



Checklist of Documentation for Claiming on Behalf of a Deceased Person

Step 1. Claim Form

- Attach a signed and dated claim form by all reported original owners.
 - The form must be notarized by a licensed notary public if the value of the property is \$1,000 or more.

Step 2. The items in the box below are required for all owner claims.

- Attach a Copy of government-issued photo ID
 - Driver's license or other state photo identity card
 - Passport or U.S. passport card; or
 - U.S. Department of Defense ID
- Attach a copy of your Social Security Number (SSN) or Tax Identification Number (TIN) • Social Security card
 - W-2, 1099 forms, IRS Form 575B Notice of New Employer Identification Number, or Individual Tax Identification Number (ITIN)
 - The SSN is confidential and protected by access rules in Ohio Revised Code §1347.15.
 - NOTE: TAX RETURNS CAN NOT BE USED
- Attach IRS Form W-9 Request for Taxpayer ID Number & Certification
 - Complete, sign, and date the IRS Form W-9 (available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
 - Your unclaimed property is not subject to tax, however, the interest paid out is subject to tax. This information is required to be filed with the IRS.
 - For non-US Citizens, you will need to complete a W-8BEN Certificate of Foreign Status of Beneficial Owner for US Tax Withholding form, which may be found at <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- Attach Proof of Address or Business Relationship with reporting Holder connecting the owner to the reported address or funds.
 - Utility bills, bank/investment/credit card/mortgage account statements, paycheck, tax forms, etc.
 - Legal papers (e.g., property deed, mortgage, divorce decree, separation)
 - Driver's license or other state photo identity card showing the reported address
 - Post-marked envelope showing your name and the reported address
 - Original or legal copy of the cashier's check (if claiming a cashier's check)
 - Original gift card (if claiming funds from a gift card)
 - A credit report from one of the 3 major credit bureaus lists all previous addresses

Who Can Submit a Claim for a Deceased Owner? Court-appointed estate representative – If the court ever appointed a person to handle the deceased owner's estate, that person must submit the claim. Otherwise, claims can be filed by the surviving spouse or next of Kin (children, parents, siblings)

- Certified copy of the unredacted death certificate
- Proof of relationship
 - Marriage certificate, Birth Certificate
- Legal documents showing your authority to collect the monies even if no estate was ever administered (i.e. Release from Administration, Letter of Authority, Report of Newly Discovered Assets, etc.) Probate orders must be dated within 2 years of filing the claim.



- Table of Heirship Form listing all the decedent's relatives available at https://dam.assets.ohio.gov/image/upload/com.ohio.gov/UNFD/Claims/UNFD_TableofHeirship.pdf

- Beneficiary Release Form listing the release of funds to be paid to the claimant available at https://dam.assets.ohio.gov/image/upload/com.ohio.gov/documents/UNFD_BeneficiaryReleaseFormrev.1.30.2024.pdf

- Relinquishment form(s) may be needed if other living heirs have equal rights to the property as the claimant but waive those rights, visit our website https://dam.assets.ohio.gov/image/upload/com.ohio.gov/UNFD/Claims/UNFD_Relinquishment_Form.pdf

Step 3. Send your documents to us:

- Upload your documents online at <https://unfdupload.com.ohio.gov/Claimant>
- Or mail them to us at the Ohio Department of Commerce, Division of Unclaimed Funds
77 South High St., 20th Fl, Columbus, Ohio 43215-6108.
There are no fees to claim your unclaimed funds!

Please allow up to 120 days for our office to review your claim. Should we require additional information, we will email you or send you a letter with what we need. Once your claim has been approved, you will receive a check in the mail. You can always check the status of your claim at <https://claimstatuslookup.com.ohio.gov/>.