



OHIO DIVISION OF UNCLAIMED FUNDS CLAIM FORM INSTRUCTIONS

Complete applicable information on claim form.

1. **PROVING YOUR IDENTITY IS IMPORTANT:** Please provide a legible copy of your ID (**for example:** driver's license, passport, work ID, social security card or similar document).
2. **TAX IDENTIFICATION NUMBERS** Providing documentary proof of your Social Security or Federal Employer Identification Number is required for IRS Tax reporting purposes (i.e. paystub, copy of social security card, W-2, or other tax documents). It may also be the only proof to determine ownership. The SSN is confidential and protected by access rules in Ohio Revised Code §1347.15.
3. **REQUIRED IRS FORM W-9 TAXPAYER ID NUMBER & CERTIFICATION:** Section 6109 of the Internal Revenue Code requires you to provide your correct TIN (Taxpayer Identification Number) to persons (including federal and state agencies) who are required to file informational returns with the IRS to report interest, dividends, or other income paid to you. **A signed and dated Form W-9 must be submitted with the claim.** IRS Form W-9 available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> or on the Division's website (www.com.ohio.gov/unfd) under the Claimant's tab.
4. **PROVING THE FUNDS ARE YOURS IS IMPORTANT.** Claims are not paid based on identical names alone. Therefore, you must demonstrate that the address in *Box (B)/Original Owner's Address of Record (last known address reported)* on the claim form is where you live now or previously lived **or**, instead, you may prove that you did business with the company or institution in *Box (C)/Holder Reporting Funds* on the claim form.
 - a. **Examples of proof** of Original Owner's Address shown in Box (B) include: utility bill, bank statement, tax records, mortgage/rent records, or post-marked envelope showing your name and the address in Box (B). A copy of one of these needs to be sent with your claim form; **OR**
 - b. **Examples of proof** you did business with the Holder in Box (C): checks, original cashier's check, money order, insurance policy, bank statement, or dividend statement. One of these needs to be sent with your claim form.
5. **SIGN & DATE YOUR CLAIM FORM** or it will not be processed. If the funds are owned jointly with another person, **both owners must sign** the claim form unless you provide proof of joint owner's death (death certificate) and proof of survivorship rights. **Note:** You may be required to provide a Relinquishment Form or Notarized Affidavit.
6. **HAVE YOUR CLAIM FORM NOTARIZED** if the value of the unclaimed property on which you file a claim is \$1,000.00 or more or if it is for the contents of a safe deposit box.
7. **HOW LONG WILL IT TAKE TO GET MY FUNDS?** Due to the high volume of claims, once a claim form is received in our office, it can require up to 120 days to process. It is important to include all required proof of ownership and identification when the claim is submitted to avoid delay.
8. **IF I AM CLAIMING THE FUNDS ON BEHALF OF ANOTHER PERSON,** how do I prove the claim? First, you must show that the account belonged to the owner (#3 above). Second, you must prove that you are the rightful recipient of the funds and you are legally entitled to claim the funds for the owner. If the owner is incapacitated, proper documentation from a court of law showing a guardianship or custodial relationship or power of attorney for the reported owner of the unclaimed property is required.
9. **IF THE OWNER IS DECEASED,** a **photocopy** of the death certificate **and** newspaper obituary must be provided. A probate court or trust document showing legal right to funds may be required. Legal documents showing your authority to collect the monies are required even if no estate was ever administered (i.e. Release from Administration, Letter of Authority, Report of Newly Discovered Assets) Probate orders must be dated within 2 years of filing the claim.
10. **WHAT IS A PROFESSIONAL FINDER?** A professional finder is in the business of finding the owners of Unclaimed Funds. Finders are required to register with the Ohio Division of Unclaimed Funds. **Claimants do not have to use a finder or pay a fee to file a claim.** If someone offers to help you locate unclaimed funds for a fee, contact the Division toll-free at 1-877-644-6823 to verify that the person is a registered finder.
11. If a **TRUST** is claiming the funds, an original notarized Certification of Trust signed by the trustee and meeting all the requirements of Ohio Revised Code §5810.13 is required.
12. If you are claiming funds in the name of an **ex-spouse**, divorce records must specify your rights to the unclaimed funds.
13. **CHILD SUPPORT:** If funds are being claimed due to child support arrearages, contact your child support enforcement officer. The child support enforcement agency must claim the funds on your behalf.
14. **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** the claimant verified through the US Consulate **or** certified by a Hague Convention Apostille.
15. **BUSINESS CLAIMS:**
 - a. Provide the business' Federal Employer Identification Number (FEIN) in the space provided for a Social Security number.
 - b. If original business on Line A is different than current company, show relationship to reported owner (example: subsidiary, merger, name change)
 - c. The person signing the claim form must provide **Proof of Authority** to claim funds on behalf of the company, such as a corporate resolution or affidavit from a senior officer as well as verification of the position of both individuals (example: board minutes, SEC filings, directories listing officers, annual report). Letterhead or business cards are not acceptable proof.
 - d. If a business has ceased to exist, provide dissolution agreement or other legal records showing the distribution of assets and personal ID of claimant.
 - e. If a business is in **bankruptcy** or receivership, provide a certified copy of the appointment of trustee or receiver by the bankruptcy court.

To insure the funds are paid to the correct person or business, the Division reserves the right to request additional evidence and has sole discretion to determine the sufficiency of documentation to allow payment.

Return completed claim form along with a copy of a picture I.D., proof of your social security number or Federal Employer Identification Number, a completed and signed IRS Form W9 and all required documentation to:

Ohio Division of Unclaimed Funds
77 S. High Street, 20th Floor
Columbus, OH 43215-6108 USA

To check the status of your claim, please go to our website at https://comapps.ohio.gov/unfd/unfd_apps/claimstatuslookup