

# Office of Arkansas Auditor of State

**Andrea Lea**



## **Arkansas Unclaimed Property Reporting Booklet**

- Revised November 2019 -

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# General Overview

## **What is Unclaimed Property?**

Unclaimed property is any financial asset, usually intangible, held for a person or entity that cannot be found. Examples of unclaimed property types include account balances, unpaid wages or commissions, stocks, bonds, refunds, utility deposits, insurance proceeds, cashier's checks, money orders, safe deposit box contents, and others.

## **Who is a "Holder" of Unclaimed Property?**

Any business entity in possession of unclaimed property is a potential holder. Examples of holders include banks, insurance companies, investment firms, utilities, corporations, partnerships, LLCs, sole-proprietorships, government agencies, not-for-profit organizations, estates, trusts, universities, hospitals, doctors offices, grocery stores, gas stations, or any other entity holding money for a client, customer, or otherwise.

## **What does the Law Require that I do with Unclaimed Property?**

1. Identify if your business is holding unclaimed property.
2. Determine if the property has been inactive or dormant for the appropriate abandonment period (can be between 1-15 years, depending on property type).
3. Perform due diligence.
4. Collect information.
5. Prepare the report.
6. File the report and submit property to us by deadline.

## **What is Due Diligence?**

Due diligence is written notice to the owners at their last known address informing them of property that will be reported unless they respond in a timely manner to reclaim the money from the holder. Owners must be provided at least 90 days to respond to due diligence letters before a report is filed. Due diligence must be performed if the value is greater than \$50 and the address for the owner appears to be accurate. For your convenience, sample due diligence letters are provided on pages 17&18.

### **What is aggregate reporting?**

Statute allows items under \$50.00 to be lumped together into a single aggregate amount. Stock, safe deposit box contents, and all other non-cash items must be listed individually.

### **What information will I need to report unclaimed property?**

For the owners that you are unable to locate, collect any additional information such as last known mailing addresses, social security numbers, birth dates, relationship codes, transaction dates, property types, and legal description (for oil & gas). For your convenience, reporting codes are provided on Pages 11-15.

### **When are Annual Reports Due?**

Life Insurance - prior to May 1<sup>st</sup>

All other businesses - prior to November 1<sup>st</sup>

### **Get to know NAUPA.**

NAUPA (National Association of Unclaimed Property Administrators) has approved a standard set of codes in a uniform format with the purpose of making electronic reporting more uniform for all holders. The most current version of the NAUPA Standard Electronic File Format may be found at [www.unclaimed.org](http://www.unclaimed.org).

### **How should an oil & gas company report mineral proceeds?**

In accordance with A.C.A. §18-28-201(9), Arkansas requires that mineral proceeds be reported on a pay to current basis. Mineral proceeds are amounts payable for the extraction, production, or sale of minerals, or upon the abandonment of those payments, all payments that become payable thereafter. The holder must provide the well name county, section, township, and range of the well with the report of unclaimed property.

### **Where can I find detailed instructions for Reporting Unclaimed Property to Arkansas?**

Go to [www.auditor.ar.gov](http://www.auditor.ar.gov) to learn more about the reporting process.

## Submit Payment

All payments must be received prior to the reporting deadline. Payments can be delivered using the following methods:

**Pay Online:** If you submit your reports through UPEXchange or UPEXpress, you will have the option to submit payment online for a convenience fee.

**Electronic Funds Transfer (EFT):** EFT deposits may be originated by the holder's financial institution using the below account and routing numbers. The ACH or wire description field must include your company name and federal tax identification number. The holder must confirm all EFT deposits by fax to (501) 683-4285 or by email to [holders@auditor.ar.gov](mailto:holders@auditor.ar.gov). The report delivery confirmation page must be attached along with EFT confirmation fax or email.

