

SAM – TRUST AND AGENCY FUNDS (OTHER)

WITHDRAWALS FROM SPECIAL DEPOSIT FUND

18424.6

(Renamed and Revised 9/2000)

A claim schedule to withdraw unclaimed moneys from the Special Deposit Fund must be filed by agencies with [SCO](#) in time to permit payment within two years of the issuance date of the controller's receipt. The claim schedule must include the following information:

- a. Name of original payee or depositor
- b. Amount
- c. Warrant or check number reference and date
- d. Controller's receipt number and date

If the claimant is a person other than the original payee or depositor of the unclaimed moneys, evidence must be provided with the claim schedule to show that the claimant is entitled to the payment.

Whenever a claim schedule is filed against an unclaimed trust deposit in the Special Deposit Fund, the state agency will note the claim schedule number and date opposite the applicable item listed on the duplicate copy of the schedule of unclaimed trust deposits.