

## HOW TO SUBMIT A CLAIM information page.

A claim for unclaimed funds can be initiated through the Internet. The Office of Unclaimed Funds updates the unclaimed funds records monthly, and account information can be accessed at any time. Instructions for filing a claim are described in this guide.

The Office of Unclaimed Funds has developed an unclaimed funds database that provides convenient, 24-hour access to individual or business accounts. Search parameters include a Reference Number which can be obtained through an OUF representative and can be used in searching for unclaimed funds within our database. If an account is located, a claim form can be generated immediately.

The unclaimed funds database does not contain all unclaimed funds accounts. The Office of Unclaimed Funds receives reports throughout the year and accounts are posted to the unclaimed funds database periodically. If you feel you may have other accounts that did not appear in your search, return to this site at a later date.

The database and search instructions can be accessed on the Office of Unclaimed Funds web site, at <http://www.ouf-unclaimed.com> Click on "Unclaimed Funds Search." In order to locate all funds that a claimant may be owed, the OUF may ask for additional information concerning prior addresses or more. This information will help locate funds in the event that there are similar names on the database.

### Requirements for Claim:

- **Proof of Identity:** Claimants typically need to provide proof of their identity, such as a driver's license, passport, or other government-issued identification.
- **Proof of Ownership:** Claimants may be required to provide documentation demonstrating their ownership of the unclaimed funds. This could include old account statements, insurance policies, or other relevant paperwork.
- **Claim Form:** Claimants need to complete a claim form provided by the Office of Unclaimed funds. This form gathers essential information about the claimant and the unclaimed property.
- **Additional Documentation:** Depending on the nature of the unclaimed funds, additional documentation may be required to support the claim. For example, if the funds are from an insurance policy, the claimant may need to provide a death certificate or other relevant documents.
- **Signature:** Claimants need to sign the claim form and any other required documents to certify the accuracy of the information provided.

## Important steps:

- **Search for Unclaimed Funds:** Begin by searching for unclaimed funds using the official database of the Office of Unclaimed funds. This can often be done online through our website.
- **Identify Potential Matches:** Review the search results to identify any potential matches to your name or the names of family members or businesses.
- **Gather Documentation:** Gather any necessary documentation to support your claim, including proof of identity, proof of ownership, and any additional documentation required.
- **Complete Claim Form:** Obtain and complete the claim form provided by the Office of Unclaimed funds. Ensure that all required fields are filled out accurately and completely.
- **Submit Claim:** Submit your claim form and any supporting documentation according to the instructions provided by the Office of unclaimed Funds. This may involve mailing the documents to a specified address or submitting them online through a secure portal.
- **Wait for Processing:** After submitting your claim, it may take some time for it to be processed. The Office of Unclaimed Funds will review your claim and verify the information provided.
- **Follow Up:** If necessary, follow up on your claim to ensure that it is being processed. You may be able to track the status of your claim online or by contacting the Office of Unclaimed Funds directly.
- **Receive Funds:** Once your claim has been approved, you will typically receive the unclaimed funds through direct deposit to your bank account.

It's essential to carefully review the instructions provided by the Office of Unclaimed funds and ensure that you meet all requirements and provide all necessary documentation to support your claim. If you have any questions or concerns about the claims process, don't hesitate to reach out to us.

## Claim Consideration

The Office of Unclaimed Funds will consider a claim within seven (7) business days of receipt. If the claim is denied in whole or in part, the claimant will be provided with a written notification of the denial.

The Office of Unclaimed Funds will return any claim package that does not contain documentation adequate to prove ownership. The file may be resubmitted by the claimant when the necessary supporting documentation has been obtained

## Interest Income

At the Office of Unclaimed Funds, it's important to ensure that clients receive their unclaimed funds in full, including any interest that may have accumulated over time. Here's how we typically handle the payment of interest on unclaimed funds:

- **Interest Calculation:** Upon verifying and processing a claim for unclaimed funds, we calculate any interest that may have accrued on the funds since they became unclaimed. The calculation of interest typically takes into account factors such as the type of funds, the duration of dormancy, and prevailing interest rates during the period of dormancy.
- **Inclusion in Payment:** Once the interest has been calculated, we include the accrued interest as part of the total amount to be paid out to the client. This ensures that the client receives the full value of their unclaimed funds, including any additional amount earned through interest.
- **Payment Method:** The total amount, including both the principal funds and any accrued interest, is then disbursed to the client by initiating a bank transfer as our standard procedure.
- **Transparency and Documentation:** We maintain transparency throughout the process by providing clients with detailed documentation that clearly outlines the total amount of unclaimed funds, the accrued interest, and any other relevant information. This documentation serves as a record of the transaction and ensures that clients have a clear understanding of the payment they are receiving.
- **Timely Disbursement:** We strive to process and disburse payments in a timely manner to ensure that clients receive their unclaimed funds, including any accrued interest, as soon as possible. Our goal is to provide efficient and reliable service to clients while maintaining the highest standards of accuracy and transparency.

By following these steps, we ensure that clients receive the full value of their unclaimed funds, including any interest that may have accumulated over time. Our commitment is to assist clients in reclaiming what is rightfully theirs and to provide them with the support and guidance they need throughout the process.