



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
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The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 7

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Procurement Folder: 330243

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 1300

Vendor ID:

SO Doc ID: STO1700000006

Legal Name: AUDIT SERVICES US LLC

Published Date: 5/25/17

Alias/DBA:

Close Date: 6/8/17

Total Bid: \$0.00

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 7

Total of All Attachments: 7



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 330243

Solicitation Description : Addendum No. 1 - Professional Auditing Services for UP

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-06-08 13:30:00	SR 1300 ESR06071700000006126	1

VENDOR
000000174254 AUDIT SERVICES US LLC

Solicitation Number: CRFQ 1300 STO1700000006

Total Bid : \$0.00 **Response Date:** 2017-06-08 **Response Time:** 12:52:44

Comments:

FOR INFORMATION CONTACT THE BUYER
 Tara Lyle
 (304) 558-2544
 tara.l.lyle@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Audit services	0.00000	LS	\$1.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :	Audit services
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ASUS

AUDIT SERVICES, U.S., LLC

Response to Request
For Quotations

**To Provide Professional Auditing Services
for the Audit of Unclaimed Property
Holders**

West Virginia State Treasurer's Office

RFQ# STO1700000006
Opening Date: June 8, 2017

Response Submitted By:

Audit Services, U.S., LLC
212 West 35th Street
Suite 1600
New York, NY 10001



AUDIT SERVICES U.S., LLC

Benjamin C. Spann
Chief Executive Officer

212 W. 35th St., 16th Floor
New York, NY 10001
tel: 225.324.0139
fax: 225.753.8290
bspann@auditservicesus.com

June 7, 2017

Ms. Tara Lyle, Bid Clerk
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

Dear Tara:

Audit Services, U.S., LLC ("ASUS") wishes to enter into a contract with the West Virginia State Treasurer's Office for the purpose of providing "Professional Auditing Services for the Audit of Unclaimed Property Holders" as described in RFQ No. STO1700000006. A copy of our proposal has been submitted electronically through wvOASIS per the requirements in RFQ No. STO1700000006. The FEIN Number for ASUS is 31-1653187.

The mission of ASUS is to promote accountability and independently instill trust in the conduct of our Company pursuant our various State Contracts in identifying and remitting unclaimed property. This mission is accomplished by promoting unclaimed property compliance within the holder community by either State mandated audits or voluntary compliance examinations of their books and records. We consistently apply this philosophy and will continue to do so if again awarded a contract with the State of West Virginia.

As a result of over 225 years of combined unclaimed property experience as former State employees and executives from the private sector who worked in the field of unclaimed property, our staff has performed over 6,000 audits of holders who have either failed to report unclaimed property or who have a poor reporting history. The audits our Company has performed have resulted in the identification of over \$1 billion for our contract States. Since our inception, we have performed audits on entities, including but not limited to transfer agents, brokerage houses and other large corporations requiring the examination of their automated data and the subsequent automated filing of their reports.

I am the Chief Executive Officer of ASUS, and accordingly duly authorized to bind the Company to the terms of the RFP and this response thereto. My email address is bspann@auditservicesus.com or I may be reached at (225) 324-0139 should you have any questions or require additional information.

Sincerely,

Benjamin C. Spann
Chief Executive Officer

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Executive Summary

Audit Services U.S., LLC (“**ASUS**”) is pleased to submit this response for Request for Quotation to the West Virginia State Treasurer’s Office (“**WVSTO**”) for the purpose of serving as an agent to provide auditing services for the audit of unclaimed property. This Executive Summary is intended to demonstrate that **ASUS** has the capability to provide West Virginia with the quality of services they expect and are seeking through a contract vendor.

Our company is in its nineteenth year of service and can provide the State with an array of unclaimed property experts who have the expertise, experience, skills and knowledge to identify and recover unclaimed property belonging to the citizens of West Virginia. If awarded this contract, the resources expended by **ASUS** will be focused on serving as an extension of West Virginia’s Unclaimed Property Division.

