State of California Unclaimed Property Investigator Handbook

November 2013

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California State Controller's Office

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Unclaimed Property Program

This handbook has been prepared to assist investigators in locating and reuniting owners or their heirs with unclaimed property.

California's Unclaimed Property Program is administered by the State Controller's Office (SCO), Unclaimed Property Division. The program includes two types of property, abandoned property and county probated estates of deceased persons.

Abandoned Property
The statutes and regulations governing the administration of the Unclaimed Property Law related to abandoned property are provided in the Code of Civil Procedure (CCP), Sections 1500 - 1582, and in the California Code of Regulations, Administrative Code, Title 2, Division 2, Chapter 2, Subchapter 8, Articles 1 - 5.

Holders of abandoned property are required to remit such property to the SCO when the holder has had no contact with the owner for a set period of time as provided by law. The property owner may have forgotten about the property or, in some instances, may never have known of its existence. The property is held in perpetuity by the SCO, and there is no deadline for the rightful owner to file a claim.

Examples of abandoned property include savings accounts, checking accounts, certified checks, drafts, dividend and interest payments, wages, pension funds, stocks, mutual funds, bonds, debentures, and credit balances.

County Probated Estates of Deceased Persons
Estates of deceased persons are remitted to the SCO under provisions of the Probate Code and the CCP, Section 1300 et seq. Unlike abandoned property which is held in perpetuity, estates of deceased persons permanently escheat and are no longer available to claim after set periods of time by operation of law.

Judicial Escheat- Estates with Named Heirs
Estates in the amount of $1,000 or greater with named heirs are subject to judicial escheat.

After the SCO has held estates of deceased persons' properties for a period of five years, it forwards a list of the estates to the Office of the Attorney General. The Attorney General publishes the decedents' names and the decedents' named heirs in a newspaper of general circulation in the counties where the estates were probated. After publication of the names, the Attorney General consults with the SCO to identify any estates where a valid claim has been established against the estate. If no claim activity has been made on an estate, the Attorney General obtains a permanent escheat court order. Five years from the date of the court order, the estate is permanently escheated by operation of law and all future claims are barred. Estate properties in the amount of $1,000 or greater with named heirs are subject to claim for a period of 10 years after the estate is remitted to the SCO.

Administrative Escheat-Estates with Named Heirs
Estates under $1,000 with named heirs are subject to administrative escheat.

Five years from the date the SCO receives the estate property, the SCO publishes a legal notice in a newspaper of general circulation in San Francisco, Los Angeles, and Sacramento. Additionally, a list of estates, including named heirs that are subject to permanent escheat is on display in the offices of the State Controller in Sacramento and Los Angeles, and in the California State Library- Sutro in San Francisco. Five years from the newspaper publication date, these estates are permanently escheated by operation of law and all future claims are barred. Thus, estate properties under $1,000 with named heirs are subject to claim for a period of 10 years after the estate is remitted to the SCO.

Estates with No Named Heirs
Estates with no named heirs permanently escheat five years from the estate's probate date, regardless of when the SCO receives the estate. Permanent escheat occurs by operation of law. Thus, estate properties with no named heirs are subject to claim for a period of five years from the date on which the estate is probated.

Exception to Judicial and Administrative Escheat
Infants and persons of unsound mind may present a claim for property that has permanently escheated provided as follows:

- Infants must have been born prior to the end of the permanent escheat period and must be 19 years of age or younger when the claim is presented for payment.

- Persons of unsound mind must file their claims within one year after their respective disabilities cease.

Investigator Guidelines

To register as an investigator/heir finder, the following hard copy documentation is requested by the SCO before the investigator/heir finder enters into contracts with potential owners:

- A list of employees authorized to represent your business in contacting our office or the public through written correspondence (letters, e-mail) or by telephone. The list should include the physical address for the business, mailing address for business, and email address of the employees.
- Copies of photo identification for all employees (i.e., driver license, passport, or other photo identification card).
- A copy of a document showing the Social Security number to be used for claim payment or a document showing the tax identification number for your business.
- A list of all telephone, cellular, and facsimile numbers used by your business.
- A copy of your Private Investigator's License, if applicable; however this is not a requirement.

Send completed information to:

State Controller's Office
Unclaimed Property Division
Attn: Investigator Unit
PO Box 942850
Sacramento, CA 94250-5873

An investigator/heir finder may not enter into contract with potential owners of abandoned property until (a) the abandoned property has been in the SCO's possession for at least 12 months or (b) the SCO causes a notice to be published in a newspaper of general circulation, pursuant to the Code of Civil Procedure (CCP) Section 1582, which states, in part:

> "...records of the State Controller's Office pertaining to unclaimed property are not available for public inspection or copying until after publication of notice of the property or, if publication of notice of the property is not required, until one year after delivery of the property to the State Controller's Office."

The SCO, generally, shall cause a notice to be published pursuant to this section close to June of each year, which is the time period that most remit abandoned property reports are due from holders. You may call our office a month before this time period to obtain the exact date of publication. Information on estates of deceased persons is not subject to this time restriction.

Heir Finder/ Investigator Representation

Be advised that investigators and heir finders may not represent themselves as employees or representatives of the SCO. Heir finder or investigator contracts are business transactions that exist solely between the heir finder/investigator and his or her client(s). Please refer to the Business and Professions Code Section 17533.6 (a), which states:

> (a) It is unlawful for any person, firm, corporation, or association that is a nongovernmental entity to solicit information, or to solicit the purchase of or payment for a product or service, or to solicit the contribution of funds or membership fees, by means of a mailing, electronic message, or Internet Web site that contains a seal, insignia, trade or brand name, or any other term or symbol that reasonably could be interpreted or construed as implying any state or local government connection, approval, or endorsement, unless the requirements of paragraph (1) or (2) have been met, as follows:
> (1) The nongovernmental entity has an expressed connection with, or the approval or endorsement of, a state or local government entity, if permitted by other provisions of law.
> (2) The solicitation meets both of the following requirements:
> (A) The solicitation bears on its face, in conspicuous and legible type in contrast by typography, layout, or color with other type on its face, the following notice:
> "THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENTAL AGENCY, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT."
> (B) In the case of a mailed solicitation, the envelope or outside cover or wrapper in which the matter is mailed bears on its face in capital letters and in conspicuous and legible type, the following notice:
> "THIS IS NOT A GOVERNMENT DOCUMENT."
> (b) Except as provided in subdivision (c), any business that solicits the purchase of, or payment for, a service by means of an unsolicited mailing that offers to assist the recipient in dealing with a state or local governmental agency shall do both of the following:
> (1) State on the envelope and in the mailing that the business is not a governmental agency and is not associated with the governmental agency referenced.
> (2) Include in the mailing the contact information for the governmental agency referenced.
> (c) Subdivision (b) shall not apply if either of the following requirements has been met:
> (1) The business has an expressed connection with, or the approval or endorsement of, a state or local governmental entity, if permitted by other provisions of law.
> (2) The business has an "established business relationship," as defined in Section 1798.83 of the Civil Code, with the recipient.

Available Unclaimed Property Information

Notifications to Investigators

All notifications to Investigators/Heirfinders will only be made via our electronic mail notification service. To subscribe to our electronic mail service, please go to our website at: www.sco.ca.gov/upd_investigator_notice.html. All notices will also be posted at this website.
The SCO Web site, at *http://www.claimit.ca.gov*, provides a wealth of important information on California's Unclaimed Property Program. An informational box labeled "Info for Investigators" with links relevant to Investigators is available on the Web site at *http://www.claimit.ca.gov/upd_msg.html*

Internet

Abandoned Property Records

Abandoned Property records are maintained by the Unclaimed Property Division of the SCO. The most current information for abandoned property records can be accessed via the SCO Web site at *http://www.claimit.ca.gov* in the "Online Claim Services" box. The Web site is updated weekly to remove properties that have been claimed and also to add new properties remitted to the SCO.

Estate of Deceased Persons Property Records

Estates of Deceased Persons' records are maintained by the Unclaimed Property Division of the SCO. The most current information for estates of deceased persons' records can be downloaded free of charge via the SCO website at http://www.sco.ca.gov/upd_msg.html.

DVD

Abandoned Property Records

Abandoned property records are also available for purchase from the SCO in DVD format. The DVD contains abandoned property records of accounts available to be claimed at the time it is released. (The order form and price sheet are posted on the SCO Web site at *http://www.claimit.ca.gov* in the "Info for Investigators" box, under "Investigators Handbook & Forms").

State of California Software Agreement

READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE OPENING THE PACKAGE CONTAINING THE STATE CONTROLLER'S OFFICE DVD SEARCH PROGRAM. OPENING THIS PACKAGE INDICATES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, PROMPTLY RETURN THE PACKAGE UNOPENED TO THE STATE OF CALIFORNIA, OFFICE OF THE STATE CONTROLLER, UNCLAIMED PROPERTY DIVISION, AND THE PURCHASE PRICE WILL BE REFUNDED.

License

In this license agreement (License Agreement), the purchaser of the license rights granted by this agreement is referred to as "Licensee." In accordance with the terms and conditions of this License Agreement, the State of California (Licensor) grants Licensee the non-exclusive license to use the accompanying software, which contains data that may include names of unclaimed property holders, owners, amounts, and/or property identification numbers and documentation. In this License Agreement, the software and documentation and any copies or modifications are referred to as the "Licensed Product."

All rights to and in the Licensed Product, including, but not limited to, copyrights and trade secret rights, belong to Licensor and Licensor holds title to each copy of the software. The software shall be used only on a single computer at any one time. Licensee shall not transfer or distribute the Licensed Product to others, and this License Agreement shall automatically terminate in the event of such a transfer or distribution. Licensee shall not modify the Licensed Product and shall not copy it, except for the sole purpose of backup, and then only as long as all copyright and other notices are reproduced and included on the backup copy.

Terms

This License Agreement is effective until terminated. Licensee may terminate this License Agreement by returning the Licensed Product to Licensor. Licensor may terminate this License Agreement if Licensee breaches any of the terms and conditions. Upon termination of this License Agreement for any reason, Licensee shall return the Licensed Product to Licensor. All provisions of this Agreement relating to and Licensor's proprietary rights shall survive termination.

