



Sandie Arnott

TREASURER - TAX COLLECTOR

Tiffany Htwe
ASSISTANT TREASURER

Kathy Nunes
ASSISTANT TAX COLLECTOR

Depositing Instructions - Absent/Unknown Heirs

In order to deposit estate heirs monies with the San Mateo County Treasurer's Office:

- 1) Submit a finalized certified copy of a court order directing funds be deposited with the county treasurer.
- 2) Brief cover letter outlining the estate and/or deceased, potential heirs, amount being deposited, and any other relevant information.
- 3) Representatives must prepare a Receipt for Distribution. This will be signed off by a representative of the Treasurer's Office upon receipt and verification of submitted materials. If a self-addressed envelope is not provided, receipt will be sent back using First-Class Mail.
- 4) Prepare a check and payable to: San Mateo County Treasurer's Office

Deposits can be made in our [Redwood City Office](#) during regular business hours or mailed as a package to the address as follows:

San Mateo County Treasurer's Office
Attn: Absent & Unknown Heirs
555 County Center, 1st Floor
Redwood City, CA 94063

Although not required or requested, senders should consider using a trackable service to track the progress of delivery of your deposit to the office.

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