



CITY OF BAYTOWN
UNCLAIMED PROPERTY OF \$100 OR LESS
CLAIM FORM

Deliver all documents to:
City of Baytown
Treasury Division
2401 Market St.
Baytown, TX 77520

CLAIMANT INFORMATION

Name (Last)	(First)	(Middle)	(Maiden)
Current Mailing Address (Street Address)			
City		State	Zip Code
Daytime Phone Numbers (Area Code + Number)	Mobile/Cell	Home	Work/Business
Primary Email Address		Secondary Email Address	
Driver's License (Number)	(Issued State)	Social Security or Taxpayer ID	

I. What is your relationship to this property owner?

Check one from the list below. 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 will significantly slow the claim process.

- I am the reported property owner or have the owner's Power of Attorney.
- I am the heir/executor/administrator of the reported property owner's estate.
- I am the trustee of the reported property owner.
- I am the parent/legal custodian/guardian claiming for a minor child (less than 18 years of age).
- I am an officer of the business entity that is the owner of the reported property.

II. Attach the following information:

- Proof of your Social Security Number (copy of your Social Security card or W2 form) or TIN.
- Copy of your Driver's License or any official form used for identification.
- List of all addresses used that may be associated with property being claimed, including P.O. Boxes.
- Additional information as required (according to Type of Claim described above).
- If a business, an original or certified copy of a resolution authorizing the transaction herein contemplated.

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, a legal heir, an executor, an administrator or a trustee; a parent, guardian or legal custodian of a minor claimant; or the officer of a business with authority to make a claim for reported property. 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. If sufficient proof of ownership is not provided, we will contact you for further information.

If you have any questions regarding your claim, please call (281) 420-6592.

CLAIMANT SIGNATURE

By signing below, I hereby apply for a refund of the unclaimed property and certify that the information I have given on this form and any documentation submitted are true and correct. I understand that any person who makes a false entry upon this record or otherwise provides false information shall be subject to fines/imprisonment. Upon payment of this claim, I agree to indemnify and hold harmless the City of Baytown, its officers and employees, from any damages, claims or losses of any kind resulting from the payment of the above-described property.

Claimant Signature

Date