ACH Credit Transfer: ABA #082000109

Wire Transfer: ABA #062005690

For Benefit of: Auditor of State

Account No.: 8009152660

Bank: Regions Bank Arkansas

**Check by Mail:** The report delivery confirmation page and check made payable to Auditor of State must be mailed to the following address:

Andrea Lea, Auditor of State  
Unclaimed Property Division  
1401 West Capitol Avenue, Suite 325  
Little Rock, AR 72201

Note: Receipt of funds does not relieve the holder from the obligation to file the detailed report under A.C.A. §18-28-207 on or before the due date.

A holder of unclaimed property should submit a single remittance as payment for its annual unclaimed property report. In the event that a holder submits multiple checks as payment for a single unclaimed property report, the checks will not be accepted.

## Securities Registration & Deposit Instructions

When reporting securities, please remember that your report is not complete until you provide evidence of the property being transferred into the ownership of the State of Arkansas. The required evidence depends on the type of security and how it will be delivered to the State. Two days prior to delivery, you **MUST E-mail an intent to deliver to our custodian – see instructions below. Proof of DTC must be submitted with report.**

### All Book Entry eligible shares MUST be delivered through DTC, DRS or DWAC (if not DTC participant) as follows:

DTC # 901

Agent Bank # 26500

Reference: State of Arkansas

Acct # 344820

### Ensure list of unclaimed property is submitted in conjunction with delivery of reports

Two business days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, and the delivering party's DTC participant number. Please email the list to [securities@auditor.ar.gov](mailto:securities@auditor.ar.gov).

### Register and deliver Physical Certificates ONLY if unable to deliver through DTC, DRS or DWAC:

Hare & Co/ Acct # 344820

FEIN # 13-6062916

The Depository Trust Company

570 Washington Blvd – 5<sup>th</sup> Fl

Jersey City, NJ 07310

Attn. BNY Mellon/ Branch Deposit Department/Account # 344820 – State of Arkansas

### Ensure list of unclaimed property is submitted in conjunction with delivery of reports

**Please note: Physical certificates will be returned if DTC, DWAC, or DRS eligible. If physical certificates are returned, penalties may be assessed if not corrected within 30 calendar days of postmarked receipt. Proof of DTC must be submitted with report.**

Two days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, certificate #s and the delivering party's information. Please email the list to [securities@auditor.ar.gov](mailto:securities@auditor.ar.gov).

### **Open-End Mutual Funds**

Mutual Fund Accounts held for the State of Arkansas must be open in advance. BNY Mellon will provide the account numbers for all mutual funds to be transferred in to the state's account. Please contact Arkansas UCP at [securities@auditor.ar.gov](mailto:securities@auditor.ar.gov) to obtain the account numbers 3 business days prior to attempting delivery.

Please send interested party statements for Open-End Mutual Fund accounts to the following:

Arkansas Auditor of State  
1401 W Capitol Ave, Ste 325  
Little Rock, AR 72205

**A confirmation statement showing the 'State of Arkansas' as the owner of the shares must accompany your Report of Unclaimed Property, in order for your report to be complete.**

### **Dividend Reinvestments Plans (DRP) & Closed-End Funds**

Close accounts and forward whole shares via DTC (See DTC instructions above). Fractional shares must be sold at the owner level and money applied to each individual owner.

The resulting cash should be reported as "cash for fractional shares" (SC09) on your report of unclaimed property.

### **For Foreign Securities**

Please contact our securities custodian for instructions:  
Arkansas Unclaimed Property Division  
Email: [securities@auditor.ar.gov](mailto:securities@auditor.ar.gov)

### **For Federal Reserve Securities**

Please deliver as follows:  
Federal Reserve Bank of New York  
ABA#0210-0001-8  
Bk of NYC/CUST  
Account # 344820 – State of Arkansas

### **Worthless or Non-Transferable Securities**

Do not report worthless or non-transferable securities to our office. If the securities become transferable or gain value, report and remit the shares at that time.

