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TREASURER - TAX COLLECTOR

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ASSISTANT TREASURER

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ASSISTANT TAX COLLECTOR

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 & Unknown Heirs

In accordance with [California probate code 11854](#):

(a) A person may claim money on deposit in the county treasury by filing a petition with the court that made the order for distribution. The petition shall show the person's claim or right to the property. Unless the petition is filed by the person named in the decree for distribution of a decedent's estate, or the legal representative of the person or the person's estate, the petition shall state the facts required to be stated in a petition for escheated property filed under Section 1355 of the Code of Civil Procedure. On the filing of the petition, the same proceedings shall be had as are required by that section, except that the hearing shall be ex parte unless the court orders otherwise.

(b) If so ordered by the court, a copy of the petition shall be served on the Attorney General. The Attorney General may answer the petition, at the Attorney General's discretion.

(c) If the court is satisfied that the claimant has a right to the property claimed, the court shall make an order establishing the right. On presentation of a certified copy of the order, the county auditor shall draw a warrant on the county treasurer for the amount of money covered by the order.

- Once an order from the court establishing the right to funds is made, a certified copy of the distribution order must be delivered to the San Mateo County Treasurer's Office, in person, during regular business hours.
- Provide two forms of government-issued identification.

Claim requests must be submitted at our [Redwood City Office](#) during regular business hours. See below for office address and click here for [current hours](#) and/or special office closures scheduled.

San Mateo County Treasurer's Office
555 County Center, 1st Floor
Redwood City, CA 94063

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