



Instructions for Filing a Claim for Money

- A. Individual Claimant. Claims initiated by the owner of the money must submit the following documents:
 - a. Completed and signed claim form.
 - b. Photocopy of a valid driver's license or other government-issued photo identification.
 - c. Proof of reported address. Any of the following recent documents is acceptable: paystub, tax return, utility bill, bank or credit card statement.

- B. Business Claimant. The claim must be made by an officer or official claiming on behalf of the business entity, and submitted with the following documents:
 - a. Completed and signed claim form.
 - b. Photocopy of a valid driver's license or other government-issued photo identification.
 - c. Proof of reported business address. Any of the following recent documents is acceptable: tax return, rental agreement, utility bill, business license, bank or credit card statement.
 - d. Federal tax identification number of the business.
 - e. Business card of the authorized officer or official.
 - f. If the business has dissolved or changed names, additional information may be required to process the claim.

- C. Heir or Authorized Representative. Claims initiated by the lawful heir or authorized representative of a deceased or incapacitated person must be accompanied by the following documents:
 - a. Completed and signed claim form.
 - b. Photocopy of the heir's or representative's valid driver's license or other government-issued photo identification.
 - c. Proof of reported address. Any of the following recent documents is acceptable: paystub, tax return, utility bill, bank or credit card statement.
 - d. Death certificate, Power of Attorney, Letters of Probate, or other authorizing instrument, as applicable.
 - e. Additional documents may be required to process the claim. All claims made by heirs or authorized representatives are subject to review.

Attach all required information for each claim and mail to:

City of Torrance
City Treasurer's Office
3031 Torrance Blvd.
Torrance, CA 90503

Questions about how to submit a claim, or the status of a submitted claim, should be directed to the City Treasurer's office at (310) 618-5801.



Claim for Return of Money

Type of Claim: Individual Claimant Business Claimant

I, _____, hereby declare that I am the legal owner or custodian of money collected by the Torrance Police Department on or about _____ (date), in the amount of \$ _____, under case number DR_____.

Description of claim:

Include facts of case and Claimant's involvement sufficient to prove ownership of money.

I hereby certify under penalty and perjury that the information contained on this claim is true and correct and is being submitted to the City of Torrance to substantiate my claim to money held by the City. I further certify that I have the authority and right to claim and receive payment of money and hereby release the City of Torrance from all liability and further obligation with respect to this claim.

Print Name	Signature	Date	
Address	City	State	Zip Code
()	E-Mail Address		
Phone Number			

Proof of identity is required. Return completed form with photocopy of valid driver's license or government-issued photo identification to:

City of Torrance
City Treasurer's Office
3031 Torrance Blvd.
Torrance, CA 90503

CITY USE ONLY	<input type="checkbox"/> Accepted	<input type="checkbox"/> Denied	Reason _____
Payee Name _____	Check No. _____	Check Date _____	
Check Amount \$ _____	Employee Signature _____	Date _____	