## Safekeeping Delivery Instructions

Every holder maintaining safe deposit boxes or other safekeeping repositories located in the state of Arkansas must report and remit property in its possession which constitutes unclaimed property to the Auditor of State.

1. The unclaimed property report must be received prior to November 1.
2. The actual box/repository contents must be remitted with the Auditor of State inventory forms attached between January 1 and February 28.
3. You must provide a list containing any owner(s) names that were returned prior to the delivery of contents.
4. Our office will not accept human remains (for example, teeth, hair, or cremains), medical devices or implants (dentures, IUD, etc.), prescription drugs, illicit drugs, or drug paraphernalia. Our office retains the right to decline to receive any other property reported which is considered to have a value that is less than the expenses of notice and sale which is consistent with A.C.A. § 18-28-217(a).
5. Any items having no value may be disposed of at the holder's discretion. If no contents remain in an owner's box after disposing of items having no value, the safe deposit box should not be included on the report of unclaimed property.
6. If the bank, financial institution, or company chooses to sell the contents at auction, it may deduct its rental, the cost of opening the box, and the damages in connection therewith from the proceeds of such sale. Any excess proceeds from such sale shall be remitted in accordance with A.C.A. § 18-28-202(a)(14).
7. The contents of each safe deposit box must be placed into a container, bag, or envelope that is properly sealed to prevent access to the contents. The contents must be delivered in a container that is separate from the sealed container, bag, or envelope holding the items. Be especially careful with fragile, heavy, or irregular shaped objects as items are tossed around during shipping and the envelopes they are sent in can be ripped or torn.



8. Each container of contents should be clearly labeled with the owner's name and the box number. If you need more than one envelope for each owner, please indicate 1 of 2, 2 of 2, etc.
9. Prepare 2 copies of the inventory for each owner. Place the original inside with the contents and staple the copy to the outside of each container of contents.
10. You must use the Tangible Type Codes that are provided on Page 15 when completing the Safe Deposit Box Inventory Form. Two signatures are required on the inventory form. For your convenience, the Safe Deposit Box Inventory Form may be found on Page 16.
11. Label the outside of the shipping container 1 of 2, 2 of 2, etc.

We strongly recommend that safe deposit box/repository contents be delivered by bonded messenger or by insured mail for receipt at our office between 8:00 AM and 4:00 PM, Monday through Friday, excluding holidays.

# Prepare Report

Arkansas requires all holder reports to be submitted online in a NAUPA-formatted file using one of the following options. All fields must be completed if known by the holder in accordance with A.C.A. §18-28-207.

1. There are several holder software products on the market that can help you prepare your report in the correct format, such as HRS Pro, UPEXchange, FSITrack, Tracker, etc. If you are looking for a free option, you may choose to create your report using HRS Pro (<https://hrspro.unclaimedproperty.com>), a free reporting software offered by Conduent. HRS Pro created a tutorial video to give guidance on using their product. Once you have signed up and created your account, you can view the video from the 'Start' option in their menu.
2. Enter your information using the State's website.

## Upload & Submit Report

Arkansas requires all holder reports to be submitted online in a NAUPA-formatted file using one of the following options.

1. UPEXpress (<https://upexpress.eagletm.com>)
  - This option accepts .txt, .hrs, .rpt, and .hde file types.
  - UPEXpress provides a One-on-One Demonstration of their product when you select Report Unclaimed Property
  - Print two copies of the confirmation page. One copy for your records to retain for the applicable document retention period, and one copy to send along with EFT payment verification or to include with your check.
  
2. State's website
  - This option accepts .txt, .hrs, and .rpt file types.

\*\*\*Important\*\*\*

Your report must be delivered to our office by October 31 (April 30 for Life Insurance companies). Calculate abandonment as of June 30 of the current year (December 31 for Life Insurance companies).

Property Type Codes & Abandonment Periods					
Account Balances Due (1)			Insurance (7)		
Yrs	Code	Description	Yrs	Code	Description
3	AC01	Checking Accounts	3	IN01	Individual Policy Benefits or Claim Payments
3	AC02	Savings Accounts	3	IN02	Group Policy Benefits or Claim Payments
3	AC03	Mature CD or Save Cert	3	IN03	Proceeds Due Beneficiaries
3	AC04	Christmas Club Funds	3	IN04	Proceeds from Matured Policies, Endowments or Annuities
3	AC05	Money on deposit to secure fund	3	IN05	Premium Refunds
3	AC06	Security Deposit	3	IN06	Unidentified Remittances
3	AC07	Unidentified Deposit	3	IN07	Other Amounts Due Under Policy Terms
3	AC08	Suspense Accounts	3	IN08	Agent Credit Balances
3	AC99	Aggregate Account Balances (Under \$50)	3	IN99	Aggregate Insurance Property (Under \$50)
Uncashed Checks (2)			Securities (8)		
Yrs	Code	Description	Yrs	Code	Description
3	CK01	Cashier's Checks	3	SC01	Dividends
3	CK02	Certified Checks	3	SC02	Interest (Bond Coupons)
3	CK03	Registered Checks	3	SC03	Principal Payments
3	CK04	Treasurer's Checks	3	SC04	Equity Payments
3	CK05	Drafts	3	SC05	Profits
3	CK06	Warrants	3	SC06	Funds Paid to Purchase Shares
7	CK07	Money Orders	3	SC07	Funds for Stocks & Bonds
15	CK08	Traveler's Checks	7	SC08	Shares of Stock (Returned by Post Office)
3	CK09	Foreign Exchange Checks	3	SC09	Cash for Fraction Shares
3	CK10	Expense Checks	7	SC10	Unexchanged Stock of Successor Corp
3	CK11	Pension Checks	7	SC11	Other Cert of Ownership
3	CK12	Credit Checks or Memos	7	SC12	Underlying Shares or other Outstanding Certificates
3	CK13	Vendor Checks	3	SC13	Funds for Liquidation / Redemption of Un-surrendered Stck/Bnd
3	CK14	Checks Written off to Income	3	SC14	Debentures
3	CK15	Other Outstanding Official Checks	7	SC15	U S Govt Securities
3	CK16	CD Interest Checks	7	SC16	Mutual Fund Shares
3	CK99	Aggregate Uncashed Checks (Under \$50)	3	SC17	Warrant (Rights)
			3	SC18	Mature Bond Principal
Mineral Proceeds & Mineral Interest (3)			7	SC19	Converted Dividend Reinvestment Plan Shares
Yrs	Code	Description	3	SC20	Credit Balances
3	MI01	Net Revenue Interest	3	SC21	Bearer Bond Interest
3	MI02	Royalties	3	SC22	Bearer Bond Principal
3	MI03	Overriding Royalties	3	SC99	Aggregate Security Related Cash (Under \$50)
3	MI04	Production Payments			
3	MI05	Working Interest	Trust Investment & Escrow Accounts (9)		
Yrs	Code	Description	Yrs	Code	Description
3	MI06	Bonuses	3	TR01	Paying Agent Account
3	MI07	Delay Rentals	3	TR02	Undelivered or Uncashed Dividends
3	MI08	Shut-in Royalties	3	TR03	Funds held in Fiduciary Capacity
3	MI09	Minimum Royalties	3	TR04	Escrow Accounts
3	MI99	Aggregate Mineral Proceeds (Under \$50)	3	TR05	Trust Vouchers
			3	TR99	Aggregate Trust Property (Under \$50)

Property Type Codes & Abandonment Periods (Continued)					
Misc. Checks & Intangible Personal Property (4)			Utilities (10)		
Yrs	Code	Description	Yrs	Code	Description
1	MS01	Wages, Payroll, Salary	1	UT01	Utility Deposits
1	MS02	Commissions	3	UT02	Membership Fees
3	MS03	Workers Compensation Benefits	1	UT03	Refunds or Rebates
3	MS04	Payments For Goods & Services	3	UT99	Aggregate Utilities (Under \$50)
3	MS05	Customer Overpayments			
3	MS06	Unidentified Remittances	Other (11)		
3	MS07	Unrefunded Overcharges	Yrs	Code	Description
3	MS08	Accounts Payable	3	CS01	Educational Savings Accounts - Cash
3	MS09	Credit Balance -- Accounts Receivable	3	CS02	Educational Savings Accounts - Mutual Funds
3	MS10	Discounts Due	3	CS03	Educational Savings Accounts - Securities
3	MS11	Refunds Due	3	HS01	Health Savings Account
3	MS12	Unredeemed Gift Certificates	3	HS02	Health Savings Account Investment
3	MS13	Unclaimed Loan Collateral	3	IR01	Traditional IRA - Cash
3	MS14	Pension & Profit Sharing	3	IR02	Traditional IRA - Mutual Funds
1	MS15	Dissolution or Liquidation	3	IR03	Traditional IRA - Securities
3	MS16	Miscellaneous Outstanding Checks	3	IR05	Roth IRA - Cash
3	MS17	Miscellaneous Intangible Property	3	IR06	Roth IRA - Mutual Funds
3	MS18	Suspense Liabilities	3	IR07	Roth IRA - Securities
3	MS99	Aggregate Misc Property (Under \$50)	3	ZZZZ	Properties Not Identified Above
Court Deposits (6)			3	MS99	Aggregate Other (Under \$50)
Yrs	Code	Description			
1	CT01	Escrow Funds	Safe Deposit Boxes & Safekeeping (5)		
1	CT02	Condemnation Awards	Yrs	Code	Description
1	CT03	Missing Heir's Funds	5	SD01	SD Box Contents
1	CT04	Suspense Accounts	5	SD02	Other Safekeeping
1	CT05	Other Court Deposits	5	SD03	Other Tangible Property
1	CT99	Aggregate Court Deposit			
<b>*****Important*****</b>					
All property held by government entities or					
instrumentalities has a one (1) year abandonment period					

## Relationship Codes

AD	Administrator	The person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AG	Agent For	A person who is authorized to act for another (the agent's principal) through employment, by contract, or apparent authority.
AF	Attorney For	A person who has been qualified by a State or Federal court to provide legal services, including appearing in court, and is authorized to act for another.
AN	And (Unspecified Joint Relationship)	Unspecified joint relationship including 'AND'.
BF	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy, or any instrument in which there is distribution.
CP	Community Property	Property or earnings received by a husband and wife during marriage, other than by gift, devise, or descent. Separate property is property owned by a spouse before marriage or received during the marriage by gift, devise or descent. In some jurisdictions, earnings from separate property are also separate property, and in some jurisdictions, such earnings are community property. California, Arizona, New Mexico, Texas, Nevada, Idaho, Washington, Wisconsin, Louisiana and Puerto Rico recognize 'Community Property'.
CN	Conservator	A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age.
CF	Custodian	A person with whom some article is left, usually pursuant to a contract (called a "contract of bailment"), who is responsible for the safe return of the article to the owner when the contract is fulfilled.
DF	Defendant	The party sued in a civil lawsuit or the party charged with a crime in a criminal prosecution.
ES	Estate	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
EX	Executor or Executrix	The person appointed to administer the estate of a person who has died leaving a will which nominates that person.
FB	For Benefit of	A person who is entitled to property that is held by another person (typically a custodian or trustee). FB is typically used in trustee, self-directed, inherited, education and transferred accounts.
GR	Guardian	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs.
HE	Heir	Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.)
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy.
JT	Joint Tenants	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated.

JS	Joint Tenants with Rights of Survivorship	A type of account which is owned by at least two people, where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of that other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
TC	Tenants in Common	A type of account which is owned by at least two people with no rights of survivorship afforded to any of the account holders. In this type of account, a surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death. Generally, the member ownership in the account is determined on a pro rata basis, meaning that if there are two tenants in the account, each will have a 50% claim on the account's value.
JE	Tenants in Entireties	Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor.
OR	(Or) Unspecified Joint Relationship	Unspecified joint relationship including 'OR'
OT	Other Relationship	Relationship other than specified in this list. Additional details should be submitted with the property.
PD	Payable On Death	Account is payable on Death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate.
PA	Payee	The one named on a check or promissory note to receive payment.
PO	Power of Attorney	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope.
RE	Remitter	Used primarily on official checks. The Remitter is the person who purchased the official check. This relationship is separate from the Holder who turns the property over to the state.
SO	Sole Owner	Sole Owner is used when there is only a single owner for the property, and that person has all rights to the ownership of the property.
TE	Trustee	A person or entity who holds the assets (corpus) of a trustee for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it.
UG	Uniform Gifts to Minor	Property that is gifted to a Minor under the Uniform Gifts to Minors Act – (UGMA). This act allows minors to own property such as securities. Under the UGMA, the ownership of the funds works like it does with any other trust except that the donor must appoint a custodian (the trustee) to look after the account. Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU.
UT	Uniform Transfer to Minor	Property that is gifted to a minor under the Uniform Transfer to Minors Act – (UTMA). This act allows a minor to receive gifts such as money, patents, royalties, real estate and fine art, without the aid of a guardian or trustee. The gift giver or an appointed custodian manages the minor's account until the minor is of age (usually 18 or 21).
UN	Unknown	The owner's relationship to the property is not known.
UF	Usufruct	Usufruct is a real right in a property owned by another, normally for a limited time or until death. Simply stated, it is the right to use the property, to enjoy the fruits and income of the property, to rent the property out and to collect the rents, all to the exclusion of the underlying real or naked owner. The usufructuary has the full right to use the property but cannot dispose of the property nor can it be destroyed.

### Tangible Type Codes (Safekeeping Codes)

Code	Description
BRAC	Bracelet
COIN	US Coins
CSET	Coin Sets
CURR	US Currency - All
EARR	Earrings
FDOC	Other Financial Instruments (CDs, stocks, etc.)
FLAT	Flatware/Serving Pieces
FRMY	Foreign Currency - All
GEMS	Gem Stones (loose)
GOLD	Gold
JEWL	Jewelry
MISC	Miscellaneous Papers (receipts, photos, letters, or other documents with little or no monetary value)
NECK	Necklace
ODOC	Ownership Documents (deeds, titles, etc.)
PAPR	Personal Papers (passports, military records, birth or death certificates, wills, etc.)
RING	Ring
SILV	Silver
SPRT	Sports Memorabilia
STMP	Stamps
SVBD	Financial Instruments (savings bonds, CDs, stocks, etc.)
TANG	Other Tangible Property
WCOL	Collectible Weapons

### Deduction and Withholding Codes

DR Drilling Fees & Unpaid Rent

SC Storage Charges

TW Federal Tax Withheld

ZZ Addition or Deduction\*

\*Any deductions must satisfy A.C.A § 18-28-205.





# Office of Auditor of State Andrea Lea

## Safe Deposit Box Inventory Form

Holder:
Branch ID & Location:
Contact Person:
Title:
E-mail:

Date Drilled:	
Date Rent Due & Unpaid:	
Inventoried By (initial):	1st:
	2nd:
Phone #:	

<b>Primary Owner Name &amp; Last Known Address</b>		
Name:		
SSN:		
DOB:		
Address:		
City:	State:	Zip:

<b>Co-Owner Name &amp; Last Known Address</b>		
Name:		
SSN:		
DOB:		
Address:		
City:	State:	Zip:

QTY#	Description of Items	Face Value

**NOTE:**

- (1) All information must be typed. No hand written forms will be accepted.
- (2) A copy of this form must be stapled to bag of contents.
- (3) A copy must be enclosed inside bag of contents.
- (4) Any items having no value may be disposed of at the holder's discretion.

