Submitting Finder Agreements for Review

Once you enter into a Finder Agreement ("Agreement") with the claimant(s), the Agreement must be submitted to the Division for review to ensure compliance with Ohio Revised Code 169 and its accompanying regulations found at Ohio Administrative Code 1301:10.

1) Registered finders are not permitted to initiate contact with the property owner until the unclaimed property has been with the Division for at least two years (ORC 169.13(A)(2)).
2) Agreements must comply with the requirements in ORC 169.13 or the Agreements will be denied and returned.
3) Agreements must use the finder agreement template approved during the period of registration.
4) Each unclaimed fund property must be identified on a spreadsheet referenced in the Agreement and attached thereto.
5) All Agreements may be for the recovery of a maximum of 25 unclaimed fund properties. If claiming more than 25 unclaimed fund properties, a second and/or successive Agreement(s) must be executed with an accompanying unclaimed funds property spreadsheet.
6) If there's more than one original owner reported for an unclaimed funds property, all reported owners must sign and enter into the Agreement.
7) If the signatory/claimant is not the reported owner of the funds, the Agreement must identify the signatory's capacity/authority to claim the unclaimed funds in place of the original owner (e.g., Executor, Guardian, Heir, etc.)
    a. For Agreements where the owner is deceased, we require the following:
        i. Finder Contract/Agreement with the estate representative, administrator, commissioner or executor;
        ii. Probate court date stamped entry of appointment as estate administrator/executor/commissioner. Authority must be current (within 2 years of entering into the Finder Agreement);
        iii. Probate court date-stamped Application and Court Entry of Authority granting the administrator/executor to enter into a Finder Agreement (authority granted prior to date of Finder Agreement). Court authority must be current (within 2 years of entering into the Finder Agreement);
        iv. Probate court date- stamped Form 1.0 which identifies potential heirs or legatees; and
        v. Probate court date-stamped Application for Appointment.
    b. If claiming on behalf of a trust, provide a copy of the Trust showing the person entered as the current named Trustee(s).
    c. If the owner of the funds has a POA, they will be required to submit the official signed notarized POA.
8) The claimant's signature is the only signature that needs to be notarized. This must be done in person; remote notarizations are not accepted.

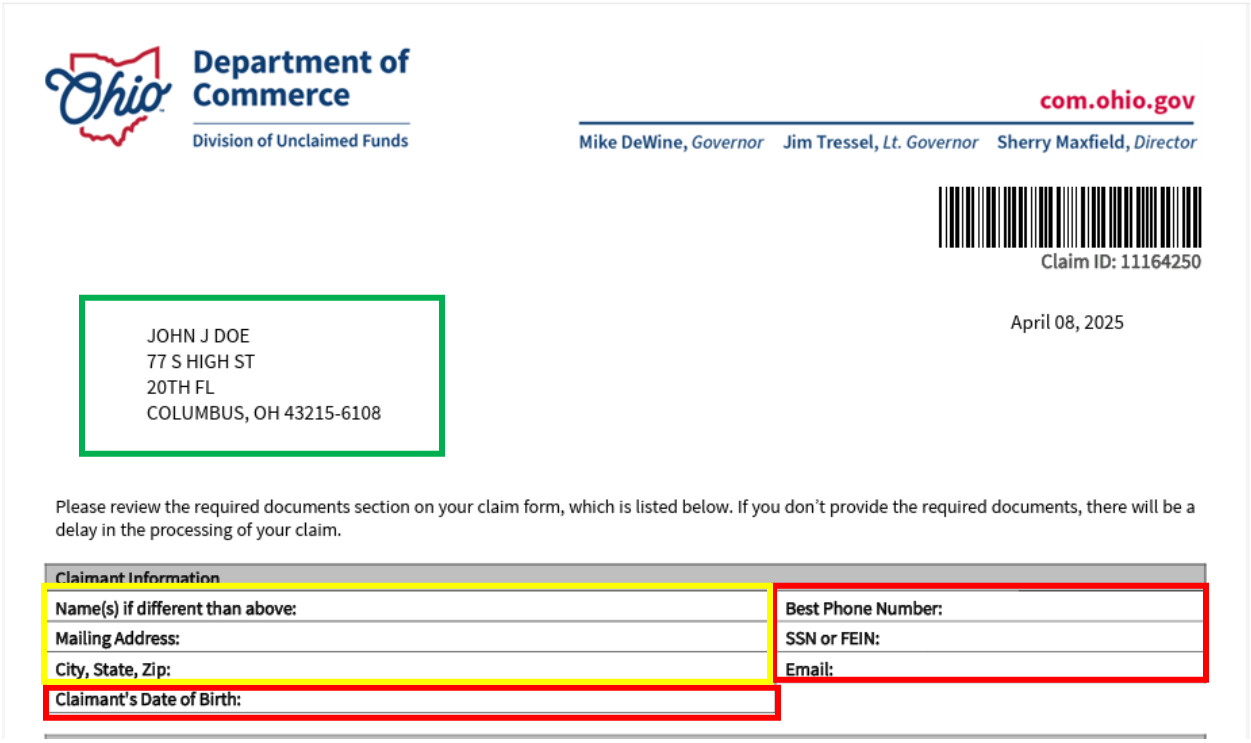
9) Agreements must be legible and in PDF format.
10) Agreements must be submitted to The Division within 120 days of the claimant's notarized signature(s).
11) All Agreements must be submitted to the Division for approval via our email UNFDFinders@com.ohio.gov.
12) We no longer accept Agreements for review via paper mail. Please scan them and send them to UNFDFinders@com.ohio.gov for review only.
13) If the Agreement is approved, the Division will create a claim and email that back to you along with a copy of the approved Agreement. DO NOT create a claim.
14) If there an issue with the Agreement, the Division will contact you with a letter explaining the issue and how to resolve.
15) If an approved Agreement needs to be changed for any reason, the updated Agreement must be sent back to UNFDFinders@com.ohio.gov. **DO NOT send the Agreement to a Claims Examiner, this will only slow down the process.**
16) If the ownership of an unclaimed funds property can't be proven and/or validated during the claims examination process, the property must be removed from the claim and an updated Agreement and Spreadsheet will be required to be to sent back to UNFDFinders@com.ohio.gov. **DO NOT send the Agreement to a Claims Examiner, this will only slow down the process.**
17) Once the updated Agreement is approved, the claimant will need to complete the updated claim form. This claim form will be provided by the Division.

