

THIS AFFIDAVIT MUST BE NOTARIZED IF THE CLAIM AMOUNT IS GREATER THAN \$100.

SEND COMPLETED FORM TO: COUNTY OF PLACER, AUDITOR-CONTROLLER, 2970 RICHARDSON DRIVE, AUBURN, CA 95603-2640

The following guidelines will outline who is authorized to sign the Affidavit:

If the payee is a business, then the [Unclaimed Warrant Affidavit for a Business](#) must be completed and signed by the authorized agent for that business.

Corporation: If the warrant is payable to a corporation (including Non-Profit Corporate structures), the Affidavit form for a business must be signed by an officer of the corporation. Qualifying officers include the following:

- Chairman of the Board
 - President
 - Chief Executive Officer
 - Chief Financial Officer
 - Corporate Secretary (or Assistant Corporate Secretary)
 - Executive or Senior Vice President
 - Vice President
 - General Counsel
 - Treasurer (or Assistant Treasurer)
 - Controller (or Assistant Controller)
 - Chief Accounting Officer
 - Director (Non-Profit ONLY)
 - Property Tax Manager (ONLY if claim is for a property tax refund warrant)
- **Partnership:** If the warrant is payable to either a General Partnership or a Limited Partnership, then the Affidavit must be signed by a General Partner of the organization. A Limited Partner is approved to sign the Affidavit ONLY if this person has been specifically authorized by the partnership to participate in the control and management of the business.
- **Limited Liability Company:** If the warrant is payable to a Limited Liability Company, the Affidavit must be signed by a Managing Member of the organization. A Manager is approved to sign the Affidavit ONLY if this person has been specifically authorized by the membership to participate in the control and management of the business.
- **Sole Proprietorship:** If the warrant is payable to a Sole Proprietorship, the Affidavit must be signed by the owner of the business.

- **Government Agency:** If the warrant is payable to a Government Agency, the Affidavit must be signed by an officer of the agency. Qualifying officers include the following:
 - Executive Officer
 - Chief Administrative Officer
 - Chief Financial Officer
 - Finance Director
 - Agency Director
 - Department Head/Chief (or Assistant Department Head/Chief)
 - Bureau Chief (or Assistant Bureau Chief)
 - Division Chief
 - Treasurer (or Assistant Treasurer)
 - Controller (or Assistant Controller)
 - Fiscal Officer

- **Trust:** If the warrant is payable to a Trust, the Affidavit must be signed by EACH individual who has been appointed as a trustee. Required supporting documentation includes a copy of the Trust Agreement that gives the names of each trustee.

- **Estate/Deceased Payee:** If the warrant is payable to the estate of a deceased individual or to a person who is now deceased, the Affidavit must be signed by either the executor or the administrator of the estate. Required supporting documentation includes a copy of the Death Certificate and evidence of appointment as executor or administrator.

NOTARIZED AFFIDAVIT

If the dollar amount of the warrant is \$100 or greater, the completed Affidavit MUST be notarized.

PROOF OF OFFICER'S TITLE

If the warrant is payable to an organization, rather than an individual, evidence to substantiate the signer's position within the organization must be provided. Examples of such evidence include the following: a partnership agreement, articles of organization, etc.

PROOF OF ACQUISITION (OR MERGER)

If the warrant is payable to a company that has since been acquired by (or merged with) another company, the acquiring company must provide legal evidence of such acquisition (or merger).

POWER OF ATTORNEY

If the payee utilizes a third-party agent (such as an asset recovery company) to file a claim, a notarized Power of Attorney MUST be submitted to the County and signed by the same person who signed the Affidavit(s).