*Inventory personnel must print their names, sign & date below. Two signatures are required.*

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Due Diligence Letter

To: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Re: Disposition of Outstanding Check

Our records indicate that the following check issued to you is still outstanding:

<u>Check #</u>	<u>Date Issued</u>	<u>Amount</u>
----------------	--------------------	---------------

Please indicate the disposition of the check on the bottom of this form and return it to us within \_\_\_\_ days.

Disposition of check:

\_\_\_ I cashed the above-referenced check. Provide date cashed, if known: \_\_\_/\_\_\_/\_\_\_

\_\_\_ I received the above-referenced check, but it has been lost or destroyed. Please issue a replacement check.

\_\_\_ I did not receive the above-referenced check. Please issue a replacement check.

\_\_\_ Other, explain:

\_\_\_\_\_  
\_\_\_\_\_

Please sign here: \_\_\_\_\_

Address: \_\_\_\_\_

# Sample Due Diligence Letter

HOLDER NAME & ADDRESS

CUSTOMER NAME  
CUSTOMER ADDRESS CUSTOMER  
CITY, STATE,& ZIP

It is the policy of (HOLDER) to review and update our account records periodically. Our records of your savings/checking account number 123456 indicate no transactions as of (LAST ACTIVITY DATE) for (REPORT YEAR). Your account needs to be brought current. State law requires us to turn this account over to the state if the account is truly abandoned. To prevent us from turning your account over to the state's unclaimed property office, please check the appropriate box, sign in the space provided below, and return this to us as soon as possible.

\_\_\_ The above-referenced address information is correct for the account and I am aware of the account.

\_\_\_ Please change the account holder's name and/or address to read as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ I wish to close this account. Please send a check for the closeout amount to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your assistance is appreciated. Please contact our office if you have any questions.

Sincerely,

YOUR BANK OFFICER



# Office of Auditor of State Andrea Lea

## Remit Year Tables

### Non-Life Insurance Entities

#### One year abandonment period

Items that were issued or had a last activity date during the period:	Must be included on the report received before:
7/1/2015 through 6/30/2016	Wednesday, November 1, 2017
7/1/2016 through 6/30/2017	Thursday, November 1, 2018
7/1/2017 through 6/30/2018	Friday, November 1, 2019
7/1/2018 through 6/30/2019	Sunday, November 1, 2020

#### Three year abandonment period

Items that were issued or had a last activity date during the period:	Must be included on the report received before:
7/1/2013 through 6/30/2014	Wednesday, November 1, 2017
7/1/2014 through 6/30/2015	Thursday, November 1, 2018
7/1/2015 through 6/30/2016	Friday, November 1, 2019
7/1/2016 through 6/30/2017	Sunday, November 1, 2020

### Life Insurance Entities

#### One year abandonment period

Items that were issued or had a last activity date during the period:	Must be included on the report received before:
1/1/2015 through 12/31/2015	Monday, May 1, 2017
1/1/2016 through 12/31/2016	Tuesday, May 1, 2018
1/1/2017 through 12/31/2017	Wednesday, May 1, 2019
1/1/2018 through 12/31/2018	Friday, May 1, 2020

#### Three year abandonment period

Items that were issued or had a last activity date during the period:	Must be included on the report received before:
1/1/2013 through 12/31/2013	Monday, May 1, 2017
1/1/2014 through 12/31/2014	Tuesday, May 1, 2018
1/1/2015 through 12/31/2015	Wednesday, May 1, 2019
1/1/2016 through 12/31/2016	Friday, May 1, 2020