

Unclaimed Funds Answers to Frequently Asked Questions

What is the authority for unclaimed funds?

§ 9.39 Liability for public moneys received; unclaimed funds.

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.

What are some examples of the unclaimed funds held by the County Auditor?

Funds held in the County Unclaimed Funds account include but are not limited to:

Vendor Payments, Child Support Payments, Lost Heir Accounts, Proceeds from Sheriff's Sales, Restitution Payments, and Jury/Witness Fees.

NOTE: The Clermont 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 or visit their website at <http://www.com.ohio.gov/unfd/>

What should I do if I think I may have unclaimed funds?

Search for unclaimed funds online on the Clermont County Auditor's web site at www.clermontauditor.org. If you find accounts less than \$100 belonging to you or someone you know, you can complete the online fill in form and email the form along with any required documentation to lfraley@clermontcountyohio.gov (Please add in the subject line of the email "unclaimed monies claim". All other claims must be mailed to the address noted below with the completed claim form notarized with any and all required documentation. If you are unable to print the form, you can email us at ajdeclaire@clermontcountyohio.gov or contact our office at 513.732.7150 and we will mail a claim form to you.

Clermont County Auditor's Office
Linda L. Fraley, Clermont County Auditor
101 East Main Street
Suite 222
Batavia, Ohio 45103
Attn: Unclaimed Monies

What are examples of proof of claim?

All claims must have a clear photocopy of a document with original owner's name such as a driver's license, passport or State ID. Submit the original check(s) IF AVAILABLE (Note: If a social Security Number is provided, it will be held in the strictest of confidence). 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.

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 proof of claim above).

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 (such as if the owner is incapacitated or deceased). A guardianship, custodial, or Power of Attorney relationship, and/or a court order, or permission from the guardian or custodian is required. If a paid, professional finder is claiming the funds, a Power of Attorney signed by the executor is also required.

If the original owner is deceased, you should contact Clermont County Probate Court. You must obtain proper documentation from the Court that grants you the right to obtain the funds. Probate documents should be "under current date", meaning that the documents should be dated within two years of your completed and signed form. 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.

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

Will I be entitled to interest?

No interest is paid on any account.

Will I be charged a fee?

The Clermont 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.

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 Clermont County Auditor's Office Monday thru Friday 8 AM to 4:30 PM.

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.

If I use a professional finder to claim my funds, where will the check be mailed?

The check is issued in the name of the owner of the funds “in care of” the professional finder. The check is then mailed to the professional finder. The Clermont County Auditor’s Office does not hire professional finders or any other third party to help locate the owner of Unclaimed Funds.

How often is the unclaimed funds database updated?

It is updated on an ongoing basis, as items are moved or paid into unclaimed funds.

Once my claim is submitted, how soon can I expect to receive a check?

Once the claim form is received in our office and assuming all of the proper documentation is submitted, the process takes approximately one to two weeks.

In the Outstanding Check Source column, what does the term “Stale Checks” mean?

“Stale Checks” is the broad term used when we move a large group of stale-dated checks from our accounts payable system to the unclaimed funds database. If you would like further information on these items, please contact our office. (Stale-dated checks are generally moved to unclaimed funds after about one year from the date of issue.)

What is the difference between foreclosure proceeds and forfeiture proceeds?

Foreclosure proceeds are monies from sheriff’s sales, in which case the opening bid is started at two-thirds of the property value. Monies from sheriff’s sales are distributed according to court order. If a property has been offered at sheriff’s sale twice, and it does not sell, it is then turned over to the state of Ohio. The Auditor’s office then acts as a representative of the state and holds a forfeited land sale. In a forfeited land sale, the opening bid is equal to the delinquent taxes and court costs, and if there isn’t a bid, then the opening bid is lowered. Monies from forfeited land sales are distributed according to Ohio Revised Code, first being applied to delinquent taxes, and then to court costs, etc.

Why do some items include a check number, but others do not?

The items on the list that include a check number are payments that have been issued and mailed to the last known address of the payee, and the check never cleared the bank. Items that do not include a check number have been paid directly into unclaimed funds. (Many of these items are from estates in cases where the beneficiary could not be contacted.)

Does the Treasurer's Office maintain a list of excess funds from property sales?

Items from tax sales are distributed according to court order after the sale. Payments are sent to the owner's last known address, and if the check does not clear, it becomes stale-dated and the monies are moved to unclaimed funds after a year.

In the Outstanding Check Source column, what are the items that include a mix of numbers and letters?

On the report, in the outstanding check source column, items with a mix of numbers and letters are court cases. To begin your search, you may want to visit the Clermont County Clerk of Courts website at http://www.clermontclerk.org/case_access.html . You can search cases by name or case number using case access.

How can I research court cases?

To research court cases, you may want to visit the Clermont County Clerk of Courts website at http://www.clermontclerk.org/case_access.html . You can search cases by name or case number using case access. When searching by case number, the system is case and space sensitive. For example, to search for case number 13CVE1012, you would click on the Common Pleas Search tab, then agree to the Terms of Use, then click the Case Number tab, and enter 2013 CVE 01012 in the case number field. The case numbers generally have the same format: a 4-digit year, space, 2 or 3 letters, space, and 5 digits.

For copies of documents, public access computers are located at the courthouses.

Based on the case number, how would I know which court to search for information?

If the case number contains the letters EX, CVC, CVD, CVE, or CVH this case can be found on the Common Pleas Court website.

If the case number contains the letters CRA, CRB, TRB, TRC, or TRD this case can be found on the Municipal Court website.

If the case number contains the letters DRA, DRB, DRC, or DRD this case can be found on the Domestic Court website.