



**Unclaimed Property Claim Form**

Finance Department  
City of Richardson

**Attach the following information with this Claim Form completed:**

1. Copy of your driver's license, or
2. W-2 form, or
3. Federal Tax ID number (if applicable) or
4. Any official form used for identification:
5. List of all addresses used that may be associated with property being claimed, including post office box numbers (use back of this form if necessary).

Claimants are required to provide the City with sufficient proof and documentation to substantiate entitlement to payment. You must be eighteen (18) years or older to claim property.

**Claimant Information:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

DL# \_\_\_\_\_ Phone: \_\_\_\_\_

Property: \_\_\_\_\_

The named 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 Richardson, their Officers and employees, from any damages, claims or losses of any kind resulting from the payment of the above-described property to claimant.

Claimant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed property claim form ad attachments to:**

**City of Richardson  
Accounting Department  
P.O. Box 830309  
Richardson, TX 75083**