Claims Process Once the Finder Agreement is Approved

Claims submitted with the assistance of a registered finder must be initiated by the Division. **Do not** create or attempt to initiate claims for which you have agreed to assist the claimant(s).

1) Once the Agreement is reviewed and approved by the Division, a copy of the claim form and the approved agreement will be emailed to you.
2) For Claimant Information, the claimant will need to complete the following:
    a. Claimant's Date of Birth;
    b. Best Phone Number;
        i. Note: this should be the Claimant's phone number. If the Division needs to contact you the finder, we have your information on file from your most recent application.
    c. SSN or FEIN;
    d. Email
        i. Note: this should be the Claimant's email address. If the Division needs to contact you the finder, we have your information on file from your most recent application.
3) If Name, Mailing Address, or City, State, Zip are different than what is printed on the claim form, the claimant will need to complete those fields. If the printed information is correct, the claimant can leave those fields blank.

Below is an example of the first half of our claim form. All Red boxes must be completed by the claimant. Yellow boxes only need to be completed by the claimant if the information in the Green box is incorrect.



Ohio Department of Commerce
Division of Unclaimed Funds

com.ohio.gov
Mike DeWine, *Governor* Jim Tressel, *Lt. Governor* Sherry Maxfield, *Director*

Claim ID: 11164250

JOHN J DOE
77 S HIGH ST
20TH FL
COLUMBUS, OH 43215-6108

April 08, 2025

Please review the required documents section on your claim form, which is listed below. If you don't provide the required documents, there will be a delay in the processing of your claim.

Claimant Information	
Name(s) if different than above:	Best Phone Number:
Mailing Address:	SSN or FEIN:
City, State, Zip:	Email:
Claimant's Date of Birth:	

4) In the Affidavit section of the claim form, the claimant(s) will need to sign, date, and print name in that field. Claims will not be processed if this is left blank.
5) For claims over $3,000, notarization is required.
6) Submit the completed claim form and supporting documentation to the Division by uploading the documents to the Division's secure site located at unclaimedfunds.ohio.gov or the completed claim form and supporting documentation can be mailed to:

Division of Unclaimed Funds,
77 S High St., 20th FL,
Columbus, OH 43215

   a. **Do not** send completed claim forms or claim documentation to UNFDFinders@com.ohio.gov.
7) Once claims are successfully submitted to the Division, claim status can be viewed by the registered finder or the claimant on our site.