

Finance Department  
City of Harker Heights Finance Office  
**Unclaimed Property Claim Form  
For Business Owner**

Mail Completed Form to:  
**City of Harker Heights Finance Office  
Attention: Cynthia Constancio  
305 Miller's Crossing  
Harker Heights, TX 76548**

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Claimant is required to provide the city with sufficient documentation to establish Claimant's right to receive unclaimed property.

As the claimant for a business, attach documents supporting your position with the company/business giving you authority to make a claim.

<b>Claimant Information</b>		
Business Name: _____	TPIN: _____	
Name: _____	Dept: _____	
Address: _____	Daytime Phone: _____	
City: _____	State: _____	Zip Code: _____
Fax Number: _____	E-mail Address: _____	

**Proof of your authority to act on behalf of the business.** Acceptable documentation will vary according to each business structure, but may include:

**Corporation (including Nonprofit Corporations, Professional Corporations, Professional Associations, and other incorporated Associations):** Articles of organization; bylaws; certificate of formation; certificate of organization; certificate of good standing; certified resolution or minutes approved by the governing body; incumbency certificate; unanimous consent.

**Limited Liability Company:** Certificate of formation; certificate of organization; certificate of good standing; company agreement, operating agreement, or regulations; certified resolution or minutes approved by the governing members or managers; unanimous consent.

**Limited Partnership:** Certificate of formation; certificate of organization; certificate of good standing; partnership agreement; unanimous consent.

**General Partnership or Joint Venture:** Partnership or Joint Venture agreement; unanimous consent; assumed name certificate.

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**Other unincorporated group or association:** Bylaws; member agreement; unanimous consent.

**For a sole proprietorship:** Assumed name certificate; sales tax permit.

**Proof of the business' taxpayer identification number** (federal employer identification number or social security number for a sole proprietorship or partnership). Photocopies of the following may be acceptable: franchise tax report; income tax return; sales tax permit; W-9; or notarized affidavit signed by a financial officer.

**Proof associating the business with the address associated with the fund.** Photocopies of the following are acceptable: utility bill, mortgage payment coupon, post-marked envelope, cancelled check.

**Claimant Certification and Signature**

The named Claimant 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, Claimant will indemnify and hold harmless the City of Harker Heights, the Director of Finance, and its employees from any damages, claims, or losses of any kind resulting from the payment of the above property to the Claimant.

*WARNING: Pursuant to Texas Penal Code §37.01, a person commits an offense if he makes, presents, or uses a governmental record with knowledge of its falsity. An offense under this section is a Class A misdemeanor, unless the actor's intent is to defraud or harm another, in which event the offense is a state jail felony.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_