



## CITY OF IRVING

### Unclaimed Property Claim Form

The City of Irving is committed to processing and paying all unclaimed property claims within 90 days or less. Claimants are required to provide the city with sufficient proof and documentation to substantiate entitlement to payment.

When preparing your claim form, keep in mind that all available information that you can list will help us avoid contacting you during the claims process. Social Security numbers, driver's license numbers, last known addresses, and property descriptions 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) Federal Tax ID Number (if applicable)
- (C) Copy of your Driver's License or any official form used for identification
- (D) List of all addresses used that may be associated with property being claimed, including P.O. boxes for the past five years.

Failure to provide your IDENTIFICATION, SIGNATURE, or COMPLETION OF THIS CLAIM FORM will result in our returning the form 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 _____	SS# _____
Phone # _____	DL # _____
Current Address _____	
City _____	State _____ Zip _____

If you should have any questions, please contact Financial Services at 972.721.2738.

Return to: City of Irving  
Financial Services Dept.  
Attn: Sara Ramirez  
825 W Irving Blvd.  
Irving, TX 75060