



**Unclaimed Property:**  
**A Holder's Guide to Compliance**

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**Unclaimed Property: A Holder's Guide to Compliance**



**Have a Question?**

Type your questions here

Treasury Webinar  
 Webinar ID: 902-659-566  
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**Unclaimed Property: A Holder's Guide to Compliance**

**Unclaimed Property** – any financial asset that has been left with a “holder” without activity or contact by the rightful owner for a specified period of time



**Dormancy Period** - the amount of time a property is inactive while in possession of the holder

**Holder** - a business or organization in possession of unclaimed property



**Owner** – the individual to whom the property was originally owed



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**Tangible Property** – physical property normally turned over from safe deposit boxes, police confiscations, or left behind in hospitals or nursing homes



**Intangible Property** – monetary assets such as bank accounts, refunds, uncashed checks, securities, and credit balances



**Due Diligence** – the effort put forth to contact the owner or rightful heir of a property via a letter or email



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**TREASURY**  
Eam Learn Invest

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

*Executive Officer for Holder*

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

Initial Property Types to be Reviewed  
(examples: wages, credit balances, refunds/ rebates,  
escrow accounts, gift certificates, accounts payable,  
commissions, bonds, and proceeds,  **tangible income**, etc.)

Page 3 of 4

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

**Holder Name:**

**EIN:**

**State of Incorporation:**

**Holder Subsidiaries and Related Entities:**  
*(Include EIN's, locations, and states of  
incorporation if different from parent company)*

**Initial Property Types to be Reviewed:**  
*(examples: wages, credit balances, refunds/ rebates,  
escrow accounts, gift certificates, accounts payable,  
commissions, bonds, stock proceeds,  **tangible income**, etc.)*

Page 3 of 4

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Contact Information  
Holder Contact Name: \_\_\_\_\_  
Contact's Phone Number: \_\_\_\_\_

**Contact Information**

**Holder Contact Name:**

**Contact's Phone Number:**

**Contact's Email Address:**

**Mailing Address:**

**Remarks/Comments:**

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Page 4 of 4

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### Internal Policies & Procedures: Keeping An Eye on Your Ledger



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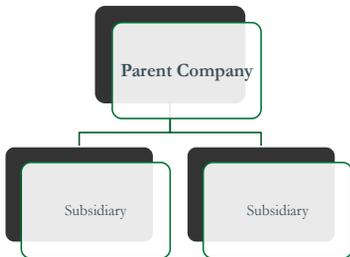
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Diagram illustrating the flow of unclaimed property from a Parent Company and two Subsidiaries to the Pennsylvania Treasury. The Parent Company is at the top, with two Subsidiaries below it. Arrows point from both Subsidiaries to the Parent Company, and a single arrow points from the Parent Company to the Pennsylvania Treasury logo.

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Diagram illustrating the flow of unclaimed property from a Parent Company and two Subsidiaries to the Pennsylvania Treasury. The Parent Company is at the top, with two Subsidiaries below it. Arrows point from both Subsidiaries to the Parent Company, and a single arrow points from the Parent Company to the Pennsylvania Treasury logo.

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- ✓ Set up a liability account for potential unclaimed property
  - ✓ Establish internal controls and assign tasks
  - ✓ Education on Unclaimed Property laws

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- ✓ Establish a time frame for monitoring outstanding checks, including
  - Accounts payable
  - Payroll
  - Commissions
  - Vendor Payments
  - Refunds/rebates
  - Insurance Payments
  - Medical benefits
  - Stock and dividends
  - Expired gift certificates

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- ✓ Documentation on outstanding checks
  - ✓ Record retention policy
    - ✓ Monitor equity issues
      - ✓ Perform due diligence

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- ✓ Follow Through/Communicate



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Holder Compliance Specialists: 800-379-3999

Vault: 717-705-6682

Securities/Equity Questions: 717-705-8429

[www.patrealury.gov](http://www.patrealury.gov)



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