The advantages of entering into a contract with **ASUS** include:

1. A company that conducts onsite and offsite audits, approved by the State, on entities of all sizes using our own staff comprised of a team of traveling auditors. Our employees were selected not only for their superior accounting credentials but also for their varied business experience. In addition, they are trained in all phases of State unclaimed and abandoned property law, Supreme Court case law, Uniform Commercial Code Act, auditing conduct and ethics, National Association of State Treasurers (NAST), and National Association of Unclaimed Property Administrators (NAUPA) resolutions and commitments on how to conduct audits specifically for unclaimed and abandoned property.
2. A staff that has over 225 years of combined unclaimed property experience, including personnel who have served in various capacities with their State Unclaimed Property Programs, as well as individuals who have worked extensively in the field of unclaimed property in the private sector. Currently, **ASUS** has contracts with forty (40) States and the District of Columbia.
3. The *Audit Services System* that provides the processing which produces holder reports to state unclaimed property departments. Our processing software stands alone and is designed for the specific purpose of processing unclaimed property data for compliance reporting and is compatible for each State utilizing the National Association of Unclaimed Property Administrators (NAUPA) standard format, as well as all other proprietary formats. As such we do not require interface with any other vendors or software in the course of providing our services. The Audit Services System is based on an AS400 platform. Previous unclaimed property reports utilizing this software that **ASUS** has submitted to our contract States has already demonstrated that this system meets the State’s requirements.

4. Our commitment to:

- *Assisting our clients* in developing sound audit and/or compliance programs to bring holders into compliance. If requested by the State, our audit team will conduct additional comprehensive audits of holders that may be too time consuming for the State's staff.
- *Reporting names and addresses of owners* whenever records are available and utilizing sampling and extrapolation techniques only when supporting records cannot be provided.
- *Assisting the holder* by bringing them into compliance with the State's unclaimed property law. Holders will be informed of their reporting and due diligence obligations, as well as current State laws on property classifications, dormancy periods, and service charges. They will also be informed of electronic reporting opportunities and West Virginia's standards for filing timely reports. As part of our audit process, we recommend to the holder internal accounting controls for the reporting of unclaimed and abandoned property.
- *Assisting and sharing* our experience and knowledge of the administrative and audit process with the State's Unclaimed Property Program. Our experience and background in this specialized field qualifies our Company to serve as an extension of the Program's staff.
- *Utilizing an audit approach that is non-controversial and non-aggressive* to the business community. We are sensitive to the concerns of the holder when conducting an audit.
- *Remitting Property* to the State in a timely manner once it is recovered from the holder. Once the property is recovered, it will be held in a qualified custodial institution for remittance to the State of West Virginia.

5. Access to experienced and professional individuals who not only have extensive knowledge of the State unclaimed and abandoned property laws but the necessary skills that can provide the West Virginia Unclaimed Property Program with the assurance that work will be done timely and accurately. This is accomplished by utilizing the following measures:

- Developing a working relationship with States and the holder community. The staff of **ASUS** has extensive experience in working with staff and State administrators of State unclaimed property offices across the nation, as well as all management levels of numerous corporations.
- Being aware of the concerns of the States, the holders and the industry representatives, and responding accordingly when conducting an examination.

6. A Company that in the conduct of its audits adheres to a policy of operating in a manner that is consistent with Generally Accepted Accounting Principles, and Generally Accepted Auditing Standards. As a result we can provide our services with the utmost confidence. These services include, but are not limited to:
 - Identifying and locating unclaimed property from the books and records of the holders, and making demand pursuant to the State's procedures.
 - Providing release agreements when requested by the Holder, identifying the property records to be submitted, and signed by the holder and the West Virginia State Treasurer's Office.
 - Submitting reports of unclaimed property to the State in a timely manner in a format suitable to the State.
 - Submitting itemized monthly statements of unclaimed property disbursed to the State.
 - Remitting property to the State within 30 days after it has been received and reconciled.
 - Instructing holders to register securities and electronically transfer to the State's custodian bank, and providing them with training opportunities.
 - Notifying the holder of its continuing obligation to report unclaimed property to the State after completion of the audit.
7. Our cooperative compliance efforts. Our mission is to help clients navigate the changing business and regulatory environment through sound advice, accumulated experience and world-class expertise. Our goal in these efforts is to encourage compliance by working cooperatively with the business community, assisting them to become familiar with the requirements of the State's unclaimed and abandoned property law. Our outreach efforts include our web site and marketing mailings, our participation in conferences as attendees, presenters, and sponsors, and our on-site presentations to Holders. The result is a cooperative examination that ensures that the requirements of your unclaimed property law have been satisfied and unclaimed property remitted to the State without conflict.
8. A Company that holds to the findings of the U.S. Supreme Court in Texas v. New Jersey, 85 S. Ct. 1136, (1965), Pennsylvania v. New York, 92 S. Ct. 2880, (1972), and Delaware v. New York, 113 S. Ct. 1550 (1993), and any applicable federal legislation regarding which State has the right to receive unclaimed and abandoned property.
 - Where the name and last known address of the apparent owner according to the books and records of the holder is in the State of West Virginia, it shall be deemed reportable to West Virginia.