Limited Warranty

Licensor does not warrant that the functions contained in the Licensed Product, including, but not limited to, the data, will meet Licensee's requirements or that the operation of the software will be uninterrupted or error-free. Licensor does warrant that the media on which the software is furnished will be free from defects in materials and workmanship under normal use for a period of thirty (30) days from the date of delivery (Warranty Period). Any other software and any hardware furnished with or accompanying the software is not warranted by Licensor. Licensee's exclusive remedy under this limited warranty is the replacement of any defective physical media on which the software is furnished, as provided below. To receive a replacement for defective media under this limited warranty, return the defective media during the Warranty Period, with proof of payment, to the State of California, Office of the State Controller, Unclaimed Property Division.

Except as provided above, the licensed product is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose; the entire risk as to the quality and performance of the licensed product is with Licensee.

Limitation of Liability

Licensor's sole obligation or liability under this agreement is the replacement of defective media according to the Limited Warranty above. In no event will Licensor be liable for any consequential, incidental, or indirect damages, including, without limitation, any loss of data or loss of profits or lost savings arising from use of or inability to use the software or documentation (or any hardware furnished with the software), even if Licensor has been advised of the possibility of such damages, or for any claim by any third party. In no event shall Licensor be liable for any damages.

General

Any hardware or software provided to Licensee by Licensor shall not be exported or re-exported in violation of any export provisions of the United States or any other applicable jurisdiction. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations hereunder is void. This Agreement shall be governed by and interpreted under the laws of the State of California, United States of America, without regard to conflicts of provisions. In the case of the United States Government or an agency thereof as Licensee, the following additional terms apply: Restricted Computer Software, as defined in the Rights in Data-General clause at Federal Acquisition Regulations 52.227-14, and as applicable.

Restricted Rights Legend

Use, duplication, or disclosure by the United States Government is subject to restrictions as set forth in subparagraph (c) (I) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013.

Licensor: State of California, State Controller’s Office, Unclaimed Property Division, 10600 White Rock Road, Suite 141, Rancho Cordova, CA 95670.

Licensee acknowledges that this agreement has been read and understood and agrees to be bound by its terms. Licensee further acknowledges that this agreement is the complete and exclusive statement of the agreement between Licensee and Licensor, and supersedes any proposal or prior agreement, oral or written, and any other communications relating to the subject matter of this agreement.

DVD - Unclaimed Property Search

Information Available on DVD

The information on the investigator's DVD contains abandoned property records of accounts available to be claimed at the time it is released.

The following minimum system requirements are required to run this application: DVD Drive, sufficient RAM (Minimums listed: 128 MB – Windows XP; 512 MB – Windows Vista; 1 GB/2GB – Windows 7), and Windows XP, Windows Vista, or Windows 7. The application does not support Macintosh/Apple applications.

Installing the DVD

Before installing the DVD, you must read and accept the terms and conditions of the State of California's Software Agreement on the previous page. Please ensure that the minimum system requirements listed above have been met.

1. Insert DVD into the DVD Drive.
2. Click on the START button.
3. Click on RUN.
4. Click the BROWSE button and navigate to the DVD Drive.
5. Select DVD from the drop-down box in the "Browse" window.
6. Double-click on the Install Folder to open it.
7. Double click the file "setup.exe" in the Run box.

   Note: For Vista and MS7 operating systems, when the "User Account Control" window prompts, select Allow or Yes [respectively] to confirm that the setup should proceed.
8. On the "Unclaimed Property Setup" screen, click on OK.
9. On the next page, click on the ICON of a computer.
10. On the "Unclaimed Property – Choose Program Group" screen, click on CONTINUE.
11. The necessary files will be installed. Click the OK button when prompted.

For installation issues only, please contact SCO IT Support at (916) 464-6163. Please note that SCO staff members are not authorized to provide any other form of desktop support.

Starting the Program

To start the program on your PC:

1. Press the START button.

   Note: The button may or may not include the word "Start" but will likely have the Windows® Logo.

2. Go to ALL PROGRAMS.

3. Go to UNCLAIMED PROPERTY.

4. Select the UNCLAIMED PROPERTY PROGRAM.

   Note: If the shortcut listed above is not found, look for the file in the following location: C:\Program Files\UnclaimedProperty\ UnclaimedPropertySearch.exe

5. The "Unclaimed Property Data Configuration" window will be displayed. You may not see a window if you system has been previously configured. The settings have been retained and are still valid. If the "Unclaimed Property System Search" screen appears, you may skip to the section "Search Capabilities" on page 14. If errors are found, repeat steps five through nine.

6. Press the FIND DATA DIRECTORY button; locate and select the "Data" folder on the DVD.

   Note: This folder may be copied to the C:\ drive or another location, however, this folder needs to be located and selected each time the Unclaimed Property Program is opened, unless the location information has been retained from a previous setup, and the location is still valid.

7. Press the FIND EXPORT DIRECTORY button; select a valid location where exported documents will be placed. The export feature allows the user to generate a ".CSV" file that can be open and viewed in spreadsheet programs, word processing programs as well as the note pad.

   Note: The export feature is new with this release!

8. The file name may be updated in the third box; this however is optional.

   Note: When the file is exported, it will automatically overwrite any other file in that location with the same name. If other versions bearing the same are to be kept, the name of that existing file should be changed before the export feature is used again.

9. Press the MAIN MENU button to launch the "Unclaimed Property System Search" window, from where the searches can be selected.

Search Capabilities

When you start the program, the Main Menu displays the following search options: Property ID#, Owner Name, and Multiple Criteria. To navigate to a search function, click on the specific search title.

In the Owner Name and Multiple Criteria search option windows, a checkbox is checked by default; this box includes the text "*Return only the first 500 matches.*" This checkbox exists to help prevent excessive search times when determining what search criteria is best suited to achieve a desired result. To see all results, simply uncheck this box. *Please Note: Removing the check in the "Return only the first 500 matches" box will increase the amount of time it takes to search all records.*

Search by Property ID

Select this search option if you know the State Controller's Office property identification number assigned to the unclaimed property account.

1. Insert the DVD into the DVD Drive (or search local files as described above).
2. Open the Unclaimed Property Search program (as described above).
3. Click on PROPERTY ID SEARCH.
4. Type the exact Property ID # in the box, then press ENTER or click on the SEARCH icon.

   Note: Leading zeros are not required. Zeros contained in the number, or found after another non-zero number are required.

   Example: Property ID# 00012340 can be entered as '12340'
5. When you successfully access an account, the system displays all information about the account on the screen. Refer to the charts in the Appendices of this handbook for an explanation of the various data displayed.
6. To print the information displayed, click on the PRINT icon.
7. To return to the UPS Main Menu, click on the MAIN MENU icon.
8. To exit the Unclaimed Property Search program, click on the Exit Icon.

Search by Owner Name
Select this search option if you do not know the State Controller's Office property identification number assigned to the unclaimed property account, but know the name of the owner (or prospective owner). The format for the name search is LASTNAME FIRSTNAME.

1. Insert the DVD into the DVD Drive (or search local files as described above).

2. Open the Unclaimed Property Search program (as described above).

3. Click on OWNER NAME SEARCH.

4. Type the last name of the owner in the box or any beginning part thereof; example: "Smith John" can be searched as "Smi" or "Smith Jo." *Note: The fewer letters entered, the more results will be found but the longer the search will take*.

5. Press ENTER or click on the SEARCH icon. You may also enter the Owner's city if you wish. This option is not required but can help narrow the search results. *Note: For more common names, such as 'Smith" or "Jones," the system may take longer to complete the search.*

6. If the search results are within expectation and you wish to view ALL records that meet this criteria, UNCHECK the "Return only the first 500 matches" checkbox (if checked), and press the SEARCH button again.

7. To print the information displayed, click on PRINT.

8. To see more information on any specific account from the list, double-click on the account name.

9. To print the information displayed, click on PRINT.

10. To return to the list of names, click on GO BACK TO OWNER NAME SEARCH.

11. To return to the UPS Main Menu, click on the MAIN MENU icon.

12. To exit the Unclaimed Property Search program, click on the EXIT icon.

Search by Multiple Criteria

Select this search option if you want to locate property using multiple data fields to narrow results. The following options can be used singly or together in many different combinations: Holder Name, Stock/Issue Name, Remitted Year (year the property was sent to the State Controller's Office), Owner City, Dollar Amount and Share Amount.

1. Insert the DVD into the DVD Drive (or search local files as described above).

2. Open the Unclaimed Property Search program (as described above).

3. Click on MULTIPLE CRITERIA SEARCH.

4. Enter the appropriate criteria into the search fields. *Note: Fields left blank will not be used in the search.*

5. You may also search by zip code, which is a ***new feature*** with this version of the software. This field operates as all other fields: if there is information populated it will add it to the search criteria; if not, it will be overlooked.

6. Once the desired criteria have been entered, click on the SEARCH button. If a few or no records are returned, consider revising your search criteria and removing certain items that are less important. Example: If you have search by Share Amount, Stock Name, and Holder Name, yielding few results, consider searching only by Share Amount and Holder Name, possibly entering only the first portion of the Holder Name.

7. You may also choose to export the data based on the criteria entered in step five. This feature will export the same data that would be returned via the search button, and will do so to the location selected during the initial setup (which can be accessed via the CONFIGURE DATA button).

8. If the search criteria is acceptable and you wish to view all records, uncheck the "*Return only the first 500 records"* checkbox (if checked). Click SEARCH again.

9. To see more information on any specific account from the list, double-click on the name of the account.

10. To print the information displayed, click on PRINT.

11. To return to the list of names, click on GO BACK TO MULTIPLE CRITERIA SEARCH.

12. To return to the UPS Main Menu, click on the MAIN MENU icon.

13. To exit the Unclaimed Property Search program, click on the EXIT icon.

Estates of Deceased Persons Property Search

Information Available on SCO Website

The SCO receives estate accounts semi-annually from the various counties in California. The estates information file includes the SCO property identification number (as well as the legacy identification 'E' number where available), the name of the decedent (where available), and the amount and date received. Properties may also include the county name, probate number, names of heirs, decedent aliases, and remaining property balance. Additional information on a probated estate may be obtained from the county clerk's office in the county of probate.

