



Office of State Revenue  
NSW TREASURY  
ISO 9001-Quality Certified  
ABN: 77 456 270 638

# Unclaimed Money Claim Form Lodgement Guide

OUM 001 03-08

## NOTE:

- Read this guide before you complete the claim form
- This form must be used for claims lodged on or after 1 March 2008

## Information

Go to our website at [www.osr.nsw.gov.au](http://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.

You can also obtain a factsheet from any Office of State Revenue office listed below.

## Help

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

## Lodgements

- You can **lodge this claim** by post or at the counter at any of our offices listed below.
- Alternatively, you can lodge a claim **online** at [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)
- Before lodging this claim, remove pages 1 and 2 and keep for your records.

## CONTACT DETAILS

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

**Fax:** (02) 9689 6345

**Postal address:** OSR Unclaimed Money, GPO Box 4087, Sydney NSW 2001

**Website:** [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)

**Email:** [unclaimedmoney@osr.nsw.gov.au](mailto:unclaimedmoney@osr.nsw.gov.au)

<b>OFFICE</b>	(8.30 am – 4.30 pm)
<b>Parramatta</b>	Lang Centre, cnr Hunter & Marsden Streets
<b>Newcastle</b>	Level 2, 97 Scott Street
<b>Wollongong</b>	Level 6, 90 Crown Street

Help in community languages is available.

## PRIVACY STATEMENT

The information in 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 disclosed to third parties with your consent or as required or permitted by law. You may review or correct personal information held by OSR by contacting the Office.

Tax File Numbers will be maintained in accordance with the Tax File Number Guidelines 1992 issued by the Privacy Commissioner.

# 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 **certified copies**.

(For people who can certify copies, refer to the Glossary at the back of this form).

### Category 1 – Identity and date of birth\*

- An Australian Birth Certificate issued by the Registry of Births, Deaths & Marriages
- Current Passport

### Category 2 – Operating in the community\*

- Medicare Card
- Current Australian Driver Licence
- Motor vehicle registration
- Centrelink Card
- Department of Veterans Affairs Card
- Health Care Card

### Category 3 – Current residential address\*

- Current utility documents (eg 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 (eg 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 certified 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

Certified copy of correspondence from the enterprise, statements, 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, eg 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 certified copies of the required supporting evidence may result in your claim being rejected.



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# Unclaimed Money Claim Form

OUM 001 03-08

**NOTE:**

- This form applies for claims lodged on or after 1 March 2008
- This claim will not be accepted unless it is fully completed, signed and witnessed in blue or black ink
- 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 cross the appropriate boxes

**Office use only**

Claim ID

**Part A – Claimant details**

Name										
Residential address										
								Postcode		
Postal address (if different from above)										
								Postcode		
Tax file no. <sup>^</sup> (required for Unclaimed Superannuation benefits only)										Date of birth / /
Daytime phone no. ( )					Mobile no.					
Email address										

**1 Is there more than one claimant?**

- Yes ➤ Complete section 2 (Additional claimants' names) below and attach a separate claim for each claimant
- No

**2 Additional claimants' name**

Claimant 2*
Claimant 3*
Claimant 4*

\*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.

**Tax File Number (TFN) requirement:**

The Office of State Revenue (OSR) is authorised to obtain your TFN if you are claiming payment of unclaimed superannuation/retirement savings account benefits. Mandatory reporting requirements of the Australian Taxation Office require your TFN to be provided. Reporting of payments without a valid TFN may result in an assessment of Income Tax at the highest marginal rate.

**^NOTE:** We will assume that you have chosen to withhold your TFN if it is not supplied

**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. ( )			
Client 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
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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 certified 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 above 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 **certified copies**.

 Attach supporting documents here.

## Part G – Payment details

Please nominate how you would like your payment of unclaimed money issued. Cross **one** option only:

By direct deposit to my account (please provide your bank account details below)

Account name (eg John & Jan Citizen)
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Name of financial institution	Branch
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BSB number (must have 6 numbers)				-			
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Account number (maximum of 9 numbers)									
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**OR**

By cheque to my address (a cheque will be sent to the address you provided in Part A)

**OR**

By cheque to my agent (a cheque will be mailed in your name and sent care of your agent nominated in Part B)

**NOTE:** Payment must be made via this option if an agent has been nominated in Part B – Agent Details.

## Part H – Declaration/Authority

**NOTE:** This declaration/authority must be signed by the Claimant

- 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 declare that the agent identified in Part B is authorised to act on my behalf.
- 5 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.
- 6 I authorise and direct OSR, as nominated in Part G, to pay the money claimed and any additional money OSR may identify as belonging to me.

Claimant name	
Claimant signature	Date / /20

Witness name**		
Witness signature		
Witness address		
Suburb	State	Postcode

\*\*Witness must not be a claimant of the money being claimed and must not be related to the claimant

## Glossary

<b>Agent</b>	– A person or organisation appointed by an owner to act on behalf of the owner
<b>Certified copy</b>	<p>– A true copy of an original document that has been sighted by an acceptable person and noted as follows:</p> <p><b>‘I certify that I have sighted the original document and this is a true copy of it’</b></p> <p>This certification must have the certifier’s Name, Title, Registration number (where applicable) and must be signed and dated.</p> <p>An acceptable person is: a Legal Practitioner, Justice of the Peace (JP), an officer of OSR, Magistrate, Police Officer, Dentist, Pharmacist, Certified Practising Accountant, Commissioner for Declarations, Member of Parliament or Medical Practitioner</p>
<b>Claimant</b>	– The person who is legally entitled to claim the unclaimed money. The claimant is normally the owner unless the owner is deceased
<b>Enterprise</b>	– 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
<b>Owner</b>	– The person whose money OSR is holding
<b>OSR</b>	– Office of State Revenue – NSW Treasury
<b>Superannuation benefit</b>	– Money received from the trustee of a Superannuation Fund or a Retirement Savings Accounts provider.
<b>Spouse (including de facto)</b>	– 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>