



## Unclaimed Property Claim Form

The City of Grapevine 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

(A) Federal Tax ID Number (For Businesses)

(B) Copy of your Driver's License or any official form used for identification (For individuals)

Failure to provide your IDENTIFICATION, SIGNATURE, or COMPLETION OF THIS CLAIM FORM will result in our returning the form to you. You must be 18 years or older to claim property.

### Claimant Information

I swear that I have not previously received payment in the amount of \$\_\_\_\_\_ (Check # \_\_\_\_\_ issued \_\_\_ / \_\_\_ / \_\_\_ ) from the City of Grapevine. The information provided below is accurate and a valid driver's license or Federal Tax ID Number has been presented for identification.

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Current Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Previous address:** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Signature** \_\_\_\_\_

If you should have any questions, please contact Financial Services at (817) 410-3118.

Return to: City of Grapevine  
Administrative Services – Finance Department  
Attn: Rebecca Coryea  
P.O. Box 95104  
Grapevine, Tx 76099