The estates of deceased persons electronic file (Microsoft Excel format) lists all estate properties in the system, including ones previously paid and/or escheated. Please note: The status of these properties, once published is subject to change at any time, without further notice. *Please contact the SCO to verify availability of Estate funds prior to any client activity.*

Using the Electronic File

Accessing the Estates File

Microsoft Excel 2007 is needed to open and navigate the ".xlsx" file found on the CD. If you do not have access to a valid copy of Excel 2007, you may download a free viewer application directly from Microsoft's website. Please note: The link provided here is valid at the time this document was published. All technical questions pertaining to the operation of this application should be directed to Microsoft; State Controller's Office Personnel will not be able to troubleshoot issues with this application. Additionally, some functions normally found in Excel (such as sorting) may not be available with the viewer application.

http://www.microsoft.com/downloads/details.aspx?familyid=1cd6acf9-ce06-4e1c-8dcf-f33f669dbc3a&displaylang=en

Estates File

The Estates File contains four tabs: Estates File, Decedent Index, Heir Index, and Price Index. Note: If sorting an index, care should be taken to sort all fields (columns) together, so as not to disconnect relevant records (rows).

Estates File Tab - contains all relevant property information in an easy to view format; it is shown in ascending order of when the property was received [newer properties at the bottom] (this is achieved using the combination of the 'received date,' the Property ID with an 'E', and finally the longer, solely numeric Property ID number). This tab **SHOULD NOT BE SORTED**; doing so will break the relationship between the property and any additional decedent aliases, heirs and/or escheat comments. "Search" these records using the Find option (Ctrl + F)

Decedent Index Tab - can be used to sort by any of the criteria attached to the property that is associated with the decedent, such as name, received date, probate number (where available), probate date (if present), probate amount, current balance, aliases (if any), and county.

Heir Index Tab - can be used to search information related to any known heirs: name and/or entitled amount (current property balance is also shown).

Price Index Tab- convenient way to view the county, property balance, and Property ID Number.

Estates File Fields

The following describes the information provided in the Electronic Estates File:

- Account Number - The Property ID number assigned by the State of California's Unclaimed Property System. (Also shows the legacy 'E' number [applicable to old accounts only])
- Decedent's Name - Name as reported from the County of where the probate process was initiated.
- Received Date - The date the property was received by the Controller's Office.
- Probate Date - This is the date probate was closed (this date is established on the Final Decree of Distribution which is signed by a judge).
- Probate Number - Probate number assigned by the county reporting the estate
- Probate Amt - Amount reported.
- Current Balance - The balance that is available to be claimed at the time the electronic file is created.
- County Name - The name of the county where the probate process was initiated.
- Decedent's Aliases - This field lists any alias, or aliases that the decedent may have used, which therefore may also show up on relevant documentation associated with the decedent.
- Heirs / Other Beneficiaries - This field lists the names of heirs, if they have been specified in the county records at the time of escheatment.
- Entitled Amount - This is the amount specified in the Final Decree of Distribution, that each of the named heirs is entitled to.
- Escheat Comments* - Comment(s) associated with the transaction that permanently escheats funds to the State.
- Escheat Date* - Date the permanent escheat transaction was recorded.

* These two fields will only be present where an escheatment has taken place; properties without these fields should either have a balance to be claimed, or were previously claimed and therefore never escheated.

Records Contained in Estates File

The California State Controller's Office has converted the records contained in the file from older legacy systems that are, or have been phased out from mainline use. While it is the intent of the California State Controller's Office to provide to the public, the most useful information possible, some records in this Estates File contain material that may not be completely clear.

Abandoned Property Claims

Standard Investigator Agreement
The SCO has developed a Standard Investigator Agreement to facilitate the filing of claims by investigators. The agreement is located in Appendix B of this handbook and may be duplicated as needed.

If the property has been reported to the SCO and publication of the property has not yet occurred, any contract entered into with an investigator and potential owner(s) is null and void. Similarly, if the property has been reported to the SCO and publication has occurred in the manner provided in Section 1531 of the Code of Civil Procedure, regardless of whether the property is still being held by a business or government agency, the contract is subject to the ten percent limitation.

Investigator Fees
The fees investigators may charge to cover the costs of their efforts to reunite owners with unclaimed property are set forth in *Code of Civil Procedure* (CCP) Section 1582, which states:

> "No agreement to locate, deliver, recover, or assist in the recovery of property reported under Section 1530, entered into between the date a report is filed under subdivision (d) of Section 1530 and the date of publication of notice under Section 1531 is valid. Such an agreement made after publication of notices is valid if the fee or compensation agreed upon is not in excess of ten percent (10%) of the recoverable property and the agreement is in writing and signed by the owner after disclosure in the agreement of the nature and value of the property and the name and address of the person or entity in possession of the property. Nothing in this section shall be construed to prevent an owner from asserting, at any time, that any agreement to locate property is based upon an excessive or unjust consideration.
>
> Not withstanding any other provision of law, records of the State Controller's Office pertaining to unclaimed property are not available for public inspection or copying until after publication of notice of the property or, if publication of notice of the property is not required, until one year after delivery of the property to the State Controller's Office."

Agreement Provisions
All investigator agreements submitted must be in compliance with CCP Section 1582. The SCO must review all investigator agreements to ensure compliance with the statute. To facilitate claim processing, the SCO recommends the use of the Standard Investigator Agreement. An original agreement created by an investigator and an attorney must contain all of the essential elements of the Standard Investigator Agreement. It is advisable to have a new investigator agreement reviewed by the SCO before submitting it with a claim package.

Per CCP Section 1582, an investigator is required to provide full disclosure of the unclaimed property in the contract information. Full disclosure includes:

1. Owner name as reported by the holder;

2. Owner address as reported by the holder;
3. Reported amount of the property;
4. Name and address of the holder; and
5. Name and address of the SCO, Unclaimed Property Division

When one claim package includes claims for multiple properties, full disclosure is required for each property. The Standard Investigator Agreement-Contract Attachment in Appendix B of this handbook provides for the reporting of the disclosure information.

Agreement Required for Each Claimant

It is not unusual for a reported owner of unclaimed property to be deceased and his or her property is being claimed by one or several heirs. A fully executed agreement and claim form must exist for each owner/heir claiming the property. The SCO must approve each agreement before the claim package is processed. The Standard Investigator Agreement allows up to two claimant signatures on a single agreement. More than two claimants will necessitate an additional agreement(s).

For example, if there are five owners/heirs to a property and a valid executed agreement is received on two of the owners/heirs, the investigator fees will be paid according to the agreement for those two claimants only.

Standardized/Non-Standardized Agreements

Investigator agreements submitted on the SCO standardized agreement form are preferred. A claim package submitted with a non-standardized agreement may delay the evaluation process because of the extra staff time required to analyze the agreement for compliance with CCP Section 1582. Agreements that do not comply with the law will be rejected.

Power of Attorney

Powers of Attorney (POA) may not be accepted in lieu of a claimant's signature on the claim form or investigator agreement. The claim must be verified by the claimant per CCP Section 1540(a). Exceptions may be considered in cases where a POA is necessitated by a medical condition that prevents the claimant from signing the claim form. In such a case, the claim is referred to our legal office for determination. All claim packages signed by a POA that do not contain medical verification signed by a licensed physician will be denied without consideration.

Claim Package
A claim package is a group of documents submitted to the SCO to validate a request for payment of unclaimed property.

1. The claim package shall include a properly executed Investigator Agreement, signed and dated by the investigator and each claimant. Notarization of this agreement is not required.

2. The claim package shall include a completed Claim for Abandoned Property for each claimant; this form is located in Appendix B of this handbook. The form should be duplicated onto yellow paper to ensure that investigator claims can be easily identified by the SCO upon receipt. Use of the forms provided helps expedite the claim process.

    a. The claimant must sign and date the claim form and the claimant's signature must be notarized if the total value of the cash properties is $1,000 or more. All claims for securities and safe-deposit box properties must also be notarized.

3. A document to verify the claimant's current address is required.

4. A document that shows proof of the claimant's SSN/tax identification number must be provided with the claim package. Non-residents of the United States of America may submit a Temporary SSN, an IRS Form W8 BEN, or an Individual Taxpayer Identification Number (ITIN) in lieu of SSN/Tax Identification Number.

5. A claim package that does not contain all documents needed to validate the claim may be returned to the investigator with a letter describing the additional documentation needed. Please review the filing instructions before submitting a claim. The documentation needed will vary based on the type of property being claimed and the relationship of the claimant to the reported owner of the property. Once a claim package is received, the property is removed from our Web site while the claim is being processed.

Please select from one of the links below to view and print the filing instructions and documentation needed to substantiate your claim. (*http://www.claimit.ca.gov* in the "Info for Investigators" box, under "Investigators Handbook & Forms")

- **Filing Instructions For A Property Owner**
  Select the link above if the claimant (your client) is the reported owner listed on our records.

- **Filing Instructions For Heir Filing A Deceased Owner Claim**
  Select the link above if the claimant (your client) is an heir, trustee, or personal representative/executor/administrator of the deceased owner of the property listed on our records.

- **Filing Instructions For A Business**
  Select the link above if the claimant (your client) is an officer of the business with authority to claim property on behalf of the business listed on our records.

- **Filing Instructions For A Government Agency**
  Select the link above if the claimant (your client) is an officer with authority to claim property on behalf of the Government Agency listed on our records.

Documentation by Property Type
Following is a list of acceptable documents that can be submitted with your claim for the type of property indicated below. Only one of the documents listed for the property type may be needed.

Savings or Checking Accounts

- Account statement
- Bank passbook
- Correspondence from the bank that displays the account number

If the account statement or passbook is unavailable, then proof of residence at the address shown on the property reported to the State Controller's Office is required.

