

# Unclaimed Money Claim Form Lodgement Guide



Revenue

## Note:

- Read this guide before you complete the claim form
- This form must be used for claims lodged on or after 1 January 2022

## Information

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

## Help

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

## Lodgements

Claims lodged online are generally processed faster than claims sent by post.

- You can lodge a claim online at [www.revenue.nsw.gov.au](http://www.revenue.nsw.gov.au) and email supporting documentation to [unclaimedmoney@revenue.nsw.gov.au](mailto:unclaimedmoney@revenue.nsw.gov.au), or
- You can scan and email the completed claim form, with supporting documentation to [unclaimedmoney@revenue.nsw.gov.au](mailto:unclaimedmoney@revenue.nsw.gov.au), or
- You can send the completed claim form, with supporting documentation to Revenue NSW – Unclaimed Money, GPO Box 4042, Sydney NSW 2001
- Before lodging this claim form, remove pages 1-3 and keep for your records.

## Proof of ownership

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

### 1. Proof of identity

Provide **one primary** document and **one secondary** document for **each** claimant.  
(Two documents in total for each person. A document cannot cover more than one category).

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**.

#### Primary Identification

- Current **Australian Drivers Licence**
- Current **Australian Passport**
- Current **Australian Proof of Age Card** – issued by a state or territory government agency.

## Secondary Identification

- **Australian Birth Certificate** – issued by a state or territory government agency
  - Current **Medicare Card**
  - Current **Veteran Card**
  - Current Australian **Change of Name Certificate**
  - Current Australian **Citizenship Certificate**
  - Current Australian **Immicard**
  - 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 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 of the requested documents, processing of your claim may be delayed.

# Unclaimed Money Claim Form



Revenue

## Note:

- This form applies for claims lodged on or after 1 January 2022
- This claim will not be accepted unless it is fully completed and the declaration is signed
- 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 definitions (page 7) for explanations of the terms used in this form
- Print clearly in the white boxed spaces and tick the appropriate boxes.

### Office use only

Claim ID

## Part A – Claimant details

Claimant 1 (primary contact) name	
Residential address	
	Postcode
Postal address (if different from above)	
	Postcode
Date of birth	/ /
Daytime phone no. ( )	Mobile no.
Email address	

Claimant 2 name	
Residential address	
	Postcode
Date of birth	/ /

### 1. Are there more than two claimants?

**Yes** ➤ Complete section 2 (Additional claimants' names) below and attach a separate claim\* for each claimant

**No**

### 2. Additional claimants' name

Claimant 3*
Claimant 4*
Claimant 5*

\* Each additional claimant must complete Part A (Claimant Details) and Part G (Declaration/Authority) on a separate claim form and attach to this claim, together with proof of identity documentation requested on page 1-2 of the claim.

## 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. (    )
Agent ID (if known)	Email address

## Part C – Details of money claimed

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

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

**Note:** Should additional money be identified as belonging to you, Revenue NSW 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** ➤ *If you have not reached eligibility age, you must provide a Rollover Benefits Statement*

**No**

## Part E – Checklist

Please ensure that you have provided all of the 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 the money.

Each additional claimant has completed Part A and G on a separate claim form and attached to this claim.

I have provided a current **primary** identification document.

I have provided a current **secondary** identification document.

I have provided an **official** document showing 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 all requested information.

## Part F – Payment details

Please enter the bank account details of where you want your funds directly deposited by electronic funds transfer (EFT).

### Australian bank account

Account name									
Name of financial institution						Branch			
BSB number (must have 6 numbers)				-					
Account number (maximum of 9 numbers)									
Reference* (maximum of 10 characters)									

\*To appear on your bank statement upon payment.

### Overseas 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.*									
If payment will be going via an Intermediary bank, country of Intermediary bank*									

\*Please contact your financial institution for these details.

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

## Part G – Declaration/Authority

**Note:** This declaration/authority must be signed by the Claimant(s)

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 F, 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.
7. I declare that the agent identified in Part B is authorised to act on my behalf.

Claimant 1 name									
Claimant 1 signature						Date / /20			
Claimant 2 name									
Claimant 2 signature						Date / /20			

# Glossary

<b>Agent</b>	– A person or organisation appointed by an owner to act on behalf of the owner
<b>Approved Officer</b>	– A board, committee member or trustee of a charity.
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. The claimant is normally the owner unless the owner is deceased
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 statement

Information collected from you on this form is required by Revenue NSW 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 provided to third parties with your consent or as required or permitted by law. Revenue NSW will correct or update your personal information at your request. Read more about privacy at [www.revenue.nsw.gov.au](http://www.revenue.nsw.gov.au)

## Contact details

 1300 366 016\* (Monday – Friday, 8.30 am – 5.00 pm)      \*Interstate clients please call (02) 7808 6900

 [www.revenue.nsw.gov.au](http://www.revenue.nsw.gov.au)    [unclaimedmoney@revenue.nsw.gov.au](mailto: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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