

Unclaimed Money Lodgement Guide

Note:

- Read this guide before you complete the claim form.
- If you need help completing the claim form, please contact us on 1300 366 016.

How to search for unclaimed money

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

- Search for unclaimed money held by Revenue NSW which is available for claim.
- Read further information about unclaimed money.

How to lodge a claim

- Lodge a claim online. Claims submitted online are generally processed faster than claims received by post.
- If you cannot submit your claim online send the completed claim form with supporting documentation to:
 - unclaimedmoney@revenue.nsw.gov.au or
 - post to Revenue NSW – Unclaimed Money, GPO Box 4042, Sydney NSW 2001

Proof of ownership

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

1. Proof of identity

Provide two documents for **each** claimant.

Evidence of change of name is required if the name on any of the documents presented is different to the name of the claimant(s) e.g. marriage certificate or change of name certificate.

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

If you are unable to provide the requested documents, please contact us to discuss your circumstances.

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

Acceptable document types:

- Current **Australian Drivers Licence** (including front and back for licences issued outside of NSW)
- Current **Australian Passport**
- Current **Australian Proof of Age/Photo card** – issued by a state or territory government agency.
- **Australian Birth Certificate** – issued by a state or territory government agency (full certificate, not an extract or birth card)
- Current **Medicare Card**
- Current **Centrelink Concession Card**
- Current **Veteran Card**
- Current **Australian Immicard**
- Current **Australian Change of Name Certificate**
- Current **Australian Citizenship Certificate**
- Current **Australian Certificate of Registration by Descent**.

*If you do not have Australian proof of identification, you **must** provide certified copies of an overseas passport, drivers licence or birth certificate (any two of these documents).

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

Provide one **official** document that shows the owner of the money and the address that the money is listed at on our records.

- Utility document (electricity, phone, water or gas)
- Bank statement
- Rate notice
- Residential lease agreement
- Correspondence from an Australian Government agency
- Insurance policy

*If you are unable to provide a connection to the address recorded in our system then you must provide a letter from the entity that sent us the money confirming you as the rightful owner(s), including the exact amount of unclaimed money our office is holding and any other relevant identifying information.

3. Claim lodged for money held in a company name

If this claim relates to money held in the name of a company, at least **2 current directors** of the company (1 current director if the company is a sole director company) **must** provide the documents requested in section 1 above, together with:

- Current and historical Australian Securities and Investment Commission (ASIC) extract
- Official document that links the company to the last known address recorded in our system
- Any other supporting information

4. Claim lodged for money held in a deceased person's name

If this claim relates to money held in a deceased person's name, **all executors for the estate must** provide the documents requested in section 1, together with:

- Grant of Probate or Letters of Administration, if granted.
- An official document that links the deceased person to the last known address recorded in our system
- Any other supporting information

If you do not have Probate or Letters of Administration, you must provide:

- Last Will and Testament together with Death Certificate

5. Claim lodged for money held in the name of a trust

If this claim relates to money held in the name of a trust, the **current Trustee(s) must** provide the documents requested in section 1, together with:

- Copy of the current trust deed
- Official document that links the trust to the last known address recorded in our system
- Any other supporting information

6. Claim lodged for money held in the name of a super fund

If this claim relates to money held in the name of a super fund, the **current Trustee(s) must** provide the documents requested in section 1, together with:

- Copy of the current super fund trust deed
- Official document that links the super fund to the last known address recorded in our system
- Any other supporting information

7. Claim lodged for money held in the name of a charity

If this claim relates to money held in the name of a charity, an **approved officer*** **must** provide the documents requested in section 1, together with:

- Copy of the current Governing document*
- Official document that links the charity to the last known address recorded in our system
- Any other supporting information

Note:

- Depending on the circumstances of your claim, additional supporting evidence may be required.
- If you do not provide all requested documents, processing of your claim may be delayed.

Unclaimed Money Claim Form

Note:

- 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.
- To avoid processing delays, please ensure your claim form is fully completed.
- This form must be used for claims lodged on or after November 2024.

Claim type

What is your entitlement to the money you are claiming:

- I am the owner ➤ Go to Part A
- I am an authorised representative for the owner ➤ Go to Part B
- I am a family member or friend of the owner ➤ Go to Part C
- I am an agent ➤ Go to Part D

Part A – Claimant details

Claimant 1 (primary contact) name		
Residential address		
Suburb/Town	State	Postcode
Postal address (if different from above)		
Suburb/Town	State	Postcode
Date of birth (DD/MM/YYYY)		
Daytime phone no ()	Mobile number	
Email address		

Claimant 2 name		
Residential address		
Suburb/Town	State	Postcode
Date of birth (DD/MM/YYYY)		
Daytime phone no ()	Mobile number	
Email address		

If there are more than two claimants, please provide details below:

Claimant name 3*
Claimant name 4*
Claimant name 5*

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

➤ [Go to Part E](#)

Part B – Authorised representative details

Complete this section if you are submitting a claim on behalf of the owner(s) and you have an official* document that gives you authority to act (eg. Power of Attorney, Last Will and Testament, Probate, Trust Deed).

What is your relationship to the owner of the money you are claiming:

I am a director of the company/organisation

I am the executor or administrator of the estate

I am the trustee of the superannuation/trust fund

I am the power of attorney

I am the guardian appointed by court

Other – Please specify

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Authorised representative details

Provide your details

Name		
Address		
Suburb/Town	State	Postcode
Postal address (if different from above)		
Suburb/Town	State	Postcode
Daytime phone no ()	Mobile number	
Email address		

*You will need to provide a copy of the official document that gives you authority to act on behalf of the owner(s).