Stocks, Dividends, Bonds, or Debentures

- Original stock certificate
- Original dividend check
- Original bond
- Original debenture

Account Statement
If the original certificate is not available, then the SCO may allow other documentation, such as verification of occupancy at the registered address, proof of purchase, or a cancelled dividend check. The SCO may require a lost instrument bond from the claimant when this documentation is unavailable.

California's Unclaimed Property Law (CCP Section 1563), requires the SCO to sell securities no sooner than 18 months, but no later than 20 months, after the final date for filing the report required by CCP Section 1530. If a claimant's securities have been sold, the law no longer provides for interest to be paid on any claims.

Note: *The SCO is not authorized to buy back the claimant's shares, nor make up the difference in sale proceeds in the event that the market value of the stock increased between the date it was sold and the date of the claim.*

Life Insurance Accounts

- Insurance policy
- Insurance statement

If the policy or statement is not available, proof of residence or occupancy at the address shown on the property as reported to the SCO is required.

Escrow Accounts
The buyer/seller closing statement is required. If the statement is not available, then the claimant is required to show proof of residence or occupancy at the address shown on the property as reported to the SCO. However, if the unclaimed property account shows both buyer and seller, the claimant must establish their legal entitlement to the escrow deposit and disputed escrow funds. To prove entitlement, the claimant must submit documentation from the escrow or title company that specifies the distribution of the escrow funds or court documentation indicating rightful ownership to the funds.

Negotiable Instruments, Certified Checks, Money Orders, or Travelers Checks
Additional documentation is needed to verify claims for negotiable instruments. Generally, the original instrument must be submitted. If the original instrument is not available, then other documentation is required, including a declaration of loss under Commercial Code Section 3312. For further instructions, contact us at 1-800-992-4647.

Safe Deposit Box Contents

- Account statement

If the statement is not available, then proof of residence or occupancy at the address shown on the property account is required. If proof of residence is not available or if the reporting agency did not report an account owner's last known address, then evidence must be submitted proving an association with the reporting agency.

California's Unclaimed Property Law requires the State Controller's Office to sell the contents of safe-deposit boxes if the contents appear to have monetary value. However, no sale shall be made pursuant to this subdivision until 18 months after the final date for filing the report required by CCP Section 1530. Cash received or proceeds from the sale are used to satisfy any bank liens. Remaining proceeds are credited to the owner's account until a claim is presented. The law does not provide for interest to be paid on any claims. In the event that the contents of a safe-deposit box are not sold and a claim is presented, the State Controller's Office, upon proof of ownership, returns the property by insured/registered mail after the claimant pays any liens on the safe-deposit box.

If lien amounts are owed to the bank at the time of escheatment, that information is reported to the State Controller's Office. Liens are paid to the bank 1) when cash is found in the box, 2) with proceeds from the sale of safe-deposit box contents, or 3) by the claimant when ownership has been verified.

Social Security Verification
The reported Social Security number of the owner of the property is required and can be verified by providing a copy of one of the following:

- Social Security card
- Income tax return
- W-2 form
- Pay voucher or pay stub

Non-English Documents
If the document submitted to substantiate the claim is not in English, then the entire document must be translated to English, and the translated document must be submitted along with the non-English document.

The translation must be authenticated. If the document is translated at an embassy, then the seal of the embassy must be affixed to the translation as authentication. If the document is translated at a college or university where the language is taught, then the translation must be written or printed on letterhead of the institution and must be signed by the instructor who translated it.

Organizing, Referencing, and Indexing the Claim Package
Documentation to substantiate complex claims should be organized, referenced, and indexed to facilitate the evaluation of the claim package. A package submitted with documentation that is not organized, referenced, and indexed may be returned to the investigator for reassembling. Properly assembled claim packages help expedite the claim process.

Multiple Claims and Confidential Information
When more than one investigator service submits a claim for the same property, or an individual submits a claim and an investigator, acting on behalf of that individual, also submits a claim, the SCO notifies all parties in writing of the competing claims. The claimant is then required to notify the SCO and all parties (in writing) what claim package to honor. Once this information is received by our office, we will process the honored claim if all of the information provided is sufficient to prove ownership.

If competing claim packages are submitted by different claimants and contain conflicting information, then those claim packages may be submitted to our Legal Office for determination. Our Legal Office will determine which party, if any, is the rightful owner of the property. Documentation submitted by each party is treated confidentially.

Submitting a Claim Package
A claim package may be submitted to the SCO by any of the following methods:

***U.S. Mail* – Sent to the following address:**
State Controller's Office
Unclaimed Property Division
Consumer Services Unit
P. O. Box 942850
Sacramento, CA 94250-5873

***Expedite/Overnight Delivery* – Delivered to the street address given below.**

***Delivery in Person* – Delivered to the following address:**
State Controller's Office
Unclaimed Property Division
10600 White Rock Road, Suite 141
Rancho Cordova, CA 95670

Claim Status
The SCO shall consider a claim package within 180 days of receipt of all documentation that substantiates the claim. The claim package documents are reviewed for compliance with the Unclaimed Property Laws and to the documentation provided must substantiate the claim in order to be paid. The following statuses are assigned to each claim package during the claim process:

Received
The claim package has been received.

Approved
The claim package has been approved and is pending payment.

Paid
The claim has been paid.

Dropped (Closed)
The claim package has a deficiency in one or more of the following areas:

- Claim Form – The claim form is incomplete or is not signed and notarized.
- Investigator Agreement – The agreement is incomplete or is not in compliance with CCP Section 1582.
- Documentation – The documentation is insufficient to prove claimant's entitlement to the property.

Dropped/closed claims are returned to the investigator. An investigator may reopen a dropped/closed claim by submitting an updated standard investigator agreement, a yellow claim form, and all documentation required to validate the claim request.

Denied
The SCO notifies the investigator in writing if the documentation submitted indicates that:

- The person claiming the property is not the correct owner/heir of the property;
- A claim against this property is already in process. This may be a duplicate claim by the claimant or one filed by another individual; or,
- The property was previously paid.
- The investigator is notified if he or she failed to submit documents requested by the SCO.
- If a claim is denied, it can be appealed by submitting a letter for an informal appeal to the SCO Legal Office within 30 days of the date of the UPD denial letter. Upon receipt of the informal appeal letter, the Legal Office will review the file and may request additional evidence or schedule a hearing. The SCO Legal Office will provide a written response to the claimant of their decision to uphold the denial or approve the claim. The claimant also has the option to bring an action to establish a claim in the superior court of any city or county in which the Attorney General has an office. This action must be filed within 90 days of the date of the UPD denial letter, not the Legal Office's appeal decision letter.

Payment of Claims
Investigator claims are paid according to the procedures below. Exceptions may be considered in extenuating circumstances, but only upon the written request by the claimant.

1. The payments are recorded against the claimant's Social Security or tax identification number.
2. Whenever the claimant/heir resides in a foreign country, special processing of the payment may be considered.
3. Investigator fees must be agreed upon by the claimant and the investigator prior to submitting the claim and may not exceed a maximum ten percent (10%) of the value of the claim.
4. The SCO pays claims submitted by investigator and heir finders companies as follows:
    a. In cases where the wording in the Investigator Agreement specifically assigns to the investigator/heir finder a percentage of the payment, we will mail two warrants for each claim. One warrant, made payable to the claimant, will be mailed directly to the claimant for his or her agreed-upon percentage; and a second warrant, made payable to the investigator/heir finder, will be mailed directly to the investigator/heir finder for his or her agreed-upon percentage. An example of wording in an Agreement that would allow for two warrants to be mailed is: ***"Claimant assigns to the Investigator a percentage not to exceed 10% of the net assets which the Claimant in fact recovers."***

b. In cases where the wording in the Investigator Agreement does not specifically assign to the investigator/heir finder a percentage of the payment, a warrant for the entire payment, made payable to the claimant, will be mailed directly to the claimant at the mailing address of the claimant provided on the claim form.

   At the time the claim is approved, a letter will be mailed to the claimant informing them that even though they will be receiving the payment directly, they are not relieved of any contractual obligation they may have with the investigator/heir finder with whom they signed a contract. We will also send the investigator/heir finder a copy of this letter.

c. Claim payments for unsold securities split between investigator and claimant will be transferred in whole share increments only. If the split of the shares results in a fraction, the owner's shares will be rounded up. If the investigator/heir finders are entitled to an additional fraction of a share under their contract, it will be the investigator/heir finder's responsibility to collect this amount directly from the owner. We will send a letter to the claimant informing them that the rounding of fractional shares in their favor does not relieve them of any additional contractual obligation they may have with the investigator/heir finder company.

d. The contents of a safe deposit box will be mailed directly to the claimant. Only one claimant may be designated to receive the contents of the box.

Interagency Intercept Program

Effective September 2, 2009, all cash claims and claims paid by proceeds of liquidated stock became subject to offset by the Franchise Tax Board's Interagency Offset Program. Therefore, if a claimant owes a debt to a California state agency, city or county, the payment will be intercepted and reduced by the amount of the debt. Any remaining balance of the claim payment will be sent to the claimant. If the claim is offset, the FTB will send a notification letter to the claimant; the investigator will not be notified. This process will not affect the investigator's payment provided the Investigator Agreement specifically assigned the investigator/heir finder a percentage of the payment. If the Investigator Agreement did not specifically assign a percentage to the investigator, the entire payment will be subject to the offset.

Note to Investigators: Please advise your client to contact the agency listed on their letter if they have any questions. The SCO only has general information regarding the offset and is not made aware of the offset until it occurs.

Report of Interest Income

Beginning in August of 2003, the Unclaimed Property Law no longer provides for interest to be paid on claims. However, for claims paid or approved prior to July 21, 2003, the State Controller's Office is required to issue a 1099 statement indicating the amount of interest paid to an owner of unclaimed property.

