

# **COUNTY OF MONTEREY**



## **Unclaimed County Warrants Policy**

**Rupa Shah, CPA  
Auditor-Controller**

**December 20, 2019**

**County of Monterey**  
**Unclaimed County Warrants Policy**

Table of Contents

I. PURPOSE .....	1
II. SCOPE .....	1
III. DEFINITIONS .....	1
IV. General Procedures.....	2
a. Individuals .....	2
b. Businesses .....	2
c. Asset Finders .....	3

**County of Monterey**  
**Unclaimed County Warrants Policy**

**I. PURPOSE**

The County of Monterey has a duty to release funds only to the rightful payee. As such, the payees must provide adequate documentation to validate their claims to ensure that no one but the rightful payee can receive the unclaimed monies. The purpose of this policy is to establish a uniform procedure for claimants seeking reissuance of uncashed warrants.

**II. SCOPE**

The County of Monterey Unclaimed County Warrant Policy applies to all claimants of warrants, including employees of Monterey County.

**III. DEFINITIONS**

Unless the context otherwise requires, the definitions contained herein govern the construction of this policy. They do not necessarily apply in other County contexts.

**A. Affidavit**

“Affidavit” refers to the verified statement claim used by payees to facilitate the unclaimed county warrant reissue process.

**B. County Employee**

“County employee” means any County officer or employee whether elected or appointed.

**C. Individuals**

“Individuals” refer to payees serving in a non-business capacity, or non-Asset Finder services.

**D. Businesses**

“Businesses” refer to payees serving in a business capacity or Asset Finder services capacity and excludes those considered “individuals.”

**E. Asset Finders**

“Asset Finders” refer to specific businesses whose sole purpose is researching unclaimed warrant information and disseminating aforesaid information to potential claimants.

**County of Monterey**  
**Unclaimed County Warrants Policy**

**F. Authorized Agent**

“Authorized Agents” refer to a person(s) approved to sign an affidavit on their, their business, or their client’s behalf.

**IV. General Procedures**

A valid claim must include a signed “Affidavit” from an authorized agent for the re-issuance of a Monterey County warrant. The signed affidavit must include the payee name, current address, warrant number, warrant date, warrant amount, and estimated date of loss. The affidavit must have a witness signature.

In addition to the signed affidavit, the following additional guidelines also apply to the claimants:

**a. Individuals**

The County requires individuals to provide the following:

- A copy of current photo identification
- Affidavit must also include social security and case number for Public Assistance and Child Support warrants.
- If address differs from the original:
  - A Previous Address form must also be completed. This contains a listing of the last five years of residence.
  - Affidavit must be notarized (for warrants \$100 or greater).

Note: An affidavit that includes information that differs in any way from what is registered with the County will be subject to further review and verification, including a request by the County to have the affidavit notarized.

**b. Businesses**

The County requires businesses to provide the following:

- A copy of current photo identification from the authorized agent signing the affidavit.
- Letter of Authorization on company letterhead with names of officers/officials with authority to sign and claim on behalf of businesses.
- If company merged, a copy of the merger document is required.

## County of Monterey

### Unclaimed County Warrants Policy

- If company was dissolved, a copy of the articles of dissolution are required.

#### c. Asset Finders

The County requires Asset Finders to provide the following:

- Notarized Power of Attorney signed by the same person who signed the affidavit.
- Copy of agreement between the Asset Finder and Claimant.

# COUNTY OF MONTEREY

## AFFIDAVIT FOR REPLACEMENT OF MISSING, LOST, OR DESTROYED WARRANT



Complete and return to:

County of Monterey, Auditor-Controller, PO Box 390, Salinas, CA 93902

<b>Payee Name (Last, First Middle):</b>	<b>Warrant #:</b>
<b>Current Address:</b>	<b>Fund:</b>
<b>City, State, Zip:</b>	<b>Warrant Date:</b>
<b>Email Address:</b>	<b>Warrant Amount:</b>
<b>Phone Number:</b>	<b>Date of Loss:</b>
<b>Social Security Number (only required for Public Assistance or Child Support warrants):</b>	<b>Case Number (only required for Public Assistance or Child Support warrants):</b>

**\*If original payment address has changed, this document must be notarized, and Previous Address form must be completed.**

I, \_\_\_\_\_, certify that

I am the legal owner of the County warrant described above

**OR**

I am authorized to act on behalf of the legal owner of the County of Monterey warrant as described above.

I further certify that this warrant was:  never received  lost  stolen  destroyed

All facts known to me concerning the loss or destruction of this warrant are as follows:

---

---

---

\*Return any remnants of destroyed check to Auditor-Controller

I understand that I cannot cash this missing warrant if it comes into my possession. If it does, I agree to return it to: County of Monterey, Auditor-Controller, PO Box 390, Salinas, CA 93902.

**I declare under penalty of perjury that the information above is true and correct to the best of my knowledge**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_ at \_\_\_\_\_,

(City)

(State)

Witnessed by: \_\_\_\_\_

# COUNTY OF MONTEREY

## PREVIOUS ADDRESS FORM

If required, complete and return with **Affidavit for Replacement of Missing, Lost or Destroyed Warrant to:**

County of Monterey, Auditor-Controller, PO Box 390, Salinas, CA 93902



Name: \_\_\_\_\_

Please list your last five years of residence below:

Date From:
Date To:
Street Address:
City/State/Zip:

Date From:
Date To:
Street Address:
City/State/Zip:

Date From:
Date To:
Street Address:
City/State/Zip:

Date From:
Date To:
Street Address:
City/State/Zip:

Date From:
Date To:
Street Address:
City/State/Zip: