

CLAIM FILING INSTRUCTIONS FOR VICTORIA COUNTY

PLEASE SAVE THESE INSTRUCTIONS FOR YOUR USE.

1. Complete the Request for Unclaimed Money (all boxes required).
2. Have the form notarized.
3. Provide photo identification (driver's license, state ID card, etc.) Showing your identity.
4. 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.
5. If no address is on file in the Treasurers Office the claimant **MUST** have a receipt or proof that they are entitled to the money.
6. Other documentation may be requested as needed.
7. If approved, all checks will be mailed to the 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.