- If the holder has never maintained records setting forth the name and last known address of the apparent owner, the property shall be deemed as reportable to the State of incorporation of the holder. An address shall be deemed to mean a description of location sufficient for the delivery and receipt of mail. Where no address exists, but the records of the holder establish that the apparent owner resided in West Virginia, the West Virginia State Treasurer's Office and the holder's state of incorporation will be advised for the purpose of determining which state possesses the priority claim to the funds. **ASUS** will seek approval from the contract States when utilizing estimation techniques.
 - Where the address of the apparent owner cannot be readily ascertained, but in fact exists in the books and records of the holder, sampling techniques will be used to allocate the property among the states participating in the review. In such event, if required, sampling techniques will also be utilized to ascertain the proportion of the total reportable property for which the holder has names and last known addresses.
 - **ASUS** will assure that the holder has complied with the due diligence requirements of West Virginia's statutes with respect to finding the owner of the property prior to remitting it to the State.
9. A Company that recognizes that the States it serves govern its actions, and it has the responsibility to follow the instructions of the client State for the various services provided, as well as complies with all federal, state and local laws that may apply. We are cognizant of the concerns of the States in matters dealing with potential conflicts of interest, and we hold ourselves to the highest AICPA Professional Standards to avoid such conflicts. In addition, we also certify that **ASUS** has no conflict of interest in the conduct of any of our audits. Under no circumstance does **ASUS** represent both the holder and the States, or charge a fee to both the holder and the States. All work performed will be done in accordance with West Virginia's Unclaimed Property Act.

Mandatory Technical Criteria & Specifications

3. Qualifications

- 3.1 Organization:** Audit Services, U.S., L.L.C., (“ASUS”) is proud to state that we have had a contract with the West Virginia Office of the State Treasurer since May, 1999. As stated in the Executive Summary, our Company is in its nineteenth year of service as an unclaimed property recovery agent. Our Company began operations in Ohio on November 11, 1997 under the name of Audit Services, Ltd. initially to serve as a contract vendor to the State of Ohio to conduct unclaimed property audits of holders in Ohio. A second company, Audit Services, U.S., LLC (ASL) was formed and incorporated in Florida on June 1, 1999 by the same owners and utilizing the same staff to expand audit contract services to State Unclaimed Property Offices across the nation. On January 1, 2002 the two companies were formally merged. The surviving entity is **Audit Services, U.S., LLC. ASUS** is a limited liability company co-owned by J. Martin Lee and Matthew J. Thornton.
- 3.2 Licenses:** **ASUS** affirms that it is properly licensed and in good standing with all regulatory and governmental entities in the State in which we currently have a contract. Any required business licenses, certificates and/or registrations will be provided upon request.
- 3.3 Location:** **ASUS** is headquartered at 212 West 35th Street, Suite 1600, New York, New York 10001 and all work pertaining to this RFQ will be done out of this office. Our only business is conducting unclaimed property audits on behalf of our contract states.
- 3.4 Quality Control Review Litigation:** As discussed above, **ASUS** is in its nineteenth year as an unclaimed property recovery agent. Currently we have contracts to perform these services with forty (40) States and the District of Columbia (See **ASUS Exhibit A**). **ASUS** specializes in equity and general ledger audits of all types of holders, either as forced audits called by a State, or cooperative compliance audits where a holder wishes to voluntarily comply with State unclaimed property laws. In no circumstance however, will **ASUS** represent the State and the holder at the same time. If awarded a new contract with West Virginia, during the duration of the contract, we will continue to audit all types of holders to include, but not limited to insurance companies, banking, brokerage, transfer agents, health care, publishing, utilities, manufacturing, retailing, temporary staffing, natural resources, and transportation companies. It is our policy to engage in no more audits than we think we can complete in a limited period of time.

