

INSTRUCTIONS FOR APPLICATION FOR SURPLUS TAX SALES FUNDS

HELD BY ADAMS COUNTY AUDITOR

The Adams County Auditor holds surplus or excess tax sales funds in the name of the prior owner of the property sold for delinquent real estate taxes. The surplus funds are held for a period of three years and then if unclaimed dispersed to the Adams County Land Reutilization Corporation in accordance with R.C. 5721.20.

A Claimant is the person requesting payment from the Adams County Auditor for surplus tax sales funds. A Claimant should be the same person listed as the Named Owner of the surplus tax sales funds. A duly appointed Executor, Administrator or Guardian of the Claimant may apply on the Claimant's behalf. The Claimant's attorney-in-fact pursuant to a properly executed Financial Durable Power of Attorney may also claim funds on behalf of the Claimant if the Claimant is still alive. Applications filed on behalf of the Claimant will not be accepted from professional finders.

In addition to completing and submitting the applicant, a Claimant should also provide the following documentation:

1. A copy of a state issued drivers' license or state identification with photo for the claimant, and if applicable, a state issued drivers' license or state identification with photo for the claimant's legal representative or attorney-in-fact; and
2. A completed IRS Form W-9 for the Claimant with the Claimant's social security number or in the case of an application for a decedent, the employer identification number for the estate of the decedent; and
3. Supporting documentation to show the funds belong to the Claimant. Suggested documentation should include proof of ownership of the property sold for delinquent taxes, documentation showing Claimant resided at the property or received mail at the property, which could include utility bills, bank statements, tax records, insurance policy or other official documentation showing the claimant's address as the same as the property sold.

To insure the funds are paid to the correct person or business, the Auditor reserves the right to request additional evidence and has sole discretion to determine the sufficiency of documentation to allow payment.

The Application must be signed by the Claimant or Claimant's legal representative and notarized.

Email application and supporting documents to Cheryl.black@auditor.adamscountyoh.gov.

Alternatively, the application and supporting documents may be mailed to:

Attn: Cheryl Black
Adams County Auditor
110 West Main Street, Room 104
West Union OH 45693