security Card \_\_\_\_\_ Birth Certificate \_\_\_\_\_

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Claim: Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Reason for Rejection: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_



# Unclaimed Property Program

## Guidelines Outlining Who Is Authorized to Sign the Claim Form

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**Individual.** If the Claimant is an individual, that person must sign the Claim Form.

**Corporation.** If the Claimant is a corporation (including Non-Profit Corporate structures), the Claim Form must be signed by an authorized officer of the corporation.

**Partnership.** If the Claimant is either a General Partnership or a Limited Partnership, then the Claim must be signed by a General Partner. A Limited Partner is approved to sign the Claim Form only if this person has been specifically authorized by the partnership to participate in the control and management of the business.

**Limited Liability Company.** If the Claimant is a Limited Liability Company, the Claim Form must be signed by a Managing Member of the organization.

**Sole Proprietorship.** If the Claimant is a Sole Proprietorship, the Claim Form must be signed by the owner of the business.

**Trust.** If Claimant is a Trust, the Claim 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 name of each trustee.

**Estate/Deceased Payee.** If Claimant is a deceased individual or to the estate of a deceased person, the Claim 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.

## Required Documentation

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### Identification -

To ensure that the rightful owner or heir is paid, VTA requires sufficient identification before a payment is authorized. The following items must be provided:

#### Individuals, Sole Proprietorships, Trusts or Estate

- VTA's Claim Form
- Copy of a driver's license, a Department of Motor Vehicles identification card, or a passport; **and**
- Documentation verifying the claimant's social security number or federal tax identification number or (if open estate) federal tax identification number.

**If the owner is deceased,** one or more of the following documents must be provided for identification in addition to the three listed above:

- Birth certificate of account owner and heir(s);
- Death certificate of account owner and heir(s); and/or
- Marriage certificate of account owner and heir(s), if applicable

#### Businesses

- VTA's Claim Form
- Submit a copy of current photo identification for the authorized officer or official claiming on behalf of the company on official letterhead.

## Required Supplemental Documentation

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- **Proof of Signatory's Authority.**
  - If the payment is payable to an organization, rather than an individual, evidence to substantiate the signatory's position within the organization must be provided.
    - For corporations, examples of such evidence include articles of organization, resolution of the corporate board, or corporate bylaws etc.
    - For limited liability companies, examples of such evidence include the articles of organization or management agreement.
  - **Proof of Acquisition or Merger/Dissolution.**
    - If the payment 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).
    - If the payment is payable to a company that has since been dissolved, the Claimant must submit the articles of dissolution and a complete final tax return.

## Claiming Your Property

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Print and complete the unclaimed property claim form.

The Request, and all supporting documents should be sent to:

VTA Disbursements – Unclaimed Property  
3331 North First Street  
San Jose, CA 95134

or e-mailed to:

VTA.Unclaimed.Property@vta.org

## Claim Consideration

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VTA will consider a claim within forty-five (45) days of publication in the San Jose Mercury News. If the claim is denied in whole or in part, the claimant will be provided with a written notification of the denial.

## Contact Information

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**Telephone 408-952-4200**

You will receive a response within 48 hours;

Once all valid requirements are received, it will take approximately 6 to 8 weeks to process the replacement check.