



# City of Boulder Finance

**Mail Form To:**  
City of Boulder  
Finance Department  
Accounts Payable Division  
PO Box 791  
Boulder CO 80306

## UNCLAIMED PROPERTY (including uncashed checks)

### CLAIM FORM

Section 2-2-18 of the Boulder Revised Code specifies that property held by the city which remains unclaimed by the owner for more than six months after it became due and owing to that person shall be deemed abandoned and shall escheat (become the property of the city) as if it was a gift to the city. When such property becomes eligible for escheat, the city will make an attempt to contact the owner at the last known address. If a good address is not known, a notice will be published advising that owners of the unclaimed property will have 60 days to submit a claim for it. This form provides the means by which an owner can submit their claim for the property before it escheats to the city.

Ownership of the reported property must be verified by the claimant. As a claimant, please review the instructions before completing this form and provide documentation to establish ownership.

Business name (if applicable)	Tax ID / SS #
Claimant name (Last) (First) (Middle) (Maiden)	Title
Current mailing address	Daytime phone ( ) -
City State	ZIP
E-mail address	FAX ( ) -

Description of Property Claimed:	Amount:
1.	\$
2.	\$
3.	\$
4.	\$
Total Claimed	\$

Under Penalty of Perjury the undersigned Claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements herein are true and correct, and that upon payment of this claim said Claimant will indemnify and hold harmless the city of Boulder and its employees from any damages, claims, or losses of any kind resulting from the payment of the property to the Claimant.

Claimant's signature	Date
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## CLAIM FORM INSTRUCTION SHEET

- 1) Identify property to be claimed by logging onto the city's website at [www.bouldercolorado.gov/finance/unclaimed-property](http://www.bouldercolorado.gov/finance/unclaimed-property) and reviewing the unclaimed property listing published thereon.
- 2) Complete the Unclaimed Property Claim Form. If any sections do not apply, please indicate so with "NA".
- 3) Provide adequate supporting documentation to establish your right to the property. See examples below.
- 4) Mail the completed claim form and supporting documentation to:

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If you have any questions or comments regarding this process, please contact the city of Boulder Finance Department at 303-441-3072 or by email at [payments@bouldercolorado.gov](mailto:payments@bouldercolorado.gov).

## SUPPORTING DOCUMENTATION

The claims process will begin upon receipt of the signed claim form and adequate documentation to establish ownership and/or heirship. Payment of a claim cannot be made based on name similarity alone. Proof of ownership is therefore necessary. Failure to include adequate documentation along with the claim form will result in processing delays or denial of claim.

## DOCUMENTATION EXAMPLES

### *Individuals:*

Individuals submitting claims should include documentation to verify their identity, such as a copy of a current driver's license or state ID. If the property has a co-owner listed, the co-owner should also provide similar documentation.

Providing verification of the previous address the city may have on record can also provide additional support. This may be in the form of an old utility bill, bank statement, tax return, letters, etc.

### *Incapacitated or Deceased Owners:*

If the owner is deceased, first show that the account belonged to the original owner. Then provide documentation that you are the rightful recipient of the funds. If the owner is incapacitated, proper document from the Court to show a guardianship, custodial, or Power of Attorney relationship can help establish right to receive the funds.

### *Other:*

The Colorado State Treasurer's unclaimed property website includes information on what is acceptable documentation under the State's program. This same type of information can be submitted to provide documentation supporting a claim for the city. The state guidance can be found at <https://www.colorado.gov/treasury/gcp/makeclaim>.