



Controller Betty T. Yee
California State Controller's Office
Unclaimed Property Division

BUSINESS CLAIM
FILING INSTRUCTIONS AND REQUIRED DOCUMENTATION

To claim property on behalf of a business, please provide the following:

1. Completed Claim Affirmation Form signed by an individual with signatory authority for the business, such as an officer, general partner, or sole proprietor¹, or a corporate employee who has been delegated signatory authority by a corporate officer.

- A. You must notarize the Claim Affirmation Form if:
- 1) The total value of the claim is \$1,000 or greater;
 - 2) The claim is for safe deposit box contents; or
 - 3) The claim is for securities, such as:
 - a) Stocks;
 - b) Mutual funds;
 - c) Bonds; or
 - d) Debentures.

2. Copy of your current Driver License or State-Issued Photo Identification Card.

- A. If you are a US citizen, and you do not have a valid Driver License or State-Issued Photo Identification Card, you may provide:
- 1) Military Identification Card; or
 - 2) Color copy of the first and last page of your valid passport.
- B. If you are a foreign citizen, provide a color copy of the first and last page of your valid passport.
- 1) If you do not have a passport, provide a minimum of **two** forms of government-issued identification². Suggested documents:
 - a) Copy of your certified birth certificate and, if it is in a language other than English, a certified English translation
 - b) Copy of your current voter registration card
 - c) Copy of your current consular identification card
 - d) Copy of your current resident visa

3. If you are claiming property on behalf of a Corporation, provide proof that you are an officer or have been granted signatory authority by a corporate officer.

- A. If you are an officer, provide proof that you are an officer. Suggested documents³:
- 1) Corporate Resolution;
 - 2) The most recent Statement of Information⁴ filed with the Secretary of State (SOS);

¹ The claimant must establish entitlement to the property. Pursuant to California Code of Civil Procedure, section 1540, subdivisions (a) and (d), an owner is the person who had a legal right to the property prior to its transfer to the state. In the case of a corporation, the parent corporation is merely a shareholder of its subsidiary corporation; it does not own the corporate property of its subsidiary. Therefore a parent corporation, regardless of the percentage of shares owned, is not the rightful owner of its subsidiary's unclaimed property.

² We may contact you for authentication of foreign documents.

³ Although these documents are suggestions, if the claimant cannot prove both entitlement and authority to claim on behalf of the business, we may not be able to pay the claim.

⁴ If your business does not operate in California, provide the equivalent document filed with the state in which your business operates.



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- a) If the Statement of Information was e-filed, provide a copy of the Statement of Information and a copy of the payment receipt from the SOS.
- 3) Certificate of Dissolution; or
- 4) Other documents may be accepted if they prove that you are a corporate officer.
- B. If you are an employee of the corporation who has been granted signatory authority by a corporate officer, provide proof of your authority to sign. Suggested documents⁵:
 - 1) Letter of authorization and proof that the individual granting authorization is a corporate officer (see documents listed above);
 - 2) Certification of Corporate Secretary (or other officer certificate) and proof that the individual granting authorization is a corporate officer (see documents listed above);
 - 3) Corporate Bylaws;
 - 4) Corporate Resolution; or
 - 5) Board Meeting minutes.
- 4. If you are claiming property on behalf of a Limited Liability Company, provide proof that you are a manager or officer. Suggested documents⁶:**
 - A. Company Resolution;
 - B. Operating Agreement;
 - C. Articles of Organization;
 - D. The most recent Statement of Information⁷ filed with the SOS;
 - 1) If the business e-filed the Statement of Information, provide a copy of the Statement of Information and a copy of the payment receipt provided by the SOS.
 - E. Certificate of Dissolution; or
 - F. Other documents may be accepted if they prove that you are a manager or officer.
- 5. If you are claiming property on behalf of a Limited Partnership, provide proof that you are a general partner. Suggested documents⁵:**
 - A. Certificate of Limited Partnership⁷ filed with the SOS;
 - B. Partnership Agreement;
 - C. Certificate of Dissolution; or
 - D. Other documents may be accepted if they prove that you are a general partner.
- 6. If you are claiming property on behalf of a Limited Liability Partnership, provide proof that you are a general partner. Suggested documents⁵:**
 - A. Limited Partnership Agreement⁷ filed with the SOS;
 - B. Partnership Agreement;

