



**Department  
of Commerce**

Division of Unclaimed Funds

**OHIO DIVISION OF UNCLAIMED FUNDS  
CLAIM FORM INSTRUCTIONS**

**Proof needed on all claims:**

1. **Personal Identification** required on all claims, except when claimant is an active business, court-appointed Receiver or Bankruptcy Trustee, child support enforcement agency, or state special counsel for Medicaid recovery. ID may include: Photo ID, driver's license, passport, work ID. **Proof** of social security number is **required**.
2. **Proof of Reported Address**, claim form *Line B* (utility bill, bank statement, tax records, mortgage/rent records, post-marked envelope).
3. **Proof of Business Relationship** with reporting company, claim form *Line C*, if no address reported (uncashed checks, original cashier's check, money order, insurance policy, bank statement, dividend statement).
4. **Original Claim Form, signed by the owner. If property is a joint account, both owners must sign claim form.**
5. **All Claim Forms must be signed.** Claims for properties totaling **\$1,000 or more**, must be **signed and notarized**. **All Safe deposit Box contents must be notarized.**
6. **International.** If the claimant is outside the United States, the claim form (or power of attorney, relinquishment form, or affidavit, if applicable) must be **notarized and authenticated** through the U.S. Consulate or certified by a Hague Convention *Apostille*.
7. Find your claim in the listing below, and provide the additional documents specified if any.

<b>Original Owner</b>	<b>Heir, fiduciary of Deceased Owner</b>	<b>Business Owners</b>	<b>Professional Finders</b>
<ul style="list-style-type: none"> <li>• Personal ID <b>and</b>, • Proof of Social Security number</li> <li>• Proof of reported address, <b>or</b>,</li> <li>• Proof of business relationship <b>and</b></li> </ul> <p><b>Joint Owners</b></p> <ul style="list-style-type: none"> <li>• Signature of joint owner on claim form, or proof of joint owner's death (death certificate, obituary)</li> <li>• Proof of survivorship rights. <i>Note:</i> You may be required to provide a <i>Relinquishment Form</i> or <i>Notarized Affidavit</i>. Contact Division at 877-644-6823.</li> </ul> <p><b>Custodian or Guardian</b></p> <ul style="list-style-type: none"> <li>• Copy of birth certificate or other record showing child's legal age</li> <li>• Letter of Guardianship</li> </ul> <p><b>Trusts</b></p> <p>Original, notarized <b>Certification of Trust</b> signed by the trustee and meeting all the requirements ORC 5810.13.</p>	<ul style="list-style-type: none"> <li>• Death Certificate <b>and</b> obituary</li> <li>• Please consult a Claims Examiner regarding probate documents that may be required.</li> </ul> <p>Probate court or trust document showing legal right to funds may be required.</p> <ul style="list-style-type: none"> <li>• Legal documents showing your authority to collect the monies are required even if no estate was ever administered (e.g., Release from Administration, Letter of Authority, Report of Newly Discovered Assets).</li> <li>• Probate orders must be in full force &amp; effect and must be dated within 2 years of filing the claim.</li> </ul> <p><b>Ex-spouse</b></p> <ul style="list-style-type: none"> <li>• Divorce records must specify your right to unclaimed funds.</li> </ul>	<ul style="list-style-type: none"> <li>• Business FEIN</li> <li>• If original business on <i>Line A</i> is different than current company, must show relationship to reported owner (e.g., subsidiary, merger, name change)</li> <li>• Person signing claim form must provide <b>Proof of Authority</b> to claim funds on behalf of company, such as a corporate resolution or affidavit from a senior officer, as well as verification of the position of both individuals (e.g., Board minutes, SEC filings, directories listing officers, annual reports). Letterhead or business cards are not acceptable proof.</li> <li>• <b>If business has ceased to exist</b>, provide dissolution agreement or other legal records showing the distribution of assets and personal ID of claimant.</li> <li>• If business is in <b>bankruptcy</b> or receivership, provide a certified copy of the appointment of trustee or receiver.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be registered in Ohio</li> <li>• May not contact you if funds have been with the state for less than 2 years</li> <li>• Must present a valid contract for the State's approval before a claim form is issued.</li> <li>• Are limited to a 10% fee</li> <li>• Must submit owner/claimant ID, and finder ID with claim.</li> </ul> <p>If someone offers to help you locate unclaimed funds for a fee, contact the Division of Unclaimed Funds toll-free at 1-877-644-6823 to verify that the person is a registered finder.</p> <p><b>Child Support</b></p> <p>If funds are being claimed due to child support arrearages, contact your child support enforcement officer, who must claim the funds on your behalf</p>

The Division reserves the right to request additional evidence on all claims and has sole discretion to determine the sufficiency of documentation to allow payment. Ohio Division of Unclaimed Funds:

<http://www.com.ohio.gov/unfd/default.aspx>

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