

# **Process for Transferring a Claim When a Claimant or Joint Claimant Dies**

## **GENERAL**

Upon the death of a claimant or joint claimant, the individual or entity responsible for continuing the Fund claim must contact the Fund as soon as possible. Delays in communicating this information to the Fund may delay reimbursements and make it more difficult to transfer the claim. In order to transfer the claim, you will need to submit a Request for Change of Claimant or Joint Claimant Identification form and documents to support the request. If the Fund has previously issued a Letter of Commitment, the Fund will issue a Letter of Commitment using the revised claimant or joint claimant name, upon Fund review and approval of your request.

## **SUBMITTING YOUR REQUEST FOR CHANGE OF CLAIMANT OR JOINT CLAIMANT IDENTIFICATION**

The Request for Change of Claimant or Joint Claimant Identification form is available at the web address identified below. The Fund also requires that you submit documentation to support your request. For a list of the necessary supporting documents, please see the Request for Change of Claimant or Joint Claimant Identification Supporting Documents Checklist, available at the web address identified below.

**NOTE: The Fund may request additional information, if necessary.**

**Submit your Request for Change of Claimant or Joint Claimant  
Identification form and supporting documents to:**

State Water Resources Control Board  
UST Cleanup Fund - Settlements Review  
P.O. Box 94212  
Sacramento, CA 94244-1220

## **WEB LINK FOR ALL FORMS**

**[http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/forms.shtml](http://www.waterboards.ca.gov/water_issues/programs/ustcf/forms.shtml)**