Estates of Deceased Persons Claims

Standard Investigator Agreement - Estates
The investigator may not represent the owner/heir while claiming an estate of a deceased person unless an agreement is on file with the SCO. The SCO has developed a Standard Investigator Agreement - Estates to facilitate processing of the claim package. The agreement can be found in Appendix B of this handbook and may be duplicated.

Agreement Required for Each Claimant
A fully executed agreement must exist for each owner/heir entitled to the account. The SCO must approve each agreement before the claim package can be processed.

Payment of investigator fees is the responsibility of the claimant. The SCO monitors the fees that investigators charge.

Standardized/Non-Standardized Agreements
Investigator agreements submitted on the Standardized Investigator Agreement are recommended. An agreement submitted on a non-standardized form requires additional processing time to ensure that the agreement conforms to laws governing the payment of estates of deceased persons. An agreement that does not conform to the law is rejected.

Estates of Deceased Persons with Named Heirs
The named heirs of an estate may claim the estate regardless of the value of that estate on a Claim for Estate of Deceased Person without court action per CCP Section 1352. A sample of the claim form can be found in Appendix B of this handbook.

Heirs of the named heir of an estate may also claim estates valued at less than $60,000 on the Claim for Estate of Deceased Person without a court action. However, when the estate is valued at $60,000 or more, the heirs of the named heirs must file a petition under CCP Section 1355. In addition, if the decedent died before June 8, 1982, then the petition must include a stipulation for the deduction of any inheritance tax due.

Estates of Deceased Persons without Named Heirs
For claims of $60,000 or more for estates with no named heirs, the claimant must file a petition in the superior court of any city or county in which the Attorney General has an office (San Diego, Sacramento, San Francisco, or Los Angeles). If the decedent died before June 8, 1982, the petition must include a stipulation for the deduction of any inheritance tax due.

At least 20 days before the hearing of the petition, the claimant must send a copy of the petition and notice of hearing to the SCO. Please include a claim package with the petition and notice of hearing. (Please refer to CCP Section 1355 for documentation required.)

Claim Package
A claim package is a group of documents submitted to validate a request for payment of an estate of a deceased person. All claim packages are processed on a first-in first-out basis, as received by the SCO.

To expedite the claim process, please provide the following documentation with the claim package:

1. A properly executed Standard Investigator Agreement – Estates for each claimant.
2. A Claim for Estate of Deceased Person signed by the claimant and notarized. The investigator must also sign the claim form. Notarization of the investigator's signature is not required.
3. All documents marked with an "X" by the SCO in Section A of the claim form. The SCO recommends that you contact our office before submitting the claim package so that the SCO can advise you of the documentation required, based on the particulars of the estate. In addition, the SCO will send you the claim form on blue paper so that upon its return, it is directed to the appropriate staff for processing.
4. A birth, death, or marriage certificate of the decedent, named heir, or both that proves the claimant is the heir to the decedent's estate if the claimant is not a named heir of the estate.
5. A current photo identification such as a driver's license or State-issued ID card of the claimant.
6. A document that proves the Social Security number or tax identification number of the claimant.
7. The Final Decree of Distribution for the decedent's estate, if the SCO does not already have this document.

Additional documents may be required if the documentation provided does not prove the blood relation of the claimant to the estate's decedent. Additional documents that may be required include a Table of Heirship; a Declaration under Probate Code Section 13101; other birth, marriage, or death certificates of blood relatives; census reports; genealogy charts; and/or an Application for Social Security Account Number (SS-5).

Organized, Referenced, and Indexed Files
Documentation substantiating complex claims should be organized, referenced, and indexed to facilitate the evaluation of the claim package. A package submitted with documentation that is not organized, referenced, and indexed may be returned to the investigator to be reorganized or referenced. Properly assembled claim packages expedite the claim process.

Multiple Claims and Confidential Information
When more than one investigator submits a claim for the same estate on behalf of the same claimant, the SCO notifies each investigator of the other claim. The claimant must designate one investigator to represent his/her claim to the SCO within 30 days. The claimant must also notify the investigators of the designation. The SCO is unable to continue processing the claim until the issue is resolved. In such instances, all information submitted by either investigator regarding the claim is held confidential.

Submitting a Claim Package
A claim package may be submitted to the Unclaimed Property Division by any of the following methods.

***U.S. Mail* – Sent to the following address:**

State Controller's Office
Unclaimed Property Division
Consumer Services Unit
P. O. Box 942850
Sacramento, CA 94250-5873

***Expedite/Overnight Delivery* – Delivered to the street address given below.**

***Delivery in Person* – Delivered to the following address:**
State Controller's Office
Unclaimed Property Division
10600 White Rock Road, Suite 141
Rancho Cordova, CA 95670

Claim Approval or Denial
The SCO will review and approve or deny a claim package as soon as possible upon receipt of all required documentation substantiating the claim.

The SCO notifies the investigator in writing if:

- The claim form is incomplete or not signed and notarized where required;
- The Investigator Agreement is incomplete or not in compliance with SCO guidelines;
- The person claiming the property is not entitled to the property or the documentation provided does not clearly prove the relationship of the claimant to the estate's decedent. In this case, the entire claim package is returned to the investigator;
- The claim is already in process; or,

An investigator may reopen a closed claim by submitting an investigator agreement, a blue claim form, and all required documentation to validate the claim request.

Payment of Claims

Investigator claims are paid according to the procedures below. Exceptions may be considered in extenuating circumstances, but only upon the written request by the claimant.

1. The payments are recorded against the claimant's Social Security or tax identification number.

2. Whenever the claimant/heir resides in a foreign country, special processing of the payment may be considered.

3. The amount of the investigator's fee must be agreed upon by the claimant and the investigator prior to the submission of the claim.

4. Pursuant to CCP section 1321 (b), no owner of unclaimed property is entitled to receive interest on the property after the date on which the property is reported to the State Controller's Office, whether or not he or she was entitled to such interest prior to such report.

5. The SCO pays claims submitted by investigator/heir finder companies by one of two methods:

    a. In cases where the wording in the Standard Investigator Agreement - Estates specifically assigns to the investigator/heir finder a percentage of the payment, we will mail two warrants for each claim. One warrant, made payable to the claimant, will be mailed directly to the claimant for his or her agreed-upon percentage; and a second warrant, made payable to the investigator/heir finder, will be mailed directly to the investigator/heir finder for his or her agreed-upon percentage.

    b. In cases where the wording in the Investigator Agreement does not specifically assign to the investigator/heir finder a percentage of the payment, a warrant for the entire payment, made payable to the claimant, will be mailed directly to the claimant at the mailing address of the claimant provided on the claim form. At the time the claim is approved, a letter will be mailed to the claimant informing them that even though they will be receiving the payment directly, they are not relieved of any contractual obligation they may have with the investigator/heir finder with whom they signed a contract. We will also send the investigator/heir finder a copy of this letter.

Check the Status of Your Claim

You may check the status of your claim online at https://scoweb.sco.ca.gov/UCP/ClaimStatusSearch.aspx. Enter the Social Security number or your nine-digit FEIN in the search box. When entering a FEIN, please be patient as it may take several minutes for all properties to load. Once the data is fully loaded, on your browser menu, select "edit", then "find on this page" and enter the property identification number (PID) of your inquiry.

For inquiries on claims containing securities, please allow up to 180 days from the approved date shown online as staff must research and apply any corporate actions, such as dividends or mergers, initiated by the company, which affect the value of the securities. In most cases, this process can be completed within 90 days. If the securities have not been sold, they will be sent in the form of shares and information will be mailed to the claimant regarding how the securities will be transferred into the claimant's name.

If, however the securities have been sold, we will return the proceeds from the sale along with any dividends issued prior to the sale. Please be advised that the SCO is required, by state law, to sell securities between 18 and 20 months after the due date for reporting the property to the state.

If the claim contained cash property, a separate check for the cash property will be mailed within 60 days of the approval date shown online.

Interagency Intercept Program

Effective September 2, 2009, all cash claims and claims paid by proceeds of liquidated stock may be subject to offset by the Franchise Tax Board's Interagency Offset Program (FTB). Therefore, if a claimant owes a debt to a California State Agency, city or county, the payment will be intercepted and reduced by the amount of the debt. Any remaining balance will be sent to the claimant. If the claim is offset, the FTB will send a notification letter to the claimant; the investigator will not be notified. This process will not affect the investigator's payment, provided the investigator agreement specifically assigned the investigator/heir finder a percentage of the payment. If the investigator agreement did not specifically assign a percentage to the investigator, the entire payment will be subject to offset.

Note to Investigators: Please advise your client to contact the agency listed on their letter if they have any questions. The SCO only has general information regarding the offset and is not made aware of the offset until it occurs.

Appendix A

Legacy Property Type Codes

Note: The State Controller's Office recently converted property accounts from our old legacy system to the more modern UPS2000 system. Property accounts may list either the older legacy property type code or the more recent NAUPA property type codes. We have listed both property type codes to better assist you with research.

