



**City of Fort Collins, Colorado
Outstanding Check and Unclaimed Funds Claim Form**

Code 23-130 of the Code of the City of Fort Collins states that property held by the City that remains unclaimed by the owner for more than 12-months after it became due to that person shall be deemed abandoned. The City of Fort Collins will make an attempt to contact the Owner/Person at the last known address at this time. A notice will be published advising owners of unclaimed property.

Owners/Persons will have up to 12-months to claim their property before the property is forfeited to the City of Fort Collins.

Ownership of property must be verified by the Claimant. As a Claimant, please review the instructions and complete the form below. Verification of the information provided may be requested at time of receipt/processing.

Instructions:

Please complete each field below. Use black/blue ink. Please mail the form to the address listed below, or drop off the form in person, along with a copy of your driver license or valid (state or government issued) photo ID.

Business Name	Tax ID / SS #
Claimant Name (Last) (First) (Middle I).	Title
Current Mailing Address:	Daytime Phone () -
City: State	Zip
E-mail address	FAX

Property Description

To expedite processing of your claim, please provide the following information. For each unpaid check or item, please provide a separate line-item description, check number, and amount. Items received will be processed within 30-days of receipt of the signed Claimant form.

<i>PAYMENT AMOUNT</i>	<i>CHECK NUMBER</i>	<i>CHECK DATE</i>

I, the Claimant, certify that this claim is valid and just, and that all statements are true and correct. Upon payment of this claim, the Claimant indemnifies and holds harmless the City of Fort Collins and its employees from any damages, claims, or losses of any kind resulting from the payment of the property to the Claimant.

Claimant's Signature:
Date:

Mailing address:

City of Fort Collins, Accounts Payable
215 N. Mason Street, 2nd Floor
Fort Collins, CO 80524