



Unclaimed Funds Reporting

According to the Ohio Unclaimed Funds Law (Revised Code Chapter 169), all businesses and organizations (including Lions Clubs) that operate in the State of Ohio, are required to file an Annual Report of Unclaimed Funds to the Ohio Department of Commerce. Lions Clubs usually do not have any unclaimed funds (abandoned bank accounts, safety deposit boxes, paychecks). However, clubs must still file an annual negative report.

The negative report may be filed electronically through the Ohio Business Gateway or by printing out form OUF-1 from the Ohio Department of Commerce website.

To file a paper return of the Negative Unclaimed Funds report:

1. Go to the Ohio Department of Commerce home page.
2. Click on "Division" tab at top
3. Click on "Unclaimed Funds"
4. Click on "Negative Report/Company OUF-1" in frequently used forms
5. Print the form, fill out, and send in only page 2

Include all of the contact information at the top. The FEIN is the same as your club's EIN (never write in a Social Security Number). The Report Year is the current calendar year. Check the "NO" box, sign, date, and mail to the address on the bottom of the page.

The State's annual unclaimed funds reporting deadline is November 1. Failure to file could result in civil penalties of \$100 per day.

The Ohio Department of Commerce website can also show clubs if the state is holding any unclaimed funds due to them. To see if your SAR chapter is owed any unclaimed funds:

1. Go to the Ohio Department of Commerce home page.
2. Click on "Division" tab at top
3. Click on "Unclaimed Funds"
4. Type in your club name in the "Find Missing Money" box.