

# Unclaimed Funds Reporting

All Lions Clubs are now required to file an Annual Report of Unclaimed Funds to the Ohio Department of Commerce (Revised Code Chapter 169). Lions Clubs usually do not have any unclaimed funds (abandoned bank accounts, safety deposit boxes, paychecks, unclaimed raffle prizes). However, clubs must still file an annual negative report. The negative report must be filed electronically through the Ohio Business Gateway. Paper reports are no longer permitted. The State's annual unclaimed funds reporting period is July 1<sup>st</sup> through June 30<sup>th</sup> and the filing **deadline is November 1<sup>st</sup>** regardless of the club's fiscal year. Failure to file could result in civil penalties of \$100 per day.

## Procedure for filing an annual Negative Report:

Once set up correctly, the procedure to file a negative report is fairly straight forward. You simply log onto your Ohio Business Gateway account, click on the organization (you may register for more than one) and click on "Go." Then select the Negative report from your dashboard, follow the instructions and file the report.

## Set up procedure:

- The Ohio Business Gateway is found at [gateway.ohio.gov](http://gateway.ohio.gov)
- Each person using the Ohio Business Gateway is required to create their own individual ID. This ID allows individual to register for multiple organizations and access multiple statewide applications using a single username and password.
- Important: Each club must have one user registered as their "**Filing Administrator.**"
- When registering, enter your club's EIN in the FEIN field. If the system does not recognize the EIN, enter all of the required information. Caution: the user entering this information must be requesting to be the Filing Administrator.
- The Filing Administrator can add the Negative report to the dashboard of all authorized users. This is done by the administrator visiting the Account Access Management page (by clicking on the "lock" icon) and perform the following functions:
  1. Under the Service Areas tab, administrators can move the appropriate Service Areas (Unclaimed Funds Negative Report) from the Available column to the Authorized column.
  2. Under the Authorization tab, administrators also set which individual users can access the Service Areas transactions.
- Additional users wanting access to their club's filings, should click on "Quick Links" and then "Request Business Access." Use the Club's EIN to ask the Filing Administrator to grant you access.
- Authorized users can access their dashboard by clicking on the "Home" icon. Filing the required negative report can be accessed from here. Follow the instructions.
- Assistance is available by calling the Ohio Business Gateway Help Desk at 1-866-644-6468.

The Ohio Department of Commerce website has two videos available to assist you: "How to Add a Report and Authorized Users to a Gateway Account" and "How to File a Negative Report."