

# UNCLAIMED PROPERTY RISK ASSESSMENT

## FOR FINANCIAL SERVICES ORGANIZATIONS

Complete this short unclaimed property risk questionnaire to help evaluate the escheatment posture of your financial services organization. Completed forms can be submitted to Unclaimed Property Managing Director Danielle Spadavecchia at [dspadavecchia@bdo.com](mailto:dspadavecchia@bdo.com).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

1. Do you and your subsidiaries currently file or have filed in the past unclaimed property (escheat) reports with any state jurisdictions?

**YES**                      **NO**

2. If your organization files unclaimed property reports, does the company file consolidated?

**YES**                      **NO**

3. Do you and your subsidiaries currently file or have filed in the past unclaimed property (escheat) reports with any state jurisdictions for \$0 amounts (negative returns)?

**YES**                      **NO**

4. Have any states sent you unclaimed property notices, or informational letters (e.g., FL, IL, MI, NY, DE)?

**YES**                      **NO**

5. Have you and your subsidiaries ever been contacted by any state for an unclaimed property audit?

**YES**                      **NO**

6. Are any of your legal entities formed or incorporated in DE or FL?

**YES**                      **NO**

7. Is your corporate record retention policy for banking records, A/R records and general ledger records seven years or less?

**YES**                      **NO**

8. Have you and your subsidiaries had a system conversion in the past 10 years (e.g., Oracle to SAP)?

**YES**                      **NO**

9. Do you and your subsidiaries reclass de minimis A/R credit and debit amounts if under a certain dollar threshold (e.g., <\$100)?

**YES**                      **NO**

10. Has your organization acquired any legal entities or assets in the last 10 years?

**YES**                      **NO**

11. Have you and your subsidiaries developed unclaimed property policies and procedures?

**YES**

**NO**

12. Does your organization issue gift cards or gift certificates?

**YES**

**NO**

13. Have you and your subsidiaries ever participated in an unclaimed property voluntary disclosure agreement (VDA) program?

**YES**

**NO**

14. Does your organization track undeliverable mail?

**YES**

**NO**

15. Does your organization track client contact within your system(s)?

**YES**

**NO**

16. Does your organization have customers that reside outside the U.S.?

**YES**

**NO**

17. Does your organization currently link accounts for the same owner?

**YES**

**NO**

18. Does your organization perform due diligence efforts to attempt to establish contact with 'lost' owners?

**YES**

**NO**

19. Do you have any of the following property types?

Savings Accounts

**YES**

**NO**

Checking Accounts

**YES**

**NO**

Brokerage Accounts

**YES**

**NO**

Coverdell Education Accounts

**YES**

**NO**

Retirement Accounts

**YES**

**NO**

Gift Cards

**YES**

**NO**

CDs

**YES**

**NO**

Safe Deposit Boxes

**YES**

**NO**

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