

**FRIO COUNTY TREASURER
UNCLAIMED PROPERTY**

CLAIM INSTRUCTIONS

Owner Claims

To claim property for individuals, please complete, sign, and notarize the claim form with the following documentation:

Provide your photo identification (must be current): driver's license, state ID, passport, military ID card, etc. Provide personal identification: social security card, pay stub, insurance card, etc.

Proof associating you with the last known address provided to us by the reporting department, if the reporting department provided a last known address it might be the only information we have to determine rightful ownership. Photocopies of the following are acceptable: tax statements, receipts, bank statements, utility bills.

If you are claiming property listed under a name other than your own, you will need to provide photocopies associating you with your former name.

If the reported property owner is deceased, the heir will need to provide a death certificate and documentation to provide proof of ownership.

Business Claims

If you are an officer or other company official claiming on behalf of a corporation, partnership or sole proprietorship, please complete, sign, and notarize the claim form with the following documentation:

Provide proof of your authority to act on behalf of the business with – corporate resolution, franchise tax report, income tax return, recent annual statement, partnership agreement, or sales tax permit.

You must also provide your photo identification (must be current): driver's license, state ID, passport, Military ID card, etc. Provide personal identification: social security card, pay stub, insurance card, tax record, etc.

If claim request is approved, check will be mailed out to claimant.

FEDERAL PRIVACY ACT, Disclosure of your social security number is required and authorized under law for the purpose of tax administration and identification of any individual affected by the applicable law. 42 U.S.C. § 405(c)(2) (C)(i); Tex. Gov't Code §§ 403.011, 403.015, 403.055, and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code.