

THOMAS P. DINAPOLI
STATE COMPTROLLER



110 STATE STREET
ALBANY, NEW YORK 12236

STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER
OFFICE OF UNCLAIMED FUNDS

June 7, 2022

Dear [REDACTED]

We are contacting you because your company has conducted business in New York State, but has not filed reports with the New York State Comptroller's Office of Unclaimed Funds (OUF) pursuant to the Abandoned Property Law (APL). The law can be found on the New York State Legislature's website at <http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO:>.

We encourage you to review your records for any unclaimed funds that may be subject to reporting. Unclaimed funds include uncashed checks issued to employees or vendors, outstanding accounts receivable credits and credit balances, and unredeemed gift cards/certificates, among others.

The first step of coming into compliance with the law is completing our Self-Audit Checklist. This online survey will help you to identify if your company is holding any unclaimed funds. Find it online, as well as information about the Self-Directed Compliance Program (SDCP), at <https://www.osc.state.ny.us/unclaimed-funds/reporters/voluntary-compliance-program> and use reference number [REDACTED]. Complete the survey even if you find that you have nothing to report.

If your survey results indicate your company could have unclaimed funds, the survey will serve as your application to the SDCP. The SDCP may entitle your company to amnesty from penalties and interest, which could be assessed under §1412 of the APL.

Visit our website at <https://www.osc.state.ny.us/unclaimed-funds/reporters> for additional information such as: Handbook for Reporters, Calendar of Events, Property Type Tables, and Forms and Publications. If you have any questions about the SDCP, please contact [REDACTED] or email NYSVCU@osc.ny.gov.

Sincerely,

Office of Unclaimed Funds

Voluntary Compliance Self-Audit Checklist

1. Enter reference # from the Voluntary Compliance letter: [REDACTED]
2. Was the company's name and address on the mailing received accurate? ☐ Yes ☐ No ☐ N/A
3. If answered No to the previous question, provide the correct company information:
 Company name: _____
 Address: _____
 City: _____ State: _____ ZIP: _____
4. Is your company incorporated in New York State? ☐ Yes ☐ No ☐ N/A
5. Does the company have any of the following due to New York State Residents?

	Uncashed Payroll Checks	Uncashed Vendor/ Accounts Payable Checks	Uncashed Customer Refunds	Accounts Receivable Credit Balances	Merchandise Credits	Gift Cards/ Certificates
Over 1 year						
Over 3 years						

6. Describe how your company tracks these items:

	Uncashed Payroll Checks	Uncashed Vendor/ Accounts Payable Checks	Uncashed Customer Refunds	Accounts Receivable Credit Balances	Merchandise Credits	Gift Cards/ Certificates
Move to a suspense account						
Remain on the outstanding list						
Track and report to the appropriate state's unclaimed funds program						
Write-off						

Other (please specify)

7. Does the company have unclaimed amounts held for unknown owners? ☐ Yes ☐ No ☐ N/A
8. If the company reports unclaimed funds under a related business, provide the business information:

Business name: _____ FEIN: _____

9. Provide a contact for further correspondence (if needed):

Name: _____ Title: _____

Phone: _____ Email: _____