

How to Request Unclaimed Funds

Step One:

Check the Public Notice of Unclaimed Checks/Deposits to see if you have unclaimed funds.

Step Two:

Fill out the "Request for Unclaimed Monies" form

- [Request for Unclaimed Monies form](#)
- Obtain all required items:
 - Copy of official identification, such as a driver's license **AND**
 - W-9 or letter of authorization on company/agency letterhead with names of officers authorized to sign and claim on behalf of the business/agency. If you cannot provide the requested documentation, attach a letter explaining why you are entitled to the unclaimed money/check and identify any special circumstances that may apply.
 - If filing for deceased payee, provide copy of death certificate and proof of ownership, such as copy of trust confirming beneficiary status

Step Three:

Submit the completed "Request for Unclaimed Monies" form and **ALL** required documentation via email to accountspayable@cityofvista.com

During the review of the claim documents, additional information may be requested using the email provided on the "Request for Unclaimed Monies" form.

Processing can take approximately 3-4 weeks. Notification of claim approval/denial will be sent to the email address provided in the "Request for Unclaimed Monies" form. If approved, a stop payment will be placed on the original check and a new check will be reissued.