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TREASURER - TAX COLLECTOR

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Instructions for claiming absent/unknown heirs funds

The San Mateo County Treasurer's Office periodically receives monies from estates of deceased persons either through the Public Administrator or representatives of estates. Depending on the type of monies received, absent heirs fund are held in trust for one year of receipt, or longer as directed by court order before being escheated to the State Controller's Office through its semi-annual process. Monies where an heirs is unknown, funds will be retained for three years in trust before becoming eligible to be escheated to the County. Once funds are escheated, claims will no longer be processed. As deposits are made, a list is maintained on the Treasurer's homepage, www.smcgov.org/treasurer for public review.

To claim monies under Absent Heirs

- 1) Obtain certified court order which outlines a claimant's right to specific funds, in accordance with California Probate Code [11854](#).
- 2) Complete and sign the Absent Heirs Claim form. Wet signature required; the use of electronic signature services is not allowed. See form for additional instructions.

To claim monies under Unknown Heirs

- 1) Obtain original documents which establish documentary proof of the relationship upon which the claim is founded.
- 2) Complete and sign the Unknown Heirs Claim form. Wet signature required; the use of electronic signature services is not allowed. See form for additional instructions.

Claim requests are strongly encouraged to be dropped off at our [Redwood City Office](#) during regular business hours. A submission can also be mailed to the following address for processing:

San Mateo County Treasurer's Office
Attn: Absent & Unknown Heirs
555 County Center, 1st Floor
Redwood City, CA 94063

Claims which are approved will be referred to our Accounts Payable "AP" for processing. AP may require additional identification to have a warrant prepared to meet County established payment guidelines.

If you have any questions about Absent and Unknown Heirs processing, please email TreasMaster@smcgov.org or call our Absent and Unknown Heirs team at (650) 363 – 4580.

All submitted documentation to our office may be subject to disclosure under public records laws, with limited redaction for personal identifiable information and SSN.

555 County Center, 1st Floor, Redwood City, CA 94063

Treasurer

(650) 363-4580 ♦ Fax: (650) 363-4944

smcgov.org/treasurer

Tax Collector

(866) 220-0308 ♦ Fax: (650) 599-1511

smcgov.org/tax