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- C. Certificate of Dissolution; or
 - D. Other documents may be accepted if they prove you are a general partner.
- 7. If you are claiming property on behalf of a General Partnership, provide proof that you are a general partner. Suggested documents⁵:**
- A. Statement of Partnership Authority;
 - B. Partnership Agreement;
 - C. Certificate of Dissolution; or
 - D. Other documents may be accepted if they prove you are a general partner.
- 8. If you are claiming property on behalf of a Sole Proprietorship, provide:**
- A. Current or final federal tax return, including Schedule C;
 - B. Most current business license or facility permit; and
 - C. Fictitious Business Name filing (filed with county), if applicable.
- 9. Proof of Federal Employer Identification Number (FEIN)⁸ assigned to your business. Suggested documents:**
- A. "Letter of Confirmation" from the IRS showing assignment of the FEIN
 - B. Copy of received tax statement, such as:
 - IRS Form 1098, statement of interest paid
 - IRS Form 1099-INT or 1099-DIV, statement of interest or dividends earned
 - C. IRS assignment of FEIN internet confirmation page
- 10. Proof the business currently operates or receives mail at the current mailing address. Suggested documents:**
- A. Copy of current business license or facility permit
 - B. Copy of received tax statement, such as:
 - IRS Form 1098, statement of interest paid
 - IRS Form 1099-INT or 1099-DIV, statement of interest or dividends earned
 - C. Copy of mortgage statement or real estate property tax bill
 - D. Original telephone, cable, or utility bill
 - E. Original bank or credit card statement
- 11. Proof the business operated or received mail at the reported address.** You can find the reported owner address on the claim details page printed with your claim form. If you cannot provide this documentation with your claim, we may contact you for additional information.
- Suggested documents:**
- A. Original bill or account statement from the reporting company
 - B. Copy of business license
 - C. Copy of received tax statement, such as:
 - IRS Form 1098, statement of interest paid
 - IRS Form 1099-INT or 1099-DIV, statement of interest or dividends earned
 - D. Copy of mortgage statement or real estate property tax bill

⁸ We will not accept tax returns or IRS Form SS-4 application or W-9 to verify FEIN.
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- E. Original telephone, cable, or utility bill
- F. Original bank or credit card statement

12. If there is no reported address on the claim details page printed with your claim form, provide proof that the property belongs to the claimant's business. If you cannot provide this documentation with your claim, we may contact you for additional information. **Suggested documents:**

- A. Original bank statement (if the property is from a bank or financial institution)
- B. Copy of stock certificate or original account statement (if the property is from an investment company)
- C. Original invoice or receipt from the reporting company
- D. List of the safe deposit box contents (if the property is a safe deposit box)

13. If you are claiming property for a business that has merged with or sold to another business, provide a copy of the merger or purchase agreement.

14. If you are claiming property for a business that was previously suspended by either the SOS or the Franchise Tax Board (FTB), provide proof that the business is no longer suspended.

- A. If the business was suspended by the SOS, provide a Certificate of Good Standing.⁹ You can obtain the certificate by contacting the SOS Information Services Office at (916) 657-5448, or by following the instructions located on their Information Requests Web site located at <http://www.sos.ca.gov/business/be/information-requests.htm>.
- B. If the business was suspended by the FTB, provide a copy of an Entity Status Letter. You can obtain the letter by contacting the FTB at: Franchise Tax Board, P.O. Box 942857, Sacramento, CA 94244-2250, or by visiting the FTB Website located at https://www.ftb.ca.gov/online/self_serve_entity_status_letter/.

15. If you are claiming Mineral Rights or Royalties, provide proof that the property belongs to the claimant's business. Suggested documents:

- A. Copy of royalty payment (check stub or copy of check)
- B. Division Order
- C. Copy of IRS Form 1099-MISC, statement of miscellaneous income earned
- D. Statement of Royalties (from the company)

16. If the property you are claiming is a negotiable instrument, such as a check, cashier's check, traveler's check, unredeemed gift card, money order, bond, or bond coupon, and you have the original instrument, provide a copy of the negotiable instrument with the claim. If we determine that we have your funds, we will contact you for additional information.

Send all documents to: State Controller's Office

⁹ If your business does not operate in California, provide the equivalent document filed with the state in which your business operates.



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Unclaimed Property Division
P.O. Box 942850
Sacramento, CA 94250-5873

If you have any questions regarding these instructions or required documents, please call us at (800) 992-4647.

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