

## **INSTRUCTIONS FOR CLAIMING YOUR FUNDS:**

**For Clerk of Court funds** – contact the Clerk of Courts Office at (608) 742-9642 for instructions.

**For City of WI Dells funds** – contact the Clerk/Treasurer at (608) 254-2012, ext 405 for instructions.

### **For Inmates, Register of Deeds and Treasurer funds:**

1. Complete the Affidavit of Ownership and Indemnity Agreement. The form must be completed in full. Be sure to include your **current** mailing address. This will be where the check is sent.
2. Make a copy of your driver's license or photo ID.
3. Send a copy of the form and photo ID to: [ap@columbiacountywi.gov](mailto:ap@columbiacountywi.gov) or Columbia County Accounting, 112 East Edgewater Street, Portage, WI 53901.
4. You may also complete the form in person at Columbia County Accounting, 112 East Edgewater Street, 3<sup>rd</sup> Floor, Portage, WI 53901. You will need your driver's license or a photo ID. The check will be mailed to the address on the form.
5. Please send an email to [ap@columbiacountywi.gov](mailto:ap@columbiacountywi.gov) or call (608) 742-9645 with any questions.