

STATE OF TENNESSEE



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TREASURY DEPARTMENT
DIVISION OF UNCLAIMED PROPERTY

WWW.TN.GOV/TREASURY/UNCLAIM

PO BOX 198649
NASHVILLE, TN 37219-8649

Thank you for your interest in the State of Tennessee Unclaimed Property Compliance Disclosure Agreement (CDA) program. The Unclaimed Property Division wants to encourage companies that are not compliant with the law to begin on the road to compliance. Admittance to the CDA program is dependent on the approval of the State of Tennessee. Admittance to the program provides a mechanism for companies to come into compliance with a waiver of penalty. In order to be admitted to the program please follow the steps below:

- 1) Complete the CDA included with this letter.
- 2) Complete the Proposal of Reporting Method Worksheet included with this letter. This describes in detail how your unclaimed property liability will be determined. You will need to provide the exact year or scope you will be reporting. If your records do not exist or they are inadequate to determine the exact amount of unclaimed property liability describe in detail the estimation techniques proposed.
- 3) Provide to the State of Tennessee your current written policies and procedures regarding unclaimed property. This is to provide assurance to the State that the company will maintain compliance in the future.

Once the State of Tennessee receives the above mentioned documents we will review your request for admittance to the CDA program. Once we agree on the above items the State of Tennessee will sign the CDA and return a copy to the company to document their admittance to the CDA program.

Sincerely,

Compliance Disclosure Agreement (CDA)
State of Tennessee Uniform Disposition of Unclaimed Property Act

Tennessee Treasury Department

Unclaimed Property Division

P. O. Box 198649

Nashville, TN 37219

WWW.TREASURY.TN.GOV/UNCLAIM

Section I - Company Information

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Telephone: _____ Fax: _____

E-mail: _____

Company FEIN: _____

State of Incorporation: _____

Industry Type: _____

If a 3rd party will be used in the preparation of the report please indicate the name of the firm and contact information:

Name of Firm: _____

Name of Contact: _____

Telephone: _____

Section II - Company Affiliate Information

List any affiliates or subsidiaries along with the parent company including their FEIN:

Does the company file consolidated unclaimed property reports or will each entity report separately?

Section III - Compliance Agreement

Upon signatures of this agreement both the State and the Company certify that the following statements are true and accurate:

1. The Company is committed to becoming fully compliant with T.C.A. 66-29-101 et seq. The company will report and remit all unclaimed property due by the agreed upon commitment date on this form.
2. The Company came forward voluntarily and is not currently being audited by a 3rd party agent for the State of Tennessee.
3. The Company has included with this CDA their Proposal of Reporting Method. This proposal which the State and the Company has mutually agreed to describes how the Company will determine their unclaimed property liability and any estimation techniques used if complete records are not available.
4. The Company has included with this CDA their written policies and procedures regarding unclaimed property to ensure compliance going forward.
5. Upon payment of the amount of unclaimed property and the submission of an accurate report for the amounts determined to be due, the Company is relieved of all liability to the extent of the value of the property so paid to the State pursuant to T.C.A. 66-29-135.
6. The State waives any penalty associated with the remittance of the property so paid to the State pursuant to T.C.A. 66-29-175.

NOTE: Waiver of penalty does not apply to property identified and collected through a third party agent of the State of Tennessee. The Tennessee Treasury Department Unclaimed Property Division will retain the right to audit.

State of Tennessee

Company

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Commitment Date: _____

Proposal of Reporting Method Worksheet

(Use attachments if needed)

Please answer each of the below questions for each property type listed. For any of the below which you do not have enough room to describe please attach any further explanation to the back of this agreement.

Payroll

Are you including any payroll? If not, explain?

Your scope of review must be 7 years prior to your commitment date. Payroll has a dormancy period of 1 year. Escheatment should include 6 years of past due properties and a separate report of properties that will be due the following year. Please list the exact years you will be reviewing your records.

Do you have the actual records for this property type for the full 7 years? If not, why?

For the records that you do not have, how will you estimate the past due property? Please describe in detail any estimation technique.

Accounts Payable

Are you including any account payable such as vendor checks? If not, explain?

Your scope of review must be 7 years prior to your commitment date. Accounts payable has a dormancy period of 3 years. Escheatment should include 4 years of past due properties and a separate report of properties that will be due in the following 3 years. Please list the exact years you will be reviewing your records.

Do you have the actual records for this property type for the full 7 years? If not, why?

For the records that you do not have, how will you estimate the past due property? Please describe in detail any estimation technique.

Accounts Receivable Credit

Are you including any account receivable credit? If not, explain?

Your scope of review must be 7 years prior to your commitment date. Accounts receivable credits have a dormancy period of 3 years. Escheatment should include 4 years of past due properties and a separate report of properties that will be due in the following 3 years. Please list the exact years you will be reviewing your records.

Do you have the actual records for this property type for the full 7 years? If not, why?

For the records that you do not have, how will you estimate the past due property? Please describe in detail any estimation technique.

Securities (shares or dividends)

Are you including any securities? If not, explain?

Your scope of review must be 7 years prior to your commitment date. Securities and dividend payments have a dormancy period of 3 years. Escheatment should include 4 years of past due properties and a separate report of properties that will be due in the following 3 years. Please list the exact years you will be reviewing your records.

Do you have the actual records for this property type for the full 7 years? If not, why?

For the records that you do not have, how will you estimate the past due property?
Please describe in detail any estimation technique.

Other property (Please describe in detail what kind)

Are you including any other property? If not, explain?

Your scope of review must be at least 7 years. Please list the exact years you will be reviewing your records.

Do you have the actual records for this property type? If not, why?

For the records that you do not have, how will you estimate the past due property?
Please describe in detail any estimation technique.

Make sure you have answered every question. If not, our policy does not allow us to review your CDA. If you need more room please attach additional sheets.