



***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 greater than \$100, 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).