Property Code	Property Classification	Property Code	Property Classification
01	Cash in lieu of fractional shares	59	Commissions
02	Units	60	Court Settlements
03	Debentures or bonds	61	Credit balances
04	Dividends	62	Death benefits
05	IRAs - securities	63	Endowments
06	Liquidating funds - securities	64	Escrow checks/deposits/disputed
07	Municipal bonds	65	Garnishments
08	Mutual funds/money market funds	66	Gift Certificates
09	Mutual Funds earnings/money market fund earnings	67	Inmate trust funds
10	Shares exchanged for shares	68	Insurance claims checks
11	Securities	69	Insurance premiums
12	Securities exchanged for cash	70	Interest checks
13	Warrants	71	IRAs
14	Rights	72	Layaway Deposits
15	Liquidating fund earnings	73	Liquidating funds
16	Municipal bond earnings	74	Matured/terminated policies
17	Bond Interest	75	Mineral proceeds
25	Aggregate account	76	Other
26	Money Orders	82	Savings accounts/credit union share accounts
27	Travelers checks	83	Time deposits/CD accounts
28	Cashier's/certified checks	84	Trusts
41	Safe-deposit box contents	85	Vendor payments
42	Safekeeping items	88	Earthquake Insurance Refund
43	Savings bonds	77	Patient trust funds
55	Annuities	78	Pension/retirement funds
56	Checking accounts/demand deposits	79	Refunds
57	Christmas club accounts	80	Royalties/residuals
58	Collections	81	Salaries/wages

NAUPA Property Type Codes

Property Code	Property Classification	Property Code	Property Classification
AC01	Checking Accounts	CT99	Aggregate Court Deposits
AC02	Savings Accounts	HS01	Health Savings Account
AC03	Mature CD or Save Cert	HS02	Health Savings Account Investment
AC04	Christmas Club Funds	IN01	Individual Policy Benefits or Claim Payment
AC05	Money on deposit to secure fund	IN02	Group Policy Benefits or Claim
AC06	Security Deposit	IN03	Proceeds Due Beneficiaries
AC07	Unidentified Deposit	IN04	Proceeds from Matured Policies
AC08	Suspense Accounts	IN05	Premium Refund
AC99	Aggregate Accounts	IN10	Demut Cash
CK01	Cashier's Checks	IN11	Demut Shares
CK02	Certified Checks	IN99	Aggregate Insurance Property
CK03	Registered Checks	IR01	IRA Cash
CK04	Treasurer's Checks	IR02	IRA Mutual Funds
CK05	Drafts	IR03	IRA Securities
CK06	Warrants	IR05	Roth IRA Cash
CK07	Money Order	IR06	Roth IRA Mutual Funds
CK08	Traveler's Checks	IR07	Roth IRA Securites
CK09	Foreign Exchange Checks	MI01	Net Revenue Interest
CK10	Expense Checks	MI02	Royalties
CK11	Pension Checks	MI03	Overriding Royalties
CK12	Credit Checks or Memos	MI04	Production Payments
CK13	Vendor Checks	MI05	Working Interest
CK14	Checks Written of/to Income	MI06	Bonuses
CK15	Other Outstanding Official Checks	MI07	Delay Rentals
CK16	CD Interest Checks	MI08	Shut - In Royalties
CK99	Aggregate Checks	MI09	Minimum Royalties
CS01	College Savings Cash	MI99	Aggregate Mineral Proceeds
CS02	College Savings Mutual Funds	MS01	Wages, Payroll, Salary
CS03	College Savings Securities	MS02	Commissions
CT01	Escrow Funds	MS03	Workers Comp Benefits
CT02	Condemnation Awards	MS04	Payments for Goods & Services
CT03	Missing Heirs' Fund	MS05	Customer Overpayments
CT04	Suspense Accounts	MS06	Unidentified Remittances
CT05	Other Court Deposits	MS07	Unrefunded Overcharges

NAUPA Property Type Codes

Property Code	Property Classification	Property Code	Property Classification
MS08	Accounts Payable	SC15	US Government Securities/Bonds
MS09	Credit Balance - Accts Rec	SC16	Mutual Funds
MS10	Discounts Due	SC17	Warrant (Rights)
MS11	Refunds Due	SC18	Matured Bond Principal
MS12	Unredeemed Gift Certificates	SC19	Dividend Reinvestment Plan
MS13	Unclaimed Loan Collateral	SC20	Credit Balances
MS14	Pension and Profit Sharing	SC21	Stock Related Cash
MS15	Dissolution of Liquidation	SC50	Municipal Bonds
MS16	Misc Outstanding Checks	SC52	Municipal Bonds Earnings
MS17	Mist Intangible Property	SC54	Share Exchanged for Shares
MS18	Suspense Liabilities	SC56	Units
MS20	Misc./Unclassified	SD01	SD Box Contents
MS99	Aggregate Item	SD02	Other Safekeeping
SC01	Dividends	SD03	Other Tangible Property
SC02	Interest (Bond Coupons)	TR01	Paying Agent Account
SC03	Principal Payments	TR02	Undelivered on Uncashed Div.
SC04	Equity Payments	TR03	Funds held in Fiduciary Cap.
SC05	Profits	TR04	Escrow Accounts
SC06	Funds Paid to Purchase Shares	TR05	Trust Vouchers
SC07	Funds for Stocks & Bonds	TR99	Aggregate Trust Property
SC08	Shares of Stocks	UT01	Utility Deposits
SC09	Cash for Fraction Shares	UT02	Membership Fees
SC10	Unexchanged Stock of Succ Corp	UT03	Refunds or Rebates
SC11	Other Cert of Ownership	UT04	Capital Credit Distributions
SC12	Underlying Shares/Outstanding Cert	UT99	Aggregate Utilities
SC13	Funds for Liquidation	ZZZZ	Properties Not Identified Above
SC14	Debentures		

NAUPA Relationship Codes

Abbreviation	Definition	Abbreviation	Definition
AD	Administrator	IN	Insured
AF	Attorney For	JC	Joint Tenants in Common
AG	Agent For	JT	Joint Tenants with Rights of Survivorship
AN	And	MN	Minor
AO	And / Or	OR	Or
AP	Aggregate Property	P	TMP
BF	Beneficiary	PA	Payee
BR	Buyer	PD	Payable on Death
CC	Co-Conservator	PO	Power of Attorney
CF	Custodian For	RE	Remitter
CN	Conservator	RT	Retirement Trust
CT	Court Order	SL	Seller
DB	Do Business As	SO	Sole Owner
DE	Debtor	TA	Trust Agreement
DP	Disputed Escrow Funds	TE	As Trustee For
EB	Estate Beneficiary	TMP	Conversion Code
ES	Estate	TR	Trust
EX	Executor or Executrix	TW	Trust Under Will
FB	For Benefit of	UG	Uniform Gift to Minors Act (UGMA)
GR	Guardian For	UN	Unknown
HE	Heir		

State Codes

Initial	State	Initial	State
AL	Alabama	MT	Montana
AK	Alaska	NC	North Carolina
AR	Arkansas	ND	North Dakota
AZ	Arizona	NE	Nebraska
CA	California	NH	New Hampshire
CO	Colorado	NJ	New Jersey
CT	Connecticut	NM	New Mexico
DC	District of Columbia	NV	Nevada
DE	Delaware	NY	New York
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
IA	Iowa	PA	Pennsylvania
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
MA	Massachusetts	VA	Virginia
ME	Maine	VT	Vermont
MD	Maryland	WA	Washington
MI	Michigan	WI	Wisconsin
MN	Minnesota	WV	West Virginia
MO	Missouri	WY	Wyoming
MS	Mississippi		

County Codes

Code	County	Code	County	Code	County
0	[3]	21	Marin	42	Santa Barbara
1	Alameda	22	Mariposa	43	Santa Clara
2	Alpine	23	Mendocino	44	Santa Cruz
3	Amador	24	Merced	45	Shasta
4	Butte	25	Modoc	46	Sierra
5	Calaveras	26	Mono	47	Siskiyou
6	Colusa	27	Monterey	48	Solano
7	Contra Costa	28	Napa	49	Sonoma
8	Del Norte	29	Nevada	50	Stanislaus
9	El Dorado	30	Orange	51	Sutter
10	Fresno	31	Placer	52	Tehama
11	Glenn	32	Plumas	53	Trinity
12	Humboldt	33	Riverside	54	Tulare
13	Imperial	34	Sacramento	55	Tuolumne
14	Inyo	35	San Benito	56	Ventura
15	Kern	36	San Bernardino	57	Yolo
16	Kings	37	San Diego	58	Yuba
17	Lake	38	San Francisco	98	[4]
18	Lassen	39	San Joaquin	99	[5]
19	Los Angeles	40	San Luis Obispo		
20	Madera	41	San Mateo		

[3] Usually indicates an aggregate account with no identified owners, which cannot be claimed without exact documentation to claim a portion of the account.

[4] Indicates the account owner is a well-known entity.

[5] Indicates the account is less than $ 50.

Appendix B

Standard Investigator Agreement- Abandoned Property

This agreement is entered into by and between _____, hereinafter referred to as "Claimant," and _____, hereinafter referred to as "Investigator."

I. Investigator, through his/her efforts, has located Claimant, who may be entitled to the assets in the possession of the State Controller of California, 10600 White Rock Road, Suite 141, Rancho Cordova, CA 95670 (Mailing Address: P.O. Box 942850-5873) as described below:

OWNER'S NAME: _____
OWNER'S ADDRESS AS REPORTED TO THE STATE CONTROLLER'S OFFICE: _____
_____
REPORTED BY: _____
TYPE OF ACCOUNT: _____ **AMOUNT:** _____ **PROP REF NBR:** _____
SECURITIES: _____ **PROPERTY ID NO:** _____

☐ ____ **(CHECK HERE IF THERE ARE ATTACHMENTS LISTING ADDITIONAL ACCOUNTS)**
Claimant's Initials

II. Investigator and claimant do hereby agree that in consideration of Investigator's efforts in locating Claimant and assisting in the actual recovery of the above-described assets to which Claimant may be entitled, Claimant assigns to the Investigator a percentage not to exceed 10% of the net assets which the Claimant in fact recovers. Claimant agrees that the investigator fee will be paid upon payment of the claim.

Agreed percentage _____ Claimant's Initials _____ Investigator's Initials _____

III. If Investigator fails to disclose the nature and value of the property prior to the execution of this agreement, and Investigator and Claimant agree that if the existence and whereabouts of the above-described assets are known to the Claimant, and the Claimant believes that said assets would have been recovered without the information and advice given by Investigator, then Claimant is under no obligation to Investigator.

IV. Investigator and Claimant agree that in the event Claimant is not entitled to assets as described above and such assets are not recovered, there is no obligation on either party to the other, all expenses being borne by Investigator.

