



# ANITA LOPEZ, LUCAS COUNTY AUDITOR

## UNCLAIMED FUNDS CLAIM FORM

Do Not Fax

ATTN: Unclaimed Funds  
One Government Center, Suite 600  
Toledo, OH 43604-2255

Phone (419) 213-4333  
Fax (419) 213-4399  
[www.co.lucas.oh.us/auditor](http://www.co.lucas.oh.us/auditor)

Please type or print clearly. This form must be filled out completely and submitted with all documentation. For **individuals**: Copy of Social Security card **AND** driver's license or State ID. For **businesses and other entities**: Copy of the front of the tax return (or a document indicating the Federal Identification Number) **AND** documentation indicating that the individual signing the form is an authorized agent of the corporation (board minutes, SEC filings, directories listing officers, annual reports). Attach original check(s) if available. Failure to do so will delay processing of the claim. Claims are usually processed within 15 business days.

Amount of Unclaimed Funds		Original Check Number		Original Check Issue Date	
Name of Claimant(s)					
Current Address					
City		State		Zip Code	
Phone #		Claimant's Social Security or Tax ID Number			

I am the original claimant authorizing a professional finder to claim these funds on my behalf.  Yes  No

### THIS SECTION TO BE COMPLETED BY PROFESSIONAL FINDERS ONLY

If you are a professional finder, you must present a valid contract with the claim before the payment is issued. If indicated below, the check can be sent to you in the name of the payee.

Professional Finder's Name					
Address					
City		State		Zip Code	
Phone #					

### THIS FORM MUST BE SIGNED BY THE ORIGINAL CLAIMANT IN THE PRESENCE OF A NOTARY PUBLIC

Under penalties of perjury, I certify that the information provided on this claim form is accurate and correct and all supporting documents presented are original or unaltered copies of the original documents; and that the claim is valid and unpaid. I also certify that I have a legal or equitable interest in the unclaimed funds requested and will indemnify and hold harmless Lucas County, Ohio and its employees from any damages, claims, losses, expenses and/or costs of any kind or manner resulting from payment of the above described funds.

If claiming on behalf of a business, print and sign both your name and the business name below.

Claimant's Signature(s) \_\_\_\_\_ Date

Print or Type Claimant's Name(s)

State of  County of

Subscribed and sworn before me this  day of , 20

*NOTARY SEAL*

Notary Signature \_\_\_\_\_

#### Auditor's Use Only

Replacement Check Number	<input type="text"/>	Date Issued	<input type="text"/>	Employee Initials	<input type="text"/>
UCF PIO #	<input type="text"/>	UCF PIO Date	<input type="text"/>		

# UNCLAIMED FUNDS FAQs

## 1. WHAT ARE SOME EXAMPLES OF THE UNCLAIMED FUNDS HELD BY THE COUNTY AUDITOR?

Funds held in the County Unclaimed Funds account include:

- Vendor Payments
- Proceeds from Sheriff's Sales
- Restitution Payments
- Jury/Witness Fees

NOTE: The Lucas County Auditor's Office does not hold funds from companies in Ohio. The Ohio Department of Commerce Division of Unclaimed Funds holds these types of funds. You may contact them at 1-877-644-6823.

## 2. WHAT ARE EXAMPLES OF PROOF OF CLAIM?

All claims must have a clear photocopy of the owner's Social Security card, AND driver's license or State ID. Submit the original check(s) IF AVAILABLE. If the owner is a business, a copy of a document showing the company name and Tax ID is required along with documentation proving the individual signing the form is an authorized agent of said business.

## 3. IF I AM NOT THE OWNER, OR THE OWNER IS DECEASED, HOW DO I PROVE THE CLAIM?

First, you must show that the account belonged to the owner (see #2 proof of claim). Second, you must prove that you are the rightful recipient of the funds, and you are legally entitled to claim these funds for the owner. If the owner is incapacitated, proper documentation from the Court to show a guardianship, custodial, or Power of Attorney relationship, and a court order, or permission from the guardian or custodian is required.

If the owner is deceased, a copy of the death certificate and letter of authority naming the executor of the estate is required. We will not pay a claim based solely upon a will or death certificate. If a paid, professional finder is claiming the funds, a Power of Attorney signed by the executor is also required.

NOTE: The Lucas County Auditor's Office reserves the right to directly contact the owner to confirm a Power of Attorney.

## 4. WILL I BE ENTITLED TO INTEREST?

No interest is paid on any account.

## 5. WILL I BE CHARGED A FEE?

The Lucas County Auditor's Office does not charge a fee to process a claim. If you have contracted with a professional finder refer to your contract for information about their fees and charges.

## 6. WHERE CAN I FIND A NOTARY?

A Notary Public can be found at your local bank, city and county offices, police and sheriff departments, and most attorneys' offices. There is a notary available in the Lucas County Auditor's Office Monday thru Friday 8 AM to 5 PM.

## 7. HOW LONG WILL IT TAKE TO GET MY FUNDS?

Once the claim form is received in our office, processing usually takes 15 business days. During this time, your claim will be referred to the originating agency for payment authorization. Sometimes the originating agency requires additional information to be obtained from the claimant, such as previous addresses of the owner.

## 8. WHAT IS A PROFESSIONAL FINDER?

A professional finder is someone who is in the business of trying to find the owners of Unclaimed Funds.

You do not have to use a finder to file a claim.

## 9. IF I USE A PROFESSIONAL FINDER TO CLAIM MY FUNDS, WHERE WILL THE CHECK BE MAILED?

The check is issued in the names of both the professional finder and the owner of the funds. The check is then mailed to the professional finder. The Lucas County Auditor's Office does not hire professional finders or any other third party to help locate the owner of Unclaimed Funds.

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§ 9.39 Liability for public moneys received; unclaimed funds.

### Text of Statute

All public officials are liable for all public money received or collected by them or by their subordinates under color of office. All money received or collected by a public official under color of office and not otherwise paid out according to law shall be paid into the treasury of the public office with which he is connected to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the general fund of the public office.

Effective 7-1-85.