

**CITY OF SCHERTZ  
FINANCE DEPARTMENT  
CLAIM FOR PROPERTY**

For Official Use Only	
Property ID#	_____
CLM	_____
APPRVD	DATE _____

OWNERS OF ACCOUNT \_\_\_\_\_ PROPERTY ID# \_\_\_\_\_

**ATTACH THE FOLLOWING INFORMATION**

- (A) Copy of your Driver's License or any official form used for identification. (see below for types of identification accepted)  
 (B) List all addresses used that may be associated with property being claimed, including P.O. boxes

<b>Please complete blanks below:</b>	
_____	_____
<b>Claimant or name of person filing claim</b>	<b>Social Security Number/Tax ID</b>
_____	_____
<b>Co-Claimant</b>	<b>Social Security Number/Tax ID</b>
_____	
<b>Current mailing address (Address to which you want check sent)</b>	

Please mark one of the following that best describes you:

- Are you the owner/owners listed on the first line of this document? If you answered yes, please attach photocopies of two different forms of identification for yourself and co-claimant. See below for acceptable forms of identification. YES
- Are you the heir or surviving spouse of the owner/owners of this account? If you answered yes please attach copy of death certificate and Will, obituary or notarized list of surviving heirs with their addresses. If you answered yes please attach photocopies of two different forms of identification for yourself and co-claimant. See below for acceptable forms of identification. YES
- Are you the guardian, executor or administrator of or for the owner/owners of this account: If you answer yes please attach copy of legal document supporting such authority (i.e. power of attorney, court document, birth certificate for owner if the owner is a minor). If you answered yes please attach photocopies of two different forms of identification for yourself and co-claimant. See below for acceptable forms of identification. YES
- Are you the officer or other person authorized to claim on behalf of the business entity? If you answered yes please attach a copy of corporate resolution or other document verifying your authority (i.e. transaction privilege tax license, partnership agreement, proof of DBA). YES

Acceptable forms of identification: Photocopy of two of the following items: driver's license, military ID, passport, social security card, voter registration card. At least one form submitted must be a picture ID. Verification of social security number may be required.

Failure to provide your IDENTIFICATION, SIGNATURE or COMPLETION OF THIS CLAIM FORM will result in our returning it to you. You must be 18 or older to claim property. Social Security Number is NOT required, but may help in identifying you as the property owner.

Disclaimer: I agree that if for any reason it is found that I am not entitled to this payment or I receive a duplicate payment, I will return the funds to the City of Schertz Finance Department within 15 days.

\_\_\_\_\_  
Signature of person filing claim Telephone Number Date

\_\_\_\_\_  
Signature of person filing claim Telephone Number Date

Mail to: City of Schertz  
Finance Department  
1400 Schertz Parkway  
Schertz, TX 78154