V. This agreement is valid for six (6) months from the date signed by Claimant.
Claimant: _____ **Daytime Phone:** _____
Address: _____ **Date:** _____
_____
Claimant's Signature: _____
Claimant's SSN or Tax Identification Number: _____

Investigator: _____ **Daytime Phone:** _____
Investigator License # (if applicable): _____ **Date:** _____
Address: _____
Investigator's Signature: _____
Investigator's Social Security Number or Tax Identification Number: _____

Standard Investigator Agreement/Contract Attachment

Owner's Name: _____

Owner's Address:_____

_____

Reported By: _____

Type of Account: _____ **Amount:** _____ **ID #:**_____

Securities: _____ **Property ID #:** _____

Owner's Initials: _____

Owner's Name: _____

Owner's Address:_____

_____

Reported By: _____

Type of Account: _____ **Amount:** _____ **ID #:**_____

Securities: _____ **Property ID #:** _____

Owner's Initials: _____

Owner's Name: _____

Owner's Address:_____

_____

Reported By: _____

Type of Account: _____ **Amount:** _____ **ID #:**_____

Securities: _____ **Property ID #:** _____

Owner's Initials: _____

Owner's Name: _____

Owner's Address:_____

_____

Reported By: _____

Type of Account: _____ **Amount:** _____ **ID #:**_____

Securities: _____ **Property ID #:** _____

Owner's Initials: _____

Claim for Abandoned Property

JOHN CHIANG
STATE OF CALIFORNIA, CONTROLLER'S OFFICE
UNCLAIMED PROPERTY DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5873

SECTION I **DESCRIPTION OF FUNDS, ETC., DUE OWNERS**

DATE **CONTROLLER'S ACCOUNT NUMBER**

HOLDER:

SECTION II **REQUIRED PROOF MUST BE RETURNED WITH THIS FORM**

The checked items below must be returned with this form in support of your claim. If any item(s) are not submitted, your claim package will be returned. You may reopen this file by returning the claim form and all required documentation to this office.

1.	( )	NOTARIZATION REQUIRED - If claim amount is $1,000 or greater, or is stock, security property, or safe-deposit box
2.	( )	This claim form is to be signed by Claimant
3.	( )	Original savings account passbook or statement for account no.
4.	( )	Checking account statement for account no.
5.	( )	Original Amount
6.	( )	Original securities certificate(s) for shares of
		(OR IF CONFISCATED BY TRANSFER AGENT OR SOLD, SUBMIT EVIDENCE OF THE TRANSACTION).
7.	( )	Document verifying owner's address was once:
8.	( )	Will and currently certified (within the last six months) Letters Testamentary appointing administrator and/or executor (open estate) or certified copy of Final Decree of Distribution (closed estate) for the estate of:
9.	( )	If the estate was not probated, please execute the enclosed Declaration Under Probate Code Section 13101 and Table of Heir ship (Table of Heir ship must be completely filled out and notarized).
10.	( )	CERTIFICATE of / for
11.	( )	Birth, Death, and/or Marriage Certificate associating claimant(s) with owner of account.
12.	(X)	Copy of document verifying your identity (i.e., driver's license, ID card)
13.	(X)	Copy of document verifying your Social Security number or, if business, tax ID number.
14.	(X)	ALL CLAIMANTS MUST COMPLETE SECTIONS III, V, AND VII ON REVERSE.
15.	(X)	ALL INVESTIGATORS/HEIRFINDERS MUST COMPLETE SECTIONS IV AND V.
16.	(X)	After initial review, additional documents may be required.

ANALYST APPROVED: Date:

SUPV./MGR. APPROVED: Date:

ADMIN. APPROVED: Date:

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SECTION III	CURRENT MAILING ADDRESS (TO BE COMPLETED BY ALL CLAIMANTS)		
(1) PRINT CURRENT LEGAL FIRST NAME	MIDDLE	CURRENT LEGAL LAST NAME	DAYTIME PHONE ( )
STREET ADDRESS	CITY	STATE	ZIP CODE
(2) PRINT CURRENT LEGAL FIRST NAME	MIDDLE	CURRENT LEGAL LAST NAME	DAYTIME PHONE ( )
STREET ADDRESS	CITY	STATE	ZIP CODE

SECTION IV	CURRENT MAILING ADDRESS (TO BE COMPLETED BY ALL AGENTS, PERSONAL REPRESENTATIVE, INVESTIGATORS, EXECUTORS, ETC)		
(1) PRINT CURRENT LEGAL FIRST NAME	MIDDLE	CURRENT LEGAL LAST NAME	DAYTIME PHONE ( )
STREET ADDRESS	CITY	STATE	ZIP CODE

SECTION V **NOTICE TO CLAIMANT: INVESTIGATOR OR FINDER FEES**

Under Section 1582 of the California Code of Civil Procedures (stated below), an investigator is not allowed to charge a fee of more than 10% of the recovered amount.

CCP Section 1582 (Restriction on agreement to locate reported property)

No agreement to locate, deliver, recover, or assist in recovery of property reported under Section 1530 may be executed within twelve months of the date payment or delivery is made to the State Controller. The fee or compensation agreed upon may not exceed 10% of the recoverable property. The agreement must be in writing and signed by the owner after disclosure in the agreement of the nature and value of the property and the name and address of the person or entity in possession of the property. Nothing in this section shall be construed to prevent an owner from asserting, at any time, that an agreement to locate property is based upon excessive or unjust consideration.

CLAIMANT'S SIGNATURE:	DATE:
CLAIMANT'S SIGNATURE:	DATE:
REPRESENTATIVE'S SIGNATURE:	DATE:

SECTION VI **PRIVACY NOTIFICATION**

The Information Practices Act of 1977 and the Federal Privacy Act require the Unclaimed Property Division to inform you that your Social Security number and other documents are requested for proper identification and processing of your claim. You have the right to view your records at this office by writing: Chief, Unclaimed Property Division, P. O. Box 942850, Sacramento, CA 94250-5873

SECTION VII **AFFIRMATION**

Each of the undersigned claimants affirms that claimant has read the claim and knows the contents thereof, and that claimant is the sole owner of the said claim and the sole person entitled to receive the money and property set forth in said claim. Each claimant certifies under penalty of perjury that original instruments such as securities certificates, checks, passbooks, etc., have been submitted or, if unable to produce such said original instruments, certifies that claimant has not sold, pledged, hypothecated or otherwise transferred said instruments or any interest or right therein. If said instruments are found by claimant, the claimant agrees to deliver them to the State Controller's Office for cancellation. Each claimant agrees to indemnify and hold harmless the State, officers and employees from any loss resulting from the payment of said claim.

DO NOT SIGN CLAIM FORM UNLESS A DESCRIPTION OF ACCOUNT IS SHOWN IN SECTION I OR IS ATTACHED TO FORM.

CLAIMANT'S SIGNATURE:	SSN:
CLAIMANT'S SIGNATURE:	SSN:

STATE OF _____, COUNTY OF _____

SUBSCRIBED AND SWORN (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)

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Declaration Under Probate Code Section 13101

The undersigned, each for himself or herself and not for the others, declare:

1. That _____ *[Name of Decedent]*, hereinafter "Decedent," died in the City of _____, County of _____, State of _____ on _____, 20_____.

2. At least 40 days have elapsed since the death of Decedent, as shown in a certified copy of the Decedent's death certificate attached to this declaration.

3. Check one of the following appropriate boxes.

   ☐ No proceeding is now being or has been conducted in California for administration of the Decedent's estate.

   ☐ The decedent's personal representative has consented in writing to the payment, transfer, or delivery to the affiant or declarant of the property described in the affidavit or declaration.

4. The current gross fair market value of the decedent's real and personal property in California, excluding the property described in section 13050 of the California Probate Code, does not exceed one hundred fifty thousand dollars ($150,000).

5. The property of Decedent which is to be paid, transferred or delivered by the California State Controller's Office to the declarant pursuant to this declaration is:

   _____

   _____

6. CHECK ONE OF THE FOLLOWING and, if applicable, FILL IN THE BLANK:

   ☐ The declarant(s) is/are the successor(s) of the Decedent (as defined in Section 13006 of the California Probate Code) to the Decedent's interest in the described property
   e.g.: beneficiary of Decedent's will or, where Decedent left no will, the surviving spouse, child, grandchild, parent, brother, sister, niece, nephew, grandparent, aunt, uncle, cousin, etc.

   ☐ The declarant(s) is/are authorized under Section 13051 of the California Probate Code to act on behalf of the successor of the Decedent (as defined in Section 13006 of the California Probate Code) with respect to the Decedent's interest in the described property
   e.g.: guardian or conservator of Decedent's estate, trustee of Decedent's trust, custodian of Decedent's will or personal representative of beneficiary(ies)
   The name(s) of the successor(s) of the Decedent is/are: _____

7. No other person has a superior right to the interest of the Decedent in the described property.

8. The declarants request that the described property be paid, delivered, or transferred to the declarants.

9. I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this form and any accompanying documents are true and correct, with full knowledge that all statements are subject to investigation and that any false or dishonest statement may be grounds for denial of the claim submitted.

Signature	Name *[Print or Type]*
Signature	Name *[Print or Type]*
Signature	Name *[Print or Type]*

TABLE OF HEIRSHIP

Deceased Owner Name:		Deceased Date:	
LIST ALL KNOWN RELATIVES *Enter "None" in any section for which there is no known relative.* *(If you need additional space, attach a second Table of Heirship identifying all missing relatives for all appropriate sections.)*		**Property ID:**	

Section 1		**FIRST**	**MIDDLE**	**(MAIDEN) LAST**	***Date of***		
					Marriage	***Birth***	***Death***
Deceased Owner's Spouse(s)	1						
	2						
	3						
Section 2		**FIRST**	**MIDDLE**	**(MAIDEN) LAST**	***Parent's Name*** *(FROM SECTION 1)*	***Birth***	***Death***
Deceased Owner's Children	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
Section 3		**FIRST**	**MIDDLE**	**(MAIDEN) LAST**	***Parent's Name*** *(FROM SECTION 2)*	***Birth***	***Death***
Deceased Owner's Grandchildren	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
Section 4		**FIRST**	**MIDDLE**	**(MAIDEN) LAST**		***Birth***	***Death***
Deceased Owner's Parents	Father:						
	Mother:						
Section 5		**FIRST**	**MIDDLE**	**(MAIDEN) LAST**		***Birth***	***Death***
Deceased Owner's Brothers and Sisters	1						
	2						
	3						
	4						
	5						
Section 6		**FIRST**	**MIDDLE**	**(MAIDEN) LAST**	***Parent's Name*** *(FROM SECTION 5)*	***Birth***	***Death***
Children of Deceased Owner's Brothers and Sisters	1						
	2						
	3						
	4						

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this Table of Heirship and any accompanying documents are true and correct, with full knowledge that all statements made in the Table of Heirship are subject to investigation and that any false or dishonest statement may be grounds for denial of the claim submitted.

