

# Superior Court of California, County of Kern

## UNCLAIMED FUNDS INSTRUCTIONS AND FORMS

### Notes:

1. **Required Information** – Required informational entry fields will be highlighted in blue. Failure to submit required information may lead to denial of your claim.
2. **Signature Fields** – Signature fields will be highlighted in yellow. Failure to sign documents will result in denial of your claim.

### If you are claiming funds, please completed the following:

**STEP 1:** Fill out the attached forms - Claim Affirmation Form, Claim for Money Held, and Payee Data Form (Attachment#1). When completing the forms, please type or print legibly in blue or black ink. Claims that are illegible will be returned. Claims must be made using the court's forms. Any modifications made to the court's forms will not be accepted.

**STEP 2:** You must sign the Claim Affirmation Form and have it notarized if your claim is over \$1,000 or your claim will not be processed. Please read all the instructions and make copies of all required documents (driver's license, etc.). Owners or heirs are required to provide documentation to validate their claims.

**STEP 3:** Each claimant is required to fill out a separate Claim Affirmation Form and Claim for Reimbursement. Only one Payee Data Record is needed per claimant.

**STEP 4:** Please send the completed forms along with all the required materials to:

*Superior Court of California, County of Kern  
Attn: Escheatment  
1415 Truxtun Ave  
Bakersfield CA 93301*

For additional questions, please call (661) 610-1616 or email [Accounting@kern.courts.ca.gov](mailto:Accounting@kern.courts.ca.gov).

### PRIVACY NOTIFICATION

Your Social Security number and other documents are requested for identification and processing of your claim.

## CHECKLIST FOR FILING A CLAIM

### **OWNER FILING CLAIM**

The following is a checklist of the documentation **required** when sending in your claim:

- Completed and signed Claim of Affirmation Form;
- Notarize your Claim of Affirmation Form, if your claim is over \$1000; Completed and signed Claim for Money Held Form;
- Copy of current photo identification for each claimant; Proof of Social Security number for each claimant; Proof associating you with the last known address;
- Proof associating you to the Court and the reported case; and
- The original instrument used such as a receipt, copy of check, etc., if applicable.
- If you received a letter, a copy of the letter should be attached or the Letter Claim ID must be added to the Claim for Money Held form.

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### **DECEASED OWNER**

The following is a checklist of the documentation **required** when sending in your claim:

- Completed and signed Claim Affirmation Form;
- Notarize your Claim Affirmation Form, if your claim is over \$1000; Completed and signed Claim for Money Held Form;
- Death certificate of the deceased owner(s) of the funds; Copy of current photo identification for each heir;
- Proof of Social Security number for each heir;
- Proof associating the deceased owner to the Court and the reported case; The original instrument used such as a receipt, copy of check, etc.;
- Proof associating the deceased owner with the last known address; and
- If probate of estate is open, the estate tax identification number and a copy of Currently Certified Letters Testamentary, dated within 6 months, appointing the executor or administrator of decedents estate.
- If you received a letter, a copy of the letter should be attached or the Letter Claim ID must be added to the Claim for Money Held form.

**OR**

If probate of the estate is closed, provide the estate tax identification number and a complete copy of the Court Ordered Distribution of the decedent's estate.

**OR**

Provide a complete copy of the Trust Agreement and a copy of a document with the trust tax identification number, such as a tax return or a bank statement.

**OR**

If none of the above information can be obtained, please contact the court at (661) 610-1616 or by email [Accounting@kern.courts.ca.gov](mailto:Accounting@kern.courts.ca.gov).

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## BUSINESS CLAIM

The following is a checklist of the documentation **required** when sending in your claim:

- Completed and signed Claim of Affirmation Form;
- Notarize your Claim of Affirmation Form, if your claim is over \$1000; Completed and signed Claim for Money Held Form;
- Proof associating the business with the Court and the reported case;
- The original instrument used such as a receipt, copy of check, etc.;
- Letter of Authorization with the names of officers or officials with authority to sign and claim on behalf of the business;
- Copy of current photo identification for each authorized officer or official; Business card of the authorized officer or official;
- Proof of the business' federal Taxpayer Identification Number (TIN);
- Proof of the business' association with the last known address;
- If your company merged with another company, a copy of the merger agreement;
- If your company was dissolved, a copy of the articles of dissolution;
- If your company was suspended, a Tax Clearance letter or a Letter of Good Standing from the Franchise Tax Board (FTB) and/or Secretary of State's Office.
- If you received a letter, a copy of the letter should be attached or the Letter Claim ID must be added to the Claim for Money Held form.

## CLAIM AFFIRMATION FORM

The undersigned claimant certifies, under penalty of perjury, the claimant has read the claim and knows the contents thereof and the claimant is the owner of the said claim and the person entitled to receive the money set forth in said claim. The claimant agrees to indemnify and hold harmless the state, the courts and their agents, officers, and employees from any loss resulting from the payment of said claims.

**CURRENT INFORMATION AND SIGNATURE MUST BE PROVIDED FOR  
EACH CLAIMANT OR YOUR CLAIM WILL NOT BE PROCESSED**

Claimant's Information:

Required	<p>Date: _____</p> <p>Name (Last, First, M) Or Business: _____</p> <p>SSN or Federal Tax ID: _____</p> <p>Current Mailing Address: _____</p> <p>City: _____</p> <p>State: _____</p> <p>Zip Code: _____</p> <p>Country: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
Signature	<p><b>Claimant or Authorized Agent Signature:</b> _____</p>

**YOUR SIGNATURE MUST BE NOTARIZED IF THE CLAIM AMOUNT IS \$1,000 OR  
GREATER**

*For claims filed for a business, the authorized owner's signature is required. For claims filed for an estate or trust, the signature of the executor, administrator or attorney is required.*

Required if over \$1,000

State of California  
County of Kern

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.

Signature \_\_\_\_\_ (Seal)

## CLAIM FOR MONEY HELD

Required	Date Submitted:		Letter Claim ID#
	Mail to:	Superior Court of California, County of Kern Attn: Escheatment 1415 Truxtun Ave Bakersfield CA 93301	
	Owner's Name (AS HELD BY COURT):		
	Relationship to Owner:		
	Street Address:		
	City, State, Zip Code		
	Amount of Claim:		
	Reason for Claim:		

**A SEPARATE FORM IS REQUIRED FOR EACH ACCOUNT CLAIMED.**

AFFIRMATION AND SIGNATURE *(by claimant)*

I hereby affirm, under penalty of perjury, that I am duly authorized to make said claim upon the Superior Court of California, County of Kern. I hereby agree to indemnify and hold harmless the state, the courts, and their officers and employees from any loss, including attorney's fees, incurred as a result of payment of the amount claimed.

Signature

Signature

Date

**COURT USE ONLY**

Approved – Pay to Claimant as Shown Above

Denied – Not an Authorized Claim

Date:

By: