**Section 295.300 Notification of a Fund's Claim Under Applicable Sections of the Code**

a) A claimant seeking remittance under applicable Sections of the Code shall notify the Comptroller in accordance with this Section.

b) The Comptroller will not process a remittance under applicable Sections of the Code until the Comptroller has received a statement of notification from a claimant certifying that the certified amount delinquent has been established through notice and opportunity to be heard.

c) For purposes of the applicable Sections of the Code and this Part, "statement of notification" of a claim eligible to be remitted shall be deemed to occur when the claimant in favor of which the claim has arisen has certified and submitted to the Comptroller the following information:

1) the name and FEIN or Government Unit Code for the person against whom the claim exists;

2) the certified amount delinquent then due and payable to the fund;

3) the reason why there is an amount due to the fund;

4) the time period to which the claim is attributable;

5) a description of the type of notification given to the person against whom the claim exists and the type of opportunity to be heard afforded that person;

6) a statement as to the outcome of any hearings or other proceedings held to establish the claim, or a statement that no hearing was requested; and

7) the date of the final determination of the claim.

d) The statement of notification shall be certified by the claimant's Chief Executive Officer. The authority to execute the statement of claim required by this Section may be delegated to a responsible person or persons. This delegation of authority shall be made on forms provided by the Comptroller and shall contain a signature sample of the persons to whom the delegation is made.

e) A claimant that has submitted a claim to be remitted must notify the Comptroller as soon as possible, but in no case later than 30 days, after receiving notice of a change in the status of a claim. A change in status may occur when payments are received through other collection methods.