GUADALUPE COUNTY TREASURER
UNCLAIMED PROPERTY LESS THAN $100
CLAIM FORM

PROPERTY OWNER NAME: _____ _____ _____
LAST or BUSINESS NAME FIRST MIDDLE

CURRENT ADDRESS: _____ _____ _____
STREET CITY STATE

DAYTIME PHONE#: _____ _____ _____
WORK HOME/CELL OTHER

DRIVERS LICENSE: _____ **SOCIAL SECURITY OR TAXPAYER ID NUMBER:** _____
NUMBER/STATE

What is your relationship to this property owner?

☐ I am the reported property owner or have the owner's Power of Attorney.
☐ I am the executor/administrator of the reported property owner's estate.
☐ I am the trustee of the reported property owner.
☐ I am a parent/legal custodian claiming for a minor child.
☐ I am the guardian of a minor child or incapacitated person.

It is important that you indicate the correct relationship you have to the reported property owner because your answer determines the type of documentation you will be asked to provide. Incorrect information provided to us will significantly slow the claim process.

There are 3 types of claims:
Original Owner: If you are the reported property owner or have the owner's Power of Attorney.
General: If you are the owner's legal heir, the executor or administrator of the owner's estate, the owner's trustee, the parent/legal custodian of a minor (under 18) owner, or the guardian of a minor child or incapacitated person.
Business: If you are an officer or official with the authority to act on behalf of a reported business.

Attach the following information:

Proof of your Social Security Number (copy of your Social Security Card or W2 form).

Copy of your Driver's License or any official form used for identification.

List all addresses used that may be associated with property being claimed, including P.O. Boxes.

Please be aware you will be required to prove that you are legally entitled to the property. At a minimum this involves establishing a connection between the claimant and the property using your Driver's License and Social Security or Taxpayer Identification Number, documented proof of having lived at or done business at the last known address reported with the property, etc. You must provide verification of the reported address if different than the current address, legal documentation that you are the Power of Attorney, legal heir or legal custodian of a minor claimant. You will be required to provide a death certificate and probated will or other heirship documents if the original owner is deceased.

When we receive your completed claim form, we will review it carefully. If there is not sufficient proof of ownership, we will contact you for further information. Generally, claims will be processed within 30 to 60 days of receipt.

By signing below, I hereby apply for a refund of the unclaimed property and certify that the information I have given on this form is true and correct. I understand that any person who makes a false entry upon this record shall be subject to fines/imprisonment.

_____ _____
CLAIMANT SIGNATURE **DATE**

Please deliver your documents to:

Linda Douglass
Guadalupe County Treasurer
307 West Court St. Suite # 206
Seguin, Texas 78155

Contact numbers: Phone # (830) 303-8868 & Fax: (830) 303-5757

_____
Claim Approved By

_____
Date