

GENERAL INSTRUCTIONS

- 1 Complete items 1 through 8.

- 2 Proof that you are either the same person who is due the funds or are legally entitled to claim funds belonging to the "original owner" **MUST ACCOMPANY THE CLAIM FORM. AN IDENTICAL NAME IS NOT SUFFICIENT PROOF.** Two forms of identification are required, one of which must be a photo ID. Examples of acceptable photo identification include but are not limited to: drivers license, state ID, employment ID, or passport. Examples of other acceptable identification include but are not limited to: utility bill, credit card, library card or birth certificate.

- 3 If you are not the "original owner", you must provide documentation that you have legal authority to claim the funds. Acceptable documentation includes but is not limited to, current letters of authority, current power of attorney, probated will, current letter of guardianship.

- 4 If the claimant is a business, both the business name and the name of the individual claiming on behalf of the business must be included in line 1.

- 5 If the funds are from a previous marriage, we must have documentation such as a marriage license or a divorce decree showing the claimant's previous name.

- 6 Return the completed claim form, together with the required documentation to:

City of Willard, Unclaimed Funds
PO Box 367
Willard, OH 44890

- 7 If the claim is over \$1,000.00, it must be reviewed by the City of Willard Law Director.