Owner details

Provide the details of the person/entity that you are representing

Name		
Address		
Suburb/Town	State	Postcode
Postal address (if different from above)		
Suburb/Town	State	Postcode
Daytime phone no ()	Mobile number	
Email address		

➤ [Go to Part E](#)

Part C – Family member or friend of the owner

Complete this section if you are a family member or friend of the owner, lodging this form on behalf of the owner.

What is your relationship to the owner of the money you are claiming:

Please specify

Family member or friend of the owner details

Provide your details

Name		
Address		
Suburb/Town	State	Postcode
Postal address (if different from above)		
Suburb/Town	State	Postcode
Daytime phone no ()	Mobile number	
Email address		

*You will need to provide a completed Revenue NSW Authority to Act form signed by the owner.

Owner details

Provide the details of the person that you are representing

Name		
Address		
Suburb/Town	State	Postcode
Postal address (if different from above)		
Suburb/Town	State	Postcode
Daytime phone no ()	Mobile number	
Email address		

Part D – Agent details

Complete this section if you are an **agent** lodging this form on behalf of the owner.

What is your relationship to the owner of the money you are claiming:

I am a money recovery agent

I am a solicitor/accountant for the owner

Other – Please specify

Agent details

Provide your details

Name		
Business name (if applicable)		
Address		
Suburb/Town	State	Postcode
Postal address (if different from above)		
Suburb/Town	State	Postcode
Daytime phone no ()	Mobile number	
Email address		

*You will need to provide a completed Revenue NSW Authority to Act form signed by the owner.

Owner details

Provide the details of the person/entity that you are representing

Name		
Address		
Suburb/Town	State	Postcode
Postal address (if different from above)		
Suburb/Town	State	Postcode
Daytime phone no ()	Mobile number	
Email address		

Part E – Details of unclaimed money

To assist Revenue NSW in identifying the money you are claiming, please provide the following details:

Owner's name	Revenue NSW Reference	Amount claimed
		\$
		\$
		\$
		\$
		\$

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

Part F – Claiming Superannuation/Retirement Savings Account Benefits

Is this claim for superannuation or retirement savings account benefits?

Yes ➤ If you have not reached eligibility age, you must provide a Rollover Benefits Statement

No

Part G – Checklist

Please ensure that you have provided all requested information. If your claim is incomplete or we do not receive your completed claim within 28 days, your claim may be closed.

This claim form has been completed in full and **signed** by the person entitled to claim the money.

Additional claimants (if any) have completed Part A and Part I on a separate claim form and attached to this claim.

I have provided two current proof of identification documents.

I have provided an **official** document connecting the owner to the **last known address** recorded by Revenue NSW.

If this claim relates to a **company, deceased estate, trust, super fund or charity**, I have provided an official document that allows me to act on behalf of the owner.

As an **Agent** or a **family member or friend of the owner**, I have provided a Revenue NSW Authority to Act form signed by the owner.

Part H – Payment details

Please enter the bank account details of where you want your funds 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"/> <input type="text"/>	
Account number (maximum 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 10 characters) <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"/> <input type="text"/>	

*To appear on your bank statement upon payment.

International 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.*

Country of Intermediary bank*	
Intermediary bank name	
Intermediary SWIFT code	
Intermediary Branch Identifier Code (BIC)	

*Please contact your financial institution for these details.

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

Part I – Declaration

Note: This declaration must be signed by the Claimant(s), Authorised representative or Agent.

- 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 Revenue NSW 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 Revenue NSW to pay by Electronic Funds Transfer (EFT) into the account nominated in Part G, the money claimed and any additional money Revenue NSW 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.

Claimant 1 name	
Claimant 1 signature	Date (DD/MM/YYYY)

Claimant 2 name	
Claimant 2 signature	Date (DD/MM/YYYY)

Glossary

Agent	A person or organisation that has Authority to Act on behalf of the owner.
Approved Officer	A board, committee member or trustee of a charity.
Authorised representative	A person or organisation legally appointed to act on behalf of the owner(s).
Certified document	A document that has been certified as a true copy of an original document by an authorised person.
Claimant	The person who is legally entitled to claim the unclaimed money.
Governing document	A legal document that establishes its legal existence.
Owner	The person whose money Revenue NSW is holding.
Official document	A document that states some contractual relationship or right.
Rollover Benefits Statement	A form that allows the transfer of funds into a super fund.
Superannuation benefit	Money received from the trustee of a Superannuation Fund or a Retirement Savings Accounts provider.

Privacy Collection Notice

Revenue NSW is collecting your information to administer the Unclaimed Money Act 1995.

Revenue NSW gives priority to protecting the privacy of information we receive. We do this by handling information in a responsible manner and in accordance with the Privacy and Personal Information Protection Act 1998, Health Records and Information Privacy Act 2002 and Unclaimed Money Act 1995.


Revenue NSW may disclose your information:

- with your consent or
- for the administration of unclaimed money or a taxation law (or for legal proceedings arising out of these laws) or
- to the Federal Commissioner of Taxation or
- for dispute resolution


If you submit information to Revenue NSW that includes data that was not requested, you should redact this information where possible.

For more privacy information regarding the collection of information about an individual or how to access and seek correction of the information, please refer to the Revenue NSW Policy.

Contact details

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


*Interstate clients please call (02) 7808 6902

 www.revenue.nsw.gov.au

 unclaimedmoney@revenue.nsw.gov.au

 Help in community languages is available

Postal address

 Revenue NSW Unclaimed Money, GPO Box 4042 Sydney NSW 2001

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