



## Unclaimed Property Claim Form

The City of Burleson is committed to processing and paying all unclaimed property claims within 90 day or less. Claimants are required to provide the city with sufficient proof and documentation to substantiate entitlement to payment. Proof provided by claimants is compared with information provided by you.

When preparing your claim form, keep in mind that all available information that you can list will help us avoid contacting you during the claim process. Social security numbers, driver's license numbers, last known addresses, and property description are items used to verify ownership during the claims process.

### Attach the Following Information

- (A) Proof of your Social Security Number (or W-2 form)
- (B) Copy of your Driver's License or any official form used for identification
- (C) List all addresses used that may be associated with property being claimed, including P.O. boxes.

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

### Claimant Information

NAME \_\_\_\_\_ SSN \_\_\_\_\_

PHONE# \_\_\_\_\_ DL# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**RETURN TO:**

City of Burleson  
Attn: Finance Department-Unclaimed Property  
141 West Renfro  
Burleson, TX 76028