

Unclaimed Money Claim Form Lodgement Guide



Office of
State Revenue

Note:

- Read this guide before you complete the claim form
- This form must be used for claims lodged on or after 1 July 2015.

Information

Go to our website at www.osr.nsw.gov.au to:

- read further information about unclaimed money
- download a factsheet on unclaimed money
- search for unclaimed money held by OSR which is available for claim.

Help

If you need help completing this form, please contact us on the number below.


Lodgements

- You can **lodge this claim** by post
- Alternatively, you can lodge a claim **online** at www.osr.nsw.gov.au
- Before lodging this claim, remove pages 1 and 2 and keep for your records.

Privacy statement


Information collected from you on this form is required by the Office of State Revenue (OSR) to determine whether you are entitled to unclaimed money. Any information you provide is on a voluntary basis and will assist your claim for unclaimed money. The information may be provided to third parties with your consent or as required or permitted by law. OSR will correct or update your personal information at your request. Read more about privacy at www.osr.nsw.gov.au


Contact details

 1300 366 016* (Monday – Friday, 8.30 am – 5.00 pm)

*Interstate clients please call (02) 9689 6200

 www.osr.nsw.gov.au

 unclaimedmoney@osr.nsw.gov.au

 Help in community languages is available.

Postal address

 OSR Unclaimed Money, GPO Box 4042 Sydney NSW 2001

Office of State Revenue: ISO 9001 – Quality Certified | **Department of Finance, Services & Innovation**

© State of New South Wales through the Office of State Revenue, 2016. This work may be freely reproduced and distributed for most purposes, however some restrictions apply. Read the copyright notice at www.osr.nsw.gov.au or contact OSR.

Supporting evidence

To prove you are the rightful owner, you **must** submit the following evidence with your claim:

1. Proof of identity

Provide one document from each of the three categories for each owner and claimant. (Three documents in total for each person. A document cannot cover more than one category).

OSR will verify the documentation submitted. If verification is not possible, additional documentation may be requested.

If you are unable to provide the preferred documents, please contact OSR to discuss your circumstances.

Do not send original documents, only send **copies**.

Category 1 – Identity and date of birth*

- Australian Birth Certificate issued by the Registry of Births, Deaths & Marriages
- Current passport
- Current Australian Driver Licence.

Category 2 – Operating in the community*

- Medicare Card
- Motor vehicle registration
- Centrelink Card
- Department of Veterans Affairs Card
- Health Care Card.

Category 3 – Current residential address*

- Current utility documents (e.g. electricity, phone or gas bills)
- Current bank statements
- Current rate notice
- Current residential lease agreement.

*Evidence of change of name is required if the name on any of the documents presented is different to the name of the claimant (e.g. Marriage Certificate, Change of Name Certificate or deed poll).

2. Proof of a connection to the last known address held by OSR in respect to the unclaimed money

This can be a copy of a council rate notice, or electricity or gas bill, or correspondence with the enterprise that forwarded the unclaimed money to OSR.

3. Proof of a relevant link to the enterprise that forwarded the unclaimed money

This can be a copy of correspondence from the enterprise or statements or share or premium certificates.

4. Claim lodged by an individual for money held in a company name

In addition to the supporting evidence requested in sections 1, 2 and 3 above, the claimant will need to supply:

- an original letter of authority issued by the company. The letter must state the person's position within the organisation, e.g. secretary, business proprietor, etc.
- ASIC company search confirming the person's position within the organisation.

Note:

- Depending on the circumstances of your claim, additional supporting evidence may be required
- Claims which are incomplete or do not have clear and readable copies of the required supporting evidence may result in your claim being rejected.

Unclaimed Money Claim Form



Office of
State Revenue

Note:

- This form applies for claims lodged on or after 1 July 2015
- This claim will not be accepted unless it is fully completed and the declaration is signed
- In support of your claim, you must provide evidence that you are the rightful owner
- Under the *Taxation Administration Act 1996* and *Unclaimed Money Act 1995*, it is an offence to give false or misleading information
- Read the Glossary (page 6) for explanations of the terms used in this claim
- Print clearly in the white boxed spaces and tick the appropriate boxes.

Office use only

Claim ID

Part A – Claimant details

| | |
|--|------------|
| Claimant 1 (primary contact) name | |
| Residential address | |
| | Postcode |
| Postal address (if different from above) | |
| | Postcode |
| Date of birth | / / |
| Daytime phone no. () | Mobile no. |
| Email address | |

| | |
|---------------------|----------|
| Claimant 2 name | |
| Residential address | |
| | Postcode |
| Date of birth | / / |

1. Are there more than two claimants?

Yes ➤ Complete section 2 (Additional claimants' names) below and attach a separate claim* for each claimant

No

2. Additional claimants' name

| |
|-------------|
| Claimant 3* |
| Claimant 4* |
| Claimant 5* |

*Each additional claimant must complete Part A (Claimant Details) and Part H (Declaration/Authority) on a separate claim form and attach to this claim, together with proof of identity documentation requested on page 2 of the claim.

