

DO NOT FAX



Greene County Auditor - David A. Graham
Fiscal Services Division-ATTN Unclaimed Funds
69 Greene St, Rm 200
Xenia, Oh 45385 937-562-5065

DO NOT FAX

The undersigned makes claim to Unclaimed Funds now in the custody of the Greene County Auditor's Office in the amount and kind as specified below, pursuant to Chapter 9.39 of the Ohio Revised Code.

**THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY AND SUBMITTED WITH PROOF OF CLAIM.
FAILURE TO DO SO WILL DELAY PROCESSING OF THE CLAIM.
CLAIMS ARE USUALLY PROCESSED WITHIN 10 BUSINESS DAYS**

PLEASE PRINT OR TYPE

Amount of Unclaimed Funds \$	Agency Code	AUDITOR'S USE ONLY
Owner of the Funds		
Owner's Street Address, City, State, Zip		
Owner's Phone Number () -	Owner's Social Security Number or Tax ID#	
Owner's Signature X		Date

Are you the owner of these funds? (If yes, skip this section)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a professional finder? (If yes, an original Power of Attorney is required.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Claimant's Name		
Claimant's Address, City, State, Zip	Claimant's Phone Number () -	

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC

Under penalties of perjury, I certify that the information provided on this claim form is true and correct and all supporting documents presented are original or true unaltered copies of the original documents. I also certify that I have a legal or equitable interest in the Unclaimed Funds and will indemnify and save harmless Greene County, Ohio, and its employees from any damages, claims or losses of any kind resulting from payment of the above described funds to claimant.

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

X Claimant's Signature _____ Date _____

Please PRINT or TYPE Claimant's Name _____

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public Signature

IMPORTANT INFORMATION TO HELP YOU FILE YOUR CLAIM

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
- Child Support Payments
- Lost Heir Accounts
- Proceeds from Sheriff's Sales
- Restitution Payments
- Jury/Witness Fees

2. WHAT ARE EXAMPLES OF PROOF OF CLAIM?

All claims must have a clear photocopy of the owner's Social Security card, driver's license or State of Ohio 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 Greene 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 Greene 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.

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

Once the claim form is received in our office, processing usually takes 10 business days. During this time, your claim will be referred to the originating agency for payment authorization.

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 Greene County Auditor's Office does not hire professional finders or any other third party to help locate the owner of Unclaimed Funds.

§ 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.