

# OHIO DIVISION OF UNCLAIMED FUNDS CLAIM FORM INSTRUCTION SHEET

This Office Requires **Substantial** Proof to approve and pay all claims.

A copy of your **personal identification is always required** when submitting a claim.

## Are you Claiming as the Original Owner?

- You **must always** provide a clear copy of your personal ID (i.e., driver's license, state ID, employment ID, passport, social security card) with your completed claim form.
- If the claim form shows a **reported** address on Line B, we require documentation matching that address, (i.e., post marked envelope, utility bill, bank statement, mortgage statement, tax forms).
- If no address was reported, or you cannot provide proof of the address on Line B, you **must provide** documentation that you had a **business relationship** with the company reporting the funds, listed on Line C, (i.e., uncashed or cancelled checks, insurance policies, bank statements, legal documents, money order or dividend statements).
- Claims for \$100 or more **must** be signed in the presence of a Notary Public.
- Power of Attorney/Letter of Guardianship – If you have Power of Attorney or Guardianship for owner, send specific copy of authority under **current date** (within 2 years).

## Were Additional Owners Reported?

- Please provide information for **each reported** owner, refer to *Claiming as an Original Owner*, unless any of the following apply:
- **Deceased** – You **must provide** a clear copy of your personal identification **in addition** to the items below:
  - Death Certificate or Obituary
  - Appropriate probate or trust documentation showing legal rights to funds, refer to *Claiming as an Heir of Original Owner*.
- **Ex-spouse** – divorce documentation and your right to funds
- **Custodian** – If reported as a custodial account, send copy of birth certificate and document showing child's legal age.
- **Joint “And” Account** – Signature of joint owner on the Claim Form and a copy of their personal ID, or proof of death of joint owner (i.e., death certificate or obituary) and your survivorship rights to the account are required. Note: You may be required to provide a Relinquishment Form or Notarized Affidavit, to claim funds. Please contact the Division at (877) 644-6823.

## Are you Claiming as an Heir of Original Owner?

- If you are claiming funds for a deceased owner named on the property, you are required to submit a copy of **your personal ID** plus one of the following:
- **Legal documents** showing **your authority to collect** the decedents monies are required **even if no** estate was ever administered (i.e. Letter of Authority, Order of Distribution, Report of Newly Discovered Assets, or Release from Administration Form). Probate documentation **must be “In Full Force and Effect and under current date (within 2 years)”**. Please contact the appropriate probate court.

## Are you Claiming as a Business?

- Refer to Claiming as an Original Owner, send business FEIN and if any of the following apply:
- If **original** business name (listed on Line A) is **different than current** company or organizational name, you are **required to show relationship** to the reported named owner (i.e., subsidiary, acquisitions, merger, or name change).
- If business has ceased to exist, you **must provide** a copy of the dissolution agreement or other legal documents showing the distribution of assets.
- If the business is in bankruptcy or receivership, you **must provide** a certified copy of the appointment of the trustee or receiver.
- Individual signing the Claim Form must provide Proof of Authority to claim funds on behalf of the company/organization. Letterhead and business cards **are not accepted proof**. A copy of a corporate resolution or an affidavit from a senior officer granting authority is needed as well as verification of the position of both individuals. (i.e. board meeting notes, SEC filings, directories listing officers and annual reports).

## Child Support Enforcement Agency

- If these funds are being claimed due to child support arrearages, contact your child support enforcement officer who must claim the funds on your behalf.

## Professional Finders Services

- If someone offers to help you locate unclaimed funds for a fee, contact the Division of Unclaimed Funds at (877)644-6823 or check our website at [www.unclaimedfundstreasurehunt.ohio.gov](http://www.unclaimedfundstreasurehunt.ohio.gov) before you do anything! Our staff will assist you in recovering your property. Signing an agreement to have someone assist you in recovering unclaimed property may entail the payment of fees. If you do utilize the services of a professional finder, you must have a valid finder contract and the finder **is limited** to a **10% fee**.

If any **required documentation is missing**, your claim will be **dropped** and all documentation will be **returned to you**. You may re-submit your claim when you have obtained the required documentation.

Our normal processing time is up to 120 days; **do not** contact our office for claims status **prior to 120 days of receipt** of your claim.