

Instructions for Filing a Claim Form

Before you file your claim with the Washoe County Treasurer's Office, please read the following instructions carefully to ensure your claim can be processed timely and efficiently. Have all required documents ready to submit **with** your claim form.

Begin with a search of the list of affected parcels to determine if your parcel is included. The established list can be found at www.washoecounty.us/treas/ivcbclaims.

- If you do not know the parcel number you can search by situs address on the Washoe County Assessor's Office Assessment Data Page at <https://www.washoecounty.us/assessor/cama/index.php> . Make note of your parcel number as it will be needed on the Claim Form.

Claim Forms can be filled out and submitted electronically, by mail, or in person. The following forms are available on the claim website, and should be included with your submission, as appropriate, to ensure timely processing of your claim.

- Claim Form
- W9
- Consent to Collect Refund (on behalf of co-owners) – signatures on the form or separate pages accepted

If you intend to file your claim form via the secure online upload option:

Go to www.washoecounty.us/treas/ivcbclaims and fill out the Claim Form and W9 together online. If you plan to submit a Consent to Claim Form from your co-owners with your Claim Form, please have the consents saved electronically on your computer. You will have the opportunity to attach all additional forms with your Claim Form when you are completing it online.

- Click the link [Submit a Claim Form](#). This will bring up a blank fillable Claim Form along with attached W9.
- Complete the forms and when completed hit the submit and finalize button.
- You will be able to include additional attachments here. If you have Consent to Claim signatures or any other information that needs to be included, please attach it when prompted at this point.
- After completing the form and submitting it electronically, you will receive a claim receipt with your claim number via email. Please save this receipt for future reference.

If you intend to file your Claim Form with paper copies via mail or in person:

You may receive a Claim Form via US mail that you can fill out and submit. You can also download blank Claim Forms on our web site at www.washoecounty.us/treas/ivcbclaims.

- Additional forms to be submitted with your Claim Form, as shown above, can also be found under Printable Forms on the Incline Village Crystal Bay Claims webpage.
- Fill out the Claim Form, W9, and any other relevant documents and deliver together to:

If sending via USPS – mail to:	If sending via overnight carrier – or in person
WASHOE COUNTY TREASURER	WASHOE COUNTY TREASURER
ATTN: IVCB CLAIMS	ATTN: IVCB CLAIMS
PO BOX 30039	1001 E 9 TH STREET SUITE D140
RENO NV 89520-3039	RENO NV 89512-2845

- A claim receipt will be sent to you by email. In the event an email address is not provided, the receipt will be sent by US mail. Please keep this receipt for future reference.

If you need additional assistance, our office is happy to assist you by phone at 775-328-2510 or email at ivcbclaims@washoecounty.us.