

**City of Round Rock
Unclaimed Property
Business Claim Form**

**Mail to: City of Round Rock
Finance Department
Unclaimed Property
221 East Main Street
Round Rock, TX 78664**

Claimant Information (Claimant must be 18 or older to claim property)

Business Name

Name of Claimant

First

Middle

Last

Current Mailing Address

PO Box, Street, Etc.

Building, Suite, Apartment Number

City

State

Zip Code

Your Business Status (Check box(es) below, attach documents requested AND enter the applicable federal identification number below)

☐ TEXASCORP, LLC or Professional Corporation. Attach a copy of last Franchise Tax report filed. (If out of state corporation, same as above including State of Corporation)

☐ Professional Association or Non-Profit Corporation. Attach a copy of last Annual Statement filed with the Secretary of State or copy of Articles of Incorporation

☐ Private organization, group or association. Attach a document establishing your authority to act.

☐ Sole ownership of business. Attach a Copy of Certificate To Operate Under Assumed Name filed with the County Clerk and enter
Owner's Name _____ SSN _____

☐ A Limited or General Partnership. Attach a copy of partnership agreement including names and SSN of two partners

EXCEPTION, IF BUSINESS IS:

☐ Out of business (Closed). Attach a brief statement of closing and a copy of the Articles of Dissolution or Corporation Liquidation Form filed with the IRS

☐ Name Changed/Assumed/Merged. Attach copy of change of Name Amendment or Assumed Name Certificate

☐ Purchased/Sold. Attach a copy of Buy/Sell Agreement.

Daytime phone number

(In Case we need to contact you in regards to your claim)

Other Phone

Identifying Information

This information is necessary to validate proof of ownership of the property and will remain confidential

SSN or TPIN

Previous Address

Attachments

The following documents must be sent along with this claim form for the claim to be considered complete and valid

- A) Proof of Claimant's Social Security Number
- B) Copy of Claimant's Driver's License or any Official form used for identification
- C) Proof of previous address (Copy of utility bill, canceled check, etc.)

Claimant Signature

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 Round Rock, and its officers and employees for any damages, claims or losses of any kind resulting from the payment of the above described property to the Claimant.

Claimant _____

Date _____

Co-Owner _____

Date _____