

**CLAIM FORM INSTRUCTIONS****A. The items in the box below are required for ALL claim forms.**

- 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 **Social Security Number (SSN)** or **Tax Identification Numbers (TIN)**  
The SSN is confidential and protected by access rules in Ohio Revised Code §1347.15.
  - Social Security card
  - W-2, 1099 forms, IRS Form 575B Notice of New Employer Identification Number, or Individual Tax Identification Number (ITIN)
- NOTE: TAX RETURNS CANNOT 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)
- NOTE: if you are unable to locate any of this information, send in any qualifying information to prove ownership.
- All claim forms must be **signed and dated by all reported original owners**.
  - 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 (copy of certified, unredacted death certificate) and proof of survivorship rights. Government issued photo ID is required for all signers.
- The form must be notarized by a licensed notary public** if the value of the property is \$1,000 or more or the property is for the contents of a safe deposit box.

**B. Claiming on Behalf of Another Person**

You can submit claims as a parent, custodian, guardian, conservator, trustee, power of attorney or legal representative

- All items in "A" above**
- Provide the following documents as they apply:
  - Court documents or other signed legal document giving you authority to act on the owner's behalf
  - A certified copy of the unredacted death certificate (for deceased original owners)
  - Power of Attorney Affidavit certifying the grantor is living, the claiming agent is authorized to act on behalf of the original owner, and the power of attorney remains in full force and effect (see **Agent's Certification of Power of Attorney and Agent's Authority** on our website [https://www.com.ohio.gov/documents/UNFD\\_AgentsCertificationPowerofAtty.pdf](https://www.com.ohio.gov/documents/UNFD_AgentsCertificationPowerofAtty.pdf))

**WHAT TO EXPECT?**

Due to the high volume of claims, once a claim form is received in our office, the processing time may require up to 120 days. To check on your claim status, go to our website <https://apps2.com.ohio.gov/unfd/claimstatuslookup> enter your claim number located under the barcode on your claim form. If you do not hear from our office within 90 days, please call our toll-free number 1-877-644-6823

**C. Deceased Owners and Estates**

**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: Surviving spouse, Next of Kin (children, parents, siblings)

- All items in “A” above**
- Certified copy of the unredacted death certificate
- Proof of relationship to the decedent
  - Marriage certificate, Birth Certificate
- Table of Heirship Form listing all the decedent’s relatives visit our website <https://www.com.ohio.gov/unfd>
- 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://www.com.ohio.gov/unfd>
- 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.

**D. CLAIMS FOR BUSINESS AND ORGANIZATIONS**

- A. Work ID or Government Issued Photo ID for authorized business or organization’s representative
- B. A Completed W-9 for the company and proof of the business or organization’s EIN
- C. Proof that the business or organization is the rightful owner of the funds (proof of reported address or business relationship)
- D. Proof of Authorization to sign on behalf of the organization (must be on company letterhead signed by a company official)
- E. Additional information if it applies, such as: proof of company name change, merger, acquisition, proof organization closed, dissolved, sold, etc.
  - Reporting Organization Error or Reimbursement, visit our website <https://www.com.ohio.gov/unfd> for the NAUPA Holder Request for Reimbursement Form used by the reporting organization requesting the return of funds from their own report

**E. CLAIMANT OUTSIDE THE UNITED STATES**

- All items in “A” above**
- Certified English translation: All documentation submitted that is not in English must have certified English translation and authentication from the US Consulate
- Authentication: All legal documents (court documents, adoption papers, birth certificates, death certificates, power of attorney documents, etc.) must be notarized and authenticated through the US Consulate or certified by a Hague Convention Apostille from the proper authority in that country
- Identification: Two forms of color copied identifications are required (e.g. driver’s license, state identification and government issued passport, voter registration card, current resident visa, current consular identification)
- Instructions on where to mail check, the Division does not wire or direct deposit unclaimed funds

***The Division reserves the right to request additional documentation and has sole discretion to determine the sufficiency of documentation to allow payment.***

**FEES**

- The Division of Unclaimed Funds does not charge fees for returning unclaimed funds. However, Heir/Professional Finders may contact you, and they do charge a fee. The maximum fee they may charge you for helping recovery your funds is 10 percent.

**MAIL COMPLETED CLAIM FORM ALONG WITH ALL REQUIRED DOCUMENTATION TO:**

Ohio Department of Commerce, Division of Unclaimed Funds  
77 South High St., 20th Fl, Columbus, Ohio 43215-6108

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