PRINTED NAME SIGNATURE

TABLE OF HEIRSHIP	
INSTRUCTIONS	
Deceased Owner Name	Enter the name of the deceased person whose property you are claiming.
Deceased Date	Enter the date the deceased property owner died.
Property ID	Enter the Property ID found on the claim details page printed with your claim form.
To ensure you receive the funds to which you are entitled, enter the requested information for yourself and all of the deceased property owner's known relatives, both living and dead. In addition, provide a copy of all pages of the certified death certificate for all deceased relatives listed in all Sections above your name to whom you are directly related (such as, your grandmother/grandfather, mother/father, and/or son/daughter).	
Section 1	Include in this section all of the deceased property owner's current or former spouses. Enter one spouse per line (living or dead). If the deceased owner never married, enter "None."
Name	Enter the spouse's first, middle, (maiden name, if applicable) and last name.
Date of Marriage	Enter the spouse's date of marriage to the deceased property owner.
Date of Birth	Enter the spouse's date of birth.
Date of Death	If the spouse is deceased, enter the spouse's date of death.
Section 2	Include in this section all of the deceased property owner's children. Enter one child per line (living or dead). If the deceased owner did not have any children, enter "None."
Name	Enter the child's first, middle, (maiden name, if applicable) and last name.
Parent's Name (FROM SECTION 1)	Enter the first name of the child's parent, as listed in Section 1.
Date of Birth	Enter the child's date of birth.
Date of Death	If the child is deceased, enter the child's date of death.
Section 3	Include in this section all of the deceased property owner's grandchildren. Enter one grandchild per line (living or dead). If the deceased owner did not have any grandchildren, enter "None."
Name	Enter the grandchild's first, middle, (maiden name, if applicable) and last name.
Parent's Name (FROM SECTION 2)	Enter the first name of grandchild's parent, as listed in Section 2.
Date of Birth	Enter the grandchild's date of birth.
Date of Death	If the grandchild is deceased, enter the grandchild's date of death.
Section 4	Include in this section both of the deceased property owner's parents (living or dead).
Name	Enter the parent's first, middle, (maiden name, if applicable) and last name.
Date of Birth	Enter the parent's date of birth.
Date of Death	If the parent is deceased, enter the parent's date of death.
Section 5	Include in this section all of the deceased property owner's brothers and sisters. Enter one brother or sister per line (living or dead). If the deceased owner did not have any brothers or sisters, enter "None."
Name	Enter the brother or sister's first, middle, (maiden name, if applicable) and last name.
Date of Birth	Enter the brother or sister's date of birth.
Date of Death	If the brother or sister is deceased, enter the brother or sister's date of death.
Section 6	Include in this section all of the deceased property owner's nieces and nephews. Enter one niece or nephew per line (living or dead). If the deceased owner did not have any nieces or nephews, enter "None."
Name	Enter the niece or nephew's first, middle, (maiden name, if applicable) and last name.
Parent's Name (FROM SECTION 5)	Enter the first name of the niece or nephew's parent, as listed in Section 5.
Date of Birth	Enter the niece or nephew's date of birth.
Date of Death	If the niece or nephew is deceased, enter the niece or nephew's date of death.

Request For Final Decree of Distribution

To:	County of		Date:	
From:	(Investigator)			
Subject:	Final Decree of Distribution			
	For the Estate of Deceased			
			County of	
		MM/DD/CCYY		

Please send us a certified copy of the Final Decree of Distribution for the estate named above.

Enclosed is our check for $_____ to cover the cost of the Final Decree.

If the decedent's estate was not probated, please mark the box below with an "X" and have an authorized officer of the court execute and return this form.

Sincerely,

(Investigator)

☐	To the best of my knowledge, the above named estate was not probated in the County of

Authorized Officer of the Court	Title	Date

Standard Investigator Agreement - Estates

I. This agreement is entered into by and between _____ hereinafter referred to as "Claimant," and _____ , hereinafter referred to as "Investigator."

II. Investigator, through his/her efforts, has located Claimant, who may be entitled to the assets in the possession of the State Controller of California, 10600 White Rock Road, Suite 141, Rancho Cordova, CA 95670 (Mailing Address: P.O. Box 942850-5873) as described below:

NAME OF ESTATE: _____

PROBATE NUMBER: _____ COUNTY OF PROBATE: _____

AMOUNT: _____ CONTROLLER'S ACCOUNT NUMBER _____

III. Investigator and Claimant do hereby agree that in consideration of Investigator's efforts in locating Claimant and assisting in the actual recovery of the above-described assets to which Claimant may be entitled, Claimant assigns to the Investigator % of the net assets that Claimant in fact recovers. Claimant agrees that the investigator fee will be paid upon payment of the claim.

IV. Investigator and Claimant agree that in the event Claimant is not entitled to assets described above and such assets are not recovered, there is no obligation on either party to the other, all expenses being borne by Investigator.

Investigator: _____ **Daytime Phone:** _____

Investigator License #: _____ **Date:** _____

Address: _____

Investigator's Signature: _____

Investigator's Social Security Number or Tax Identification Number: _____

Claimant: _____ **Daytime Phone:** _____

Address: _____ **Date:** _____

_____

Claimant's Signature: _____

Claimant's Social Security Number or Tax Identification Number: _____

Claimant: _____ **Daytime Phone:** _____

Address: _____ **Date:** _____

_____

Claimant's Signature: _____

Claimant's Social Security Number or Tax Identification Number: _____

Claim For Estate of Deceased Person

John Chiang
CALIFORNIA STATE CONTROLLER
UNCLAIMED PROPERTY DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5873

DATE _____

ESTATE ACCOUNT NUMBER OR SCO PROPERTY ID NUMBER _____

ESTATE OF _____

PROBATE NO. (if applicable) _____ **COUNTY** _____

DATE OF DECREE (if applicable) _____ **VALUE $** _____

NAMED HEIR(S) _____

SAMPLE

Section A – REQUIRED PROOF MUST BE RETURNED WITH THIS FORM:

The following checked items must be returned with this form to support your claim. Any item(s) not submitted may result in a delay in processing your claim. In addition, if the documents requested are not returned within thirty (30) days, your claim will be closed. Your claim may be reopened by returning this claim form and the required proof to this office.

1. ( ) Notarization of this form by a Notary Public
2. ( ) This claim form is to be signed by:
3. ( ) Certificate of Death is required for:
4. ( ) Certified copy of Final Decree of Distribution for the Estate
5. ( ) If the Estate of was not probated, please execute the following enclosed forms: 'Declaration under Probate Code 13101' and 'Table of Heirship'
6. ( ) Birth, Death and/or Marriage Certificate associating Claimant(s) with the Decedent or named heir of the Decedent's Estate
7. ( ) Copy of claimant's Driver's License or State Issued ID card
8. ( ) Copy of a document that verifies the Claimant's Social Security number
9. ( ) Claimant(s) current mailing address (on reverse side under Section C)
10. ( ) For claims $60,000 or more, a court issued Order to Pay is required when the Claimant is not a named Heir of the Estate

NOTE: Additional documentation may be requested upon review of the claim package

NOTE: If you have an outstanding debt with a California state agency, city or county, your payment may be intercepted to pay the debt

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Section B - CLAIMANT INFORMATION

The claimant(s) certify under penalty of perjury that they have read this Claim Form; understand the contents set forth herein; are the owner(s) of the listed property(s); and are entitled to receive the money and/or property set forth herein. The claimant(s) agree to indemnify and hold harmless the State and its officers and employees, from any loss resulting from the payment of this claim.
THE CLAIMANT(S) MUST SIGN THIS CLAIM FORM FOR THE CLAIM TO BE PROCESSED.

Section C - CURRENT MAILING ADDRESS (TO BE COMPLETED BY ALL CLAIMANTS)

CURRENT LEGAL LAST NAME	CURRENT LEGAL FIRST NAME	MI	SSN / TAX ID / FEIN

CURRENT MAILING ADDRESS	DRIVER LIC. NO. AND STATE OF ISSUE

CITY	STATE/PROVINCE	ZIP	COUNTRY	DATE OF BIRTH

DAYTIME PHONE	**CLAIMANT OR AUTHORIZED AGENT SIGNATURE**	DATE

Additional Claimant Information (if applicable)

CURRENT LEGAL LAST NAME	CURRENT LEGAL FIRST NAME	MI	SSN / TAX ID / FEIN

CURRENT MAILING ADDRESS	DRIVER LIC. NO. AND STATE OF ISSUE

CITY	STATE/PROVINCE	ZIP	COUNTRY	DATE OF BIRTH

DAYTIME PHONE	**CLAIMANT OR AUTHORIZED AGENT SIGNATURE**	DATE

Section D – AFFIDAVIT NOTARIZATION (YOUR SIGNATURE(S) MUST BE NOTARIZED)

State of _____ , County of _____

Subscribed and sworn to (or affirmed) before me on the _____ day of _____ , 20 _____

by _____ , proved to me on the basis of satisfactory evidence to be the

person(s) who appeared before me.

Signature _____ (seal)

SAMPLE

PRIVACY NOTIFICATION

The Information Practices Act of 1977 and the Federal Privacy Act required this Bureau to inform you that your Social Security number and other documents are requested for property identification and processing of your claim.

You have the right to view your records at this office by writing :
Division Chief Unclaimed Property Division, P.O. Box 942850, Sacramento, CA 94250-5873

State Controller's Office

Unclaimed Property Division

P.O. Box 942850

Sacramento, California 94250

www.claimit.ca.gov