

CHECKLIST FOR CLAIMING SURPLUS FUNDS:

***Per Florida Statutes, excess monies are to be held by the Clerk for one year, then sent to the State of Florida if no claims have been made. Lienholder claims must be made within 120 days after the date of the notice of surplus.**

- ☐ **Complete the attached CLAIM TO SURPLUS:**
 - **Provide as much information as possible.**
 - **If you are making a Claim on Behalf of a Corporate Entity, please provide your Job Title and authorization for you to make the claim on behalf of the company.**
 - **If you are making a Claim on Behalf of the Titleholder, you must provide:**
 1. **an executed Power of Attorney between you and the individual entitled to surplus.**
 2. **Assignment of interest between you and the individual entitled to surplus.**
 3. **If claiming on behalf of the heirs of the legal titleholder, probate documents are required before any surplus can be disbursed.**
 - **If you are a lien holder, please be sure to also complete Section 1 of the Claim to Surplus and provide documentation of payment history.**
 - **SIGN & PRINT your name**
 - **Claim Form MUST be Notarized**
- ☐ **Claimant MUST provide to the Clerk of Court a copy of his/her valid photo id.**
- ☐ **Complete the attached W9 Form**
- ☐ **Mail the completed documents to:**
Taylor County Clerk of Court, Tax Deed Dept.
P.O. Box 620
Perry, FL 32348

***Please allow the Clerk's Office sufficient time to review and process your request.**