To ensure uniformity in our audits, we utilize our Audit Operating Procedures Manual (See **ASUS Exhibit B**) which is used by our auditors in the review and audit process to determine and accurately report the holder’s unclaimed property liability. This Manual is an essential tool utilized in the conduct of our work. Areas discussed in the Manual include, but are not limited to ascertaining the availability

of records, requesting records, evaluating records, identifying property, categorizing property identified, evaluating potential and actual findings, and collecting and remitting property found. In addition, we cover in our procedures issues dealing with cooperating with other contract vendors when auditing the same holder, professional conduct, training unclaimed property auditors, utilizing estimation techniques, and how to deal with problem holders. Other important issues include actions to be taken if there is an audit protest, and the filing and maintenance of audit files that must be retained for possible review by our contract states.

In addition to this industry standard, **ASUS** maintains its own strict procedures, and we closely follow our Audit Program (See **ASUS Exhibit C**) in the conduct of our examinations. The Audit Program provides a checklist to ensure that all facets of the audits are covered, while the Audit Operating Procedures Manual dictates the methodology for conducting the audit. Both manuals are available to the State upon request.

- 3.5 References:** As directed, **ASUS** offers the following States as references. As previously stated, **ASUS** currently has contractual arrangements with forty (40) states and the District of Columbia as identified in *ASUS Exhibit A* and these states are offered as references as well.

Alabama

Chad Wright, Administrator
Unclaimed Property Division
Alabama State Treasury
PO Box 302510
Montgomery, AL 36130
Phone: (334) 353-3627
Fax: (334) 242-9620
chad.wright@treasury.alabama.gov
Contract since July, 1999

GEORGIA

Steve Harbin, Program Manager
Unclaimed Property Division
Georgia Department of Revenue
4125 Welcome All Road, Suite 701
Atlanta, GA 30349-1824
Phone: (404) 724-7058
Steve.Harbin@dor.ga.gov
Contract since June, 2000

Louisiana

Kathleen Lobell, Director
LA Department of State Treasurer
Unclaimed Property Program
1051 North 3rd Street, Room 150
Baton Rouge, LA 70802
Phone: (225) 219-9400
Fax: (225) 219-9381
klobell@treasury.state.la.us
Contract since February, 2000

3.6 Experience

3.7 Staff Qualifications

3.7.1 Experienced Staff: All personnel assigned to audit engagements have the experience necessary to comply with this RFQ. **ASUS** is proud to affirm that most of our staff is comprised of a combination of former State employees who made their career in unclaimed property or individuals from the private sector who had worked primarily in the field of unclaimed property. One member our executive management team has served as an officer of the Executive Committee of the National Association of Unclaimed Property Administrators (NAUPA), in a number of capacities, including Secretary, Regional Vice President, and President. In addition, members of our management team have served as Committee Chairpersons and as active participants on numerous NAUPA committees, including the State and Federal Relations, the State National Audit Program (SNAP), numerous Audit Agenda Committees, Electronic Reporting Standards and as President of the States Clearinghouse of Unclaimed Treasures (SCOUT). Lastly, two of our executive members have been inducted into NAUPA'S Hall of Fame for outstanding performance in the specialized field of unclaimed property.

ASUS presents this background of experience to demonstrate that it is cognizant of the services required by the State because members of our staff were charged with the responsibility of securing similar contracts described in this RFQ in order for their state to ensure compliance with the unclaimed property laws. To this end, they also contracted with vendors who were capable of identifying and conducting compliance audits of selected holders of all categories of unclaimed property. In addition, we know and understand the sensitivities of the holders when conducting audits for unclaimed property. The experience gained by members of our staff while they worked for their State will serve as an asset to the West Virginia Office of the State Treasurer if again awarded a contract.

