

Filing Instructions

The following fields must be filled in completely on the Request for Unclaimed Monies Form in order to process your claim:

- Warrant/Check No.
- Amount
- Payee Full Name/Business Name
- Street Address
- City
- State
- Zip
- Country
- Daytime Phone
- Claimant or Authorized Agent Signature
- Date
- Address of Residence previous 3 years

As part of the form, anyone collecting monies pursuant to this policy will be required to certify and represent that they are authorized to receive the money on their behalf or on behalf of their entity and holding the District harmless from any disputes arising there from.

For claims for which there are multiple payees on the warrant/check, each payee must sign the claim form and submit the required documentation.

For claims exceeding \$1,000.00, each signature may be required to be notarized if identification is unclear.

In addition to the Request for Unclaimed Monies form, the following documentation must be provided when filing a claim:

Individuals

- A copy of current photo identification for each claimant.
- Verification of address, if mailing address is different from original mailing address or photo identification

Businesses and Other Entities

- Copy of current photo identification for the authorized agent signing the form.
- Letter of Authorization on company letterhead with the names of officers or officials with authority to sign and claim on behalf of the business.
- If the claimant is a company that merged with another company subsequent to submitting the monies to the District, a copy of the merger agreement;
- If the claim is a company that has dissolved, a copy of the articles of dissolution;

Heir or Asset Finders

- A notarized Power of Attorney signed by the same person who signed the Claim (s).
- For asset finders, a copy of the agreement between the asset finder and claimant.

The completed claim form and documents should be mailed to the following address:

**Otay Water District
Accounting Department
2554 Sweetwater Springs Boulevard
Spring Valley, CA 91978-2004**

When our office receives the completed claim form, it will be carefully reviewed. If the evidence provided is not adequate to prove ownership or a subsequent payment has been processed, our office will contact the claimant or return all documents submitted, with a letter stating why the claim is incomplete or being denied. Please allow 4-6 weeks processing time.