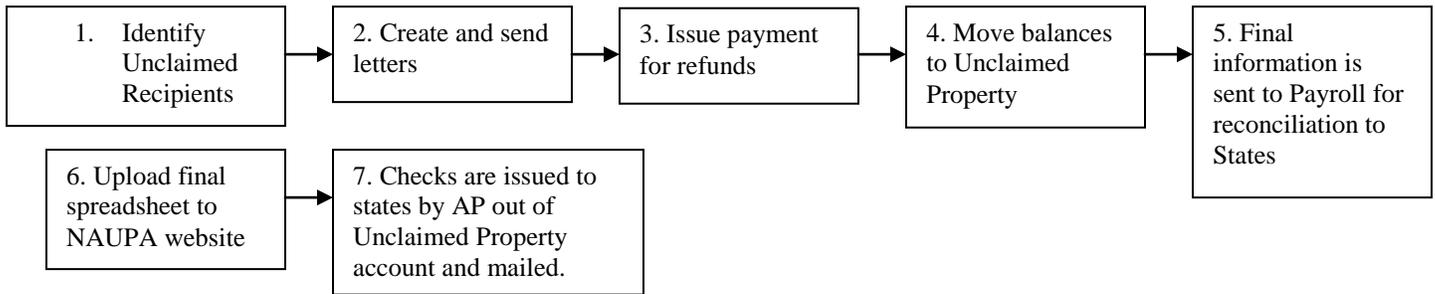


Unclaimed Property Process for Due Diligence and Payments to States:



1. Identify who is to receive Escheatment Letters. Due Diligence is to be done from June 1st through August 31st.
AP: un-cashed checks older than March 31st
AR: Credits & double payments older than 1 year.
Payroll: Un-cashed checks older than June 30th
2. Create and send letters
Letters to be sent out no later than Aug 1st
Use standard format. (See example attached)
3. Issuing payments for refunds:
AP: request written authorization (fax signed copy of the letter) and include screen shot from system, cancel original check in AP/Payroll System and void in Bank. (Send checks all at once.)
AR: Fax copy of the signed letter back to AR. AP will issue payments for refunds. (If customers are active, credits or double payments need to stay on the account.)
Payroll: request Fax or return letter by mail with signature and Social Security Number.
4. Move balances to unclaimed property.
Balance left on accounts need to be moved to the Unclaimed Property account. This information needs to be sent to Finance.
5. Excel Spreadsheet to be forwarded to Payroll Manager for reconciliation by 15th of October.
Information from each group needs to be formatted on an Excel spreadsheet with the exact format as required by NAUPA. (See attached copy). Payroll will maintain the master file in this format.
6. Payroll uploads completed file. (The NAUPA website which will sort and arrange the data by state.)
7. Checks to be issued through AP from the Unclaimed Property G/L. Checks are due according to each state's guidelines. (See attached listing of states).