An organization chart that identifies the individuals who will be responsible for each of the required services outlined in the RFQ may be found in **ASUS Exhibit D**. The staff members identified will support the requirements involving services such as holder research, auditing, information systems support, invoicing, etc. In addition, provided below is a summary of qualifications on the staff that will be available to provide services in response to this RFQ.

Martin J. Lee, Co-Principal and Chief Financial Officer. (Please refer to resume in **ASUS Exhibit I**). Mr. Lee will use his contacts in the various industries to increase the number of companies identified for non-compliance that will increase revenues to the State. Mr. Lee's duties will focus on encouraging compliance through educating brokers, transfer agents, and industry representatives

on the requirements of the numerous state unclaimed property laws, and the ramifications of failing to comply with these laws. In addition, Mr. Lee will be responsible for managing the daily operations of receiving and depositing funds to be held in escrow for the proper State accounts, as well as ensuring distribution of these funds to the proper States and invoicing the States accordingly.

Mr. Lee has 31 years of banking/securities experience. His most recent experience was being employed by ACS/ Unclaimed Property Recovery & Reporting, Inc. for a period of three years, from July 2001 to June 2004. In that time, Mr. Lee was responsible for all aspects of unclaimed property services to individual corporations, financial institutions and the states. Prior to that Mr. Lee served as the Chief Information Officer at Equiserve, Inc., a securities transfer agent from April 1998 to July 2001. Prior to 1998, Mr. Lee was employed by various banks including First Chicago Trust Company and J.P. Morgan Inc. Mr. Lee has his undergraduate degree in Accounting and an advanced degree (MS) in Systems from Iona College.

Matt Thornton, Co-Principal and Director of Operations. (Please refer to resume in *ASUS Exhibit I*). Mr. Thornton will oversee the entire operations of **ASUS** and coordinate the efforts of the staff to ensure maximum efficiency. He will oversee all issues dealing with data conversion, the generation of all state reports and invoices, quality management and improvement efforts and the management of Audit Services' trust accounts. In addition, Mr. Thornton is responsible for all systems development and testing projects and ensuring Audit Services' systems are in compliance with state reporting requirements.

Prior to joining Audit Services in 2004, Mr. Thornton was a Vice President at ACS-Unclaimed Property Recovery & Reporting where he was responsible for the due diligence and escheatment programs for both the MetLife and John Hancock Demutualizations. Under these programs more than \$2.5 Billion was either returned to owners or escheated to various states. He was also responsible for the Maximum Ownership Return program that targeted the return of property to high value shareholders for ACS-UPRR's corporate actions customers. Before UPPR, Mr. Thornton was a Vice President/Senior Project Manager at Mellon Investor Services where he had a leadership role in several multi-million dollar, high profile projects including: MetLife's Demutualization and IPO; the merger of NationsBank and BankAmerica; the relocation and reengineering of Investment Plan Services Department; the reengineering and expansion of Employee Products' Client Implementation Team; implementation of a strategic alliance with JPMorgan / American Century; and the transition of significant systems development effort from external to internal support during the key rollout phase. Prior to Mellon Investor Services, Mr. Thornton was a Business Systems Consultant / Project Manager at American Management Systems, Inc. and Manager of Financial Planning, Analysis and Internal Consulting at First Chicago Trust Company of New York. Mr. Thornton holds a BBA in Finance from the University of Massachusetts at Amherst, an MBA from Fordham University's Graduate School of Business and

has earned a Project Management Professional (PMP) Certification from The Project Management Institute.

Jeremy Katz, Partner. (Please refer to resume in *ASUS Exhibit I*). Jeremy has recently joined Audit Services and was previously with PRA Government Services. Prior to joining PRA-GS in September of 2014, Jeremy spent 20 years with Xerox (by way of several acquisitions including that of The National Abandoned Property Processing Corporation (NAPPCO) and Affiliated Computer Services (ACS) Unclaimed Property Clearinghouse).

While at Xerox, Jeremy was deeply involved in developing solutions and managing large teams of people responsible for the delivery of services to state unclaimed property programs. Specifically, Jeremy supported the implementation of complex database management systems, the creation of unclaimed property compliance and collections related solