



## City of Fort Collins, Colorado Outstanding Check and Unclaimed Property Claim Form

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 and additional information may also be required.

### 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 and signature below**. For Businesses, please also include a copy of a W9 form showing your Federal Tax ID.

Business Name	SS # / Tax ID (Businesses only)
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 90-days of receipt of the signed Claimant form.

PAYMENT AMOUNT	CHECK NUMBER	CHECK DATE

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 hereby agrees to indemnify and hold 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, including, without limitation, any attorney fees and court costs they may incur.

Claimant's Signature:

Date:

### Mailing address:

City of Fort Collins, Accounts Payable  
PO Box 580,  
Fort Collins, CO 80522

### Drop-off address:

City of Fort Collins, Finance Dept  
215 N Mason St, 2nd Floor  
Fort Collins, CO 80524

Code 23-133 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 presumed 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 posted on the City's website or, in some cases mailed, advising owners of unclaimed property. **Owners/Persons will have up to 12-months after such notice is given to claim their property before the property is forfeited to the City of Fort Collins.**