

Nicholas F. Valencia

Treasurer-Tax Collector



Christina N. Hernandez

Assistant Treasurer-Tax Collector

PROPERTY TAX REFUND CLAIM FORM

PARCEL #:

AMOUNT:

NAME(s):

CURRENT MAILING ADDRESS:

CITY, STATE:

PHONE NUMBER:

ZIP:

EMAIL:

GROUND(S) UPON WHICH THE CLAIM IS BASED: Please attach all required identification and supporting documentation to your claim. Please refer to the instructions for further details. Failure to provide the required documents may result in the claim being denied and returned to the sender. As a result, claimants are requested to provide as much information as possible in order to expedite our review process and to substantiate the claimant's right to the unclaimed refund.

I state that I am the rightful claimant to the overpayment of taxes made on the above-referenced parcel #. I certify (or declare) under penalty of perjury that the foregoing is true and correct. Furthermore, I agree to indemnify and hold harmless the County of Sutter, its Officers, and its employees from any loss resulting from the payment of this claim.

NOTE: YOUR SIGNATURE(S) MUST BE NOTARIZED IF THE CLAIM IS OVER \$500.

Date: _____

Signature: _____ Printed Name: _____

Title (if applicable): _____ Company (if applicable): _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Property Tax Unclaimed Refund Claim Requirements

In order to process your claim, please use this instruction sheet to determine and provide the appropriate documentation which you are required to submit along with your completed Property Tax Refund Claim Form. Claim forms that are submitted to our office without documentation will result in a delay in the processing of your claim.

NOTE:

YOUR SIGNATURE(S) MUST BE NOTARIZED IF THE CLAIM IS OVER \$500.

All claimants must refer to **SECTION A** for the required documentation. If you are a claimant for a business, refer to **SECTION A and B** for the additional specified documentation required for your claim. If you are an HEIR or BENEFICIARY of the deceased owner, refer to **SECTIONS A AND C** for the additional specified documentation required for your claim.

SECTION A: CLAIMANT IDENTIFICATION

All documentation listed in this section is required for each claimant:

- Copy of a current government issued photo identification (i.e., driver license, state identification card, passport, etc.)

OR

- Documentation proving proof of claimant's ownership. This information must indicate the property address in question. An example of proof is a copy of the tax bill for the property/fiscal year in question.

Third Parties are required to also submit one of the following:

- Notarized Authorization for Agent to Collect Property Tax Refund on behalf of claimant
- Notarized Assignment of Right to Collect Property Tax Refund on behalf of claimant

SECTION B: BUSINESS IDENTIFICATION

ALL documentation listed under **SECTION A** is required in addition to the items indicated below. This documentation is intended to illustrate the connection between the Company indicated on the refund and the signatory of the claim form:

- Personal Business Card for each claimant
- A notarized affidavit completed by an officer and/or business owner allowing you to claim such funds as an employee of the named account
- Owner of the Named Account is also required to submit any business related documentation naming proprietor as the owner

Corporations

- Articles of Incorporation
- Copy of Filed Statement of Information (Domestic Stock and Agricultural Cooperative Corporations)
- If a copy of the Filed Statement of Information is not available, please provide a copy of the corporation's signed minutes indicating the resolution of the corporation's officers and/or amendments to Articles of Incorporation illustrating the corporation's officers
- Documentation showing the connection between the named corporation and other corporations, limited liability companies, limited partnerships, successor-in-interest, subsidiaries

Limited Liability Companies (LLC's)

- Copy of the Filed Statement of Organization
- Copy of the Filed Statement of Information (Domestic Stock and Agricultural Cooperative Corporations)
- If a copy of the Filed Statement of Information is not available, please provide a copy of the Limited Liability Company's signed minutes indicating the resolution of the company's officers
- Documentation showing the connection between the named limited liability company and other corporations, limited liability company and other corporations, limited liability companies, limited partnerships, successor-in-interest, subsidiaries

Limited partnerships (LP's)

- Copy of the Filed Statement of Organization
- Copy of the Filed Statement of Information (Domestic Stock and Agricultural Cooperative Corporations)
- If a copy of the Filed Statement of Information is not available, please provide a copy of the Limited Partnership's signed minutes indicating the resolution of the company's officers and/or amendments illustrating the company's officers
- Documentation showing the connection between the named Limited Partnership's and other corporations, limited

liability companies, limited partnerships, successor-in-interest, subsidiaries

SECTION C: DECEASED OWNER

ALL documentation listed under SECTION A is required from Heir(s) and/or Beneficiary(s) in addition to the items indicated below:

- Certified Death Certificate(s) for deceased owner(s)
- Complete copy of the Court Ordered Distribution of the Decedent's Estate
- If the distribution of the estate was not ordered by a court, you will need to submit a complete copy of the Decedent's Will and/or Trust Agreement.

CONFIRM THAT ALL REQUIRED DOCUMENTS ARE INCLUDED WITH YOUR COMPLETED PROPERTY TAX REFUND CLAIM FORM AND SEND ENTIRE PACKAGE TO:

Sutter County Treasurer-Tax Collector
P.O. Box 546
Yuba City, CA 95992

All inquiries pertaining to Property Tax Unclaimed Refunds may be directed to our office on our website www.suttercounty.org/taxes. Please include your contact information as well as the parcel number regarding your inquiry.