

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 is processed timely and efficiently. Have all required documents ready to submit **with** your Claim Form.

Begin with a search of the initial list of affected parcels to determine if your parcel is included. The list can be found at www.washoecounty.us/treas/ivcbclaims/initial.php. You can search the initial list by owner name, parcel number, or situs address. Once you have located your parcel, you may click into the parcel link and be directed to the Assessor’s Office website for additional information related to your parcel. Any questions related to parcel eligibility or rollback values should be resolved by contacting the Washoe County Assessor’s Office before proceeding to file a claim.

Claim Forms may be completed 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 Claim Refund (on behalf of co-owners) – This form is required if parcel ownership includes multiple co-owners. Signatures of all co-owners during the affected timeframe are required. Multiple forms may be submitted in cases where the number of owners exceeds the space allocated on the form.

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 there are multiple co-owners, you are required to submit a Consent to Claim Refund. Please have the consent form saved electronically to your computer. You will have the opportunity to attach this and any additional documents with your Claim Form during the online process.
- Click the link [Submit a Claim Form](#). This will bring up a blank fillable Claim Form along with attached W9.
- Complete the forms, then click the submit and finalize button.
 - You will be able to include additional attachments here. If you have Consent to Claim Refund with signatures or any other information to include, 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 <https://www.washoecounty.us/treas/ivcbclaims/printable-forms/index.php>

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, please email ivcbclaims@washoecounty.us or call our office at (775) 328-2510.