

PROCEDURES FOR CLAIMING UNCASHED WARRANTS

A valid claim must include a signed Uncashed Warrant Affidavit form for the re-issuance of a Nevada County warrant. **Each claim must have a separate affidavit containing the payee name and (current) address, issue date, and dollar amount.** The payee name, issue date, and dollar amount must be exactly the same as that shown on the Uncashed Warrant Listing.

AFFIDAVIT

Please complete and sign the [Uncashed Warrant Affidavit](#)

The following guidelines outline who is authorized to sign an affidavit:

- o **Corporation:** If the warrant is payable to a corporation (including Non-Profit Corporate structures), the Affidavit form for a business must be signed by an officer of the corporation. Qualifying officers include the following:
 - Chairman of the Board
 - President
 - Chief Executive Officer
 - Chief Financial Officer
 - Corporate Secretary (or Assistant Corporate Secretary)
 - Executive or Senior Vice President
 - Vice President
 - General Counsel
 - Treasurer (or Assistant Treasurer)
 - Controller (or Assistant Controller)
 - Chief Accounting Officer
 - Director (Non-Profit ONLY)
 - Property Tax Manager (ONLY if claim is for a property tax refund warrant)
- o **Partnership.** If the warrant is payable to either a General Partnership or a Limited Partnership, then the Affidavit must be signed by a General Partner of the organization. A Limited Partner is approved to sign the Affidavit ONLY if this person has been specifically authorized by the partnership to participate in the control and management of the business.
- o **Limited Liability Company.** If the warrant is payable to a Limited Liability Company, the Affidavit must be signed by a Managing Member of the organization. A Manager is approved to sign the Affidavit ONLY if this person has been specifically authorized by the membership to participate in the control and management of the business.
- o **Sole Proprietorship.** If the warrant is payable to a Sole Proprietorship, the Affidavit must be signed by the owner of the business.
- o **Government Agency.** If the warrant is payable to a Government Agency, the Affidavit must be signed by an officer of the agency. Qualifying officers include the following:
 - Executive Officer
 - Chief Administrative Officer
 - Chief Financial Officer
 - Finance Director

- Agency Director
 - Department Head/Chief (or Assistant Department Head/Chief)
 - Bureau Chief (or Assistant Bureau Chief)
 - Division Chief
 - Treasurer (or Assistant Treasurer)
 - Controller (or Assistant Controller)
 - Fiscal Officer
- **Trust.** If the warrant is payable to a Trust, the Affidavit must be signed by EACH individual who has been appointed as a trustee. Required supporting documentation includes a copy of the Trust Agreement that gives the names of each trustee.
 - **Estate/Deceased Payee.** If the warrant is payable to the estate of a deceased individual or to a person who is now deceased, the Affidavit must be signed by either the executor or the administrator of the estate. Required supporting documentation includes a copy of the Death Certificate and evidence of appointment as executor or administrator.

NOTARIZED AFFIDAVIT

If the dollar amount of the warrant is \$100 or greater, the completed Affidavit **MUST** be notarized

PROOF OF ADDRESS

The claiming person or company must provide evidence that links the payee to the address shown on the warrant. Such evidence **MUST** contain the same name and address as printed on the warrant. Please note that neither a Roll Corrected Property Tax Bill nor a Property Tax Bill can be accepted as proof of address. Examples of such evidence include the following: driver's license, utility bill, bank statement, etc. To help meet this requirement, please complete the [Unclaimed Previous Addresses](#) form included in this section that lists your last address for the past three years.

PROOF OF OFFICER'S TITLE

If the warrant is payable to an organization, rather than an individual, evidence to substantiate the signor's position within the organization must be provided. Examples of such evidence include the following: a partnership agreement, articles of organization, etc.

PROOF OF ACQUISITION (OR MERGER)

If the warrant is payable to a company that has since been acquired by (or merged with) another company, the acquiring company must provide legal evidence of such acquisition (or merger).

POWER OF ATTORNEY

If the payee utilizes a third-party agent (such as an asset recovery company) to file a claim, a notarized Power of Attorney **MUST** be submitted to the County and signed by the same person who signed the Affidavit(s).

CLAIM SUBMISSION AND REVIEW

Please be sure to include ALL required information with your claim request. FAILURE TO SUBMIT A CLAIM INCLUDING THE REQUIRED DOCUMENTATION MAY RESULT IN THAT CLAIM BEING DENIED AND RETURNED TO THE SENDER. As a result, claimants are requested to provide as much information as possible in order to expedite our review process and to substantiate the claimant's right to the uncashed warrant. If, for any reason, you cannot provide the documentation as requested, please attach a letter explaining why you are entitled to the uncashed warrant and any special circumstances that may apply to your claim.

The completed claim(s) and required supplemental information should be mailed or delivered to:

**County of Nevada
Auditor-Controller's Office
950 Maidu Ave, Suite 230
Nevada City, CA 95959
ATTN: Accounts Payable Unit**

Please note that it may take up to 60 days to process your claim and, if approved, approximately 30 additional days for you to receive payment. This process may take longer under certain circumstances. All additional questions should be sent to AP.Auditor@co.nevada.ca.us

Disclaimer: Claimant is agreed that if for any reason it is found that the claimant is not entitled to the payment or claimant receives a duplicate payment, the claimant will return the funds to the County of Nevada Auditor-Controller within fifteen (15) days.