

## City of Webster Unclaimed Property Claim Form

The City of Webster 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

1. Proof of your Social Security Number (or W-2) form
2. Copy of your Driver's License or any official form used for identification
3. List all addresses used that may be associated with property being claimed, including P.O. boxes.

Failure to provide your IDENTIFICATION, SIGNATURE, or COMPLETION OF THIS CLAIM FORM will result in our returning it 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 #: _____ |
| Address: _____ |             |
| City: _____    |             |
| State: _____   | Zip: _____  |

The named Claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements herein are true and correct, and that upon payment of this claim, said Claimant will indemnify and hold harmless the City of Webster and its employees from any damages, claims or losses of any kind resulting from the payment of the above property to the Claimant.

|                  |             |
|------------------|-------------|
| Signature: _____ | Date: _____ |
|------------------|-------------|

If you should have any questions, please call **(281) 316-4117**.

Return to:      City of Webster  
                    Attn: Accountant, Finance Dept.  
                    101 Pennsylvania  
                    Webster, TX 77598