

# **Hirth Norris & Garrison, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

## **Partners**

Jodi L. Garrison, CPA | Timothy R. Harris, CPA

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Dear Client;

Businesses that operate in the state of Ohio are required to file an **Annual Report of Unclaimed Funds**. All intangible property unclaimed by its owner for a specific period of time qualifies as an unclaimed fund. The specified period varies depending on the nature of the unclaimed fund.

If you have no unclaimed funds, a negative report is required to be filed. The state of Ohio encourages all businesses to file their negative (none) Unclaimed Funds Report through the Ohio Business Gateway at [www.business.ohio.gov](http://www.business.ohio.gov). The annual forms and instructions are available at [www.com.ohio.gov/unfd](http://www.com.ohio.gov/unfd), click on "HOLDERS" drop down menu on the red bar at the top of the page and the click on "Hardcopy Annual Report of Unclaimed Funds Forms, Instructions and Information".

We will be happy to prepare the form or file on-line for you. If you want us to do the filing, please complete the following and return it to our office by mail, email or fax.

HIRTH, NORRIS & GARRISON, LLP

Client Name \_\_\_\_\_

OHIO BUSINESS GATEWAY LOG-IN INFORMATION:

User name: \_\_\_\_\_

Password: \_\_\_\_\_

\_\_\_\_\_: We had no unclaimed funds. Please complete our Unclaimed Funds form (negative report) on our behalf.