



OUF-8 Notice of Unclaimed Funds INSTRUCTIONS

Companies are required to send an OUF-8 Notice of Unclaimed Funds, or a similar notice that meets statutory requirements, to the last known address of the owner or beneficiary of dormant accounts with a balance of at least \$50.00 and less than \$1,000.00 via first class mail. Companies are also required to provide the mandatory notice of unclaimed funds to the owner or beneficiary of accounts with a value of \$1,000.00 or more by certified mail, return receipt requested. The company is authorized to charge each account subject to the mailing up to \$20.00 to reimburse themselves for the certified mail cost. Include a self-addressed, stamped, return envelope.

Allow a minimum of 30 days for the owner or beneficiary to respond to the notice prior to reporting the funds as unclaimed. Accounts with a balance of \$50.00 or more with mail returned for bad address, and those whose owner or beneficiary do not respond, are reportable unclaimed funds. No mailing is required to owners of dormant accounts less than \$50.00, however, applicable accounts would still be reportable unclaimed funds as an aggregate total.

Requirements for Holder-Generated Notices

Companies may devise their own notice of unclaimed funds. Company generated notices must meet the following requirements:

- Disclose the owner's account number or other identifying number
- Describe the type of dormant account
- Identify the amount of the dormant account
- Disclose to the owner that after 30 days the funds will be reported to the division as unclaimed. The owner must be given a minimum of 30 days to respond to the notice prior to reporting their account to the division as unclaimed funds.
- The notice must require the owner to sign and return the form as acknowledgment of ownership, or reactivate the account, to prevent it from being reported as unclaimed funds.

OUF-8 Notice of Unclaimed Funds

Owner Information	
OWNER NAME	DATE
STREET ADDRESS	
CITY, STATE, ZIP CODE	

According to our records, you appear to be the owner of funds or have an interest in the monies, rights to monies or intangible property represented by the item listed below. No transaction or other activity has been noted for a significant period of time. If you have an interest in these funds and wish to prevent such funds from being reported as unclaimed funds to the Ohio Department of Commerce's Division of Unclaimed Funds, pursuant to Chapter 169 of the Ohio Revised Code (O.R.C.), please so indicate by signing below and returning this notice. A return envelope is enclosed for your convenience.

If a response is not received within 30 days after the mailing of this notice, these funds will be reported as unclaimed funds and transferred to the Division of Unclaimed Funds, to whom all further claims must be directed. This notice is pursuant to O.R.C. 169.03(D).

Account Information		
TYPE OF ACCOUNT	DOLLAR AMOUNT	NO. OF SHARES OF STOCK
ACCOUNT NUMBER CHECK NUMBER CERTIFICATE NUMBER	ANY OTHER IDENTIFYING NUMBER	
Include the following information if the account is a life insurance policy:		
POLICY NUMBER	NAME OF THE INSURED	
BENEFICIARY OR ANNUITANT		
Please Sign Below to Acknowledge Ownership of the Above Described Account:		
SIGNATURE	DATE	
PRINT NAME		
STREET ADDRESS		
CITY, STATE, ZIP CODE		
Return the Signed Form in the Envelope Provided to:		
COMPANY NAME		
STREET ADDRESS		
CITY, STATE, ZIP CODE		