Part B – Agent details

Complete this section only if an **agent** is lodging this form on your behalf

| | |
|--|-----------------------|
| Business name | |
| Business address | |
| Suburb | Postcode |
| Postal address (if different from above) | |
| Suburb | Postcode |
| Contact name | Daytime phone no. () |
| Agent ID (if known) | Email address |

Part C – Details of money claimed

To assist OSR in identifying the money you are claiming, please provide the following details

| Owner's name | |
|----------------|---|
| Amount claimed | Name of enterprise that lodged the unclaimed money with OSR |
| \$ | |
| \$ | |
| \$ | |
| \$ | |
| \$ | |
| \$ | |

Note: Should additional money be identified as belonging to you, OSR will include this money as part of this claim.

Part D – Claiming Superannuation/Retirement Savings Account Benefits

1. Is this claim for superannuation or retirement savings account benefits?

Yes

No ➤ *Go to Part E*

2. Family Law Court Orders/Financial Agreements

Is there a current Family Court order or financial agreement regarding the allocation of the benefits you are claiming?

Yes ➤ *Attach a copy of the Family Court order or Financial Agreement*

No

Part E – Deceased owner

1. Are you claiming money held in the name of a deceased person?

Yes ➤ *Complete Unclaimed Money Estate Report form (OUM 008) and lodge it with this claim*

No

Part F – Supporting evidence

- Please attach the required documents requested in this form.
- Refer to supporting evidence section (Page 2) as to what documents are required for proof of identity and connection to the money.
- Also attach any additional documents requested when answering the following questions:
 - Part A, Question 1 – Separate claim form for each additional claimant
 - Part D, Question 2 – Family Court Order/Financial Agreement
 - Part E, Question 1 – Unclaimed Money Estate Report

Note: DO NOT send original documents. Only send **copies**.

Part G – Payment details

For your convenience and speed of payment, please enter the bank account details of where you want your funds directly deposited by electronic funds transfer (EFT).

Australian bank account

| | |
|---------------------------------------|--|
| Account name | |
| Name of financial institution | Branch |
| BSB number (must have 6 numbers) | <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> |
| Account number (maximum of 9 numbers) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Reference* | (maximum of 10 characters). |

*To appear on your bank statement upon payment.

Overseas bank account

Only complete if you are an overseas claimant and you do not have an Australian bank account.

| | |
|--|--------|
| Account name | |
| Account number | |
| Name of financial institution | Branch |
| Swift ID* | |
| IBAN No.* | |
| If payment will be going via an Intermediary bank, country of Intermediary bank* | |

*Please contact your financial institution for these details.

Note: There may be transaction fees charged by the financial institution for overseas transfers.

Part H – Declaration/Authority

Note: This declaration/authority must be signed by the Claimant/s

1. I declare that I am legally entitled to the unclaimed money which is the subject of this claim.
2. I declare the information and contents of this claim and information provided in support of this claim are, to the best of my knowledge, true and correct.
3. I acknowledge that under the *Taxation Administration Act 1996* and *Unclaimed Money Act 1995*, penalties apply for making a false or misleading statement in connection with a claim.
4. I authorise OSR to access information about me that may affect my claim with other Commonwealth and State Government agencies and commercial organisations as permitted by law.
5. I authorise and direct OSR to pay by Electronic Funds Transfer (EFT) into the account nominated in part G, the money claimed and any additional money OSR may identify as belonging to me.
6. I acknowledge that I must lodge a complete claim. I understand that the Chief Commissioner may require further information or documents after lodgement of my claim and that payment may be delayed or refused if I fail to provide a complete claim.
7. I declare that the agent identified in Part B is authorised to act on my behalf.

| | |
|----------------------|------------|
| Claimant 1 name | |
| Claimant 1 signature | Date / /20 |
| Claimant 2 name | |
| Claimant 2 signature | Date / /20 |

Glossary

| | |
|------------------------------------|--|
| Agent | – A person or organisation appointed by an owner to act on behalf of the owner |
| Claimant | – The person who is legally entitled to claim the unclaimed money. The claimant is normally the owner unless the owner is deceased |
| Enterprise | – A person, partnership, association, society, institution, organisation or other body, whether or not incorporated, that operates in any way in NSW, and holds money on account of another person or body |
| Owner | – The person whose money OSR is holding |
| OSR | – Office of State Revenue |
| Superannuation benefit | – Money received from the trustee of a Superannuation Fund or a Retirement Savings Accounts provider |
| Spouse (including de facto) | – The person to whom the applicant is married or living with as a couple in a de facto relationship (including same sex relationships) as defined in the <i>Property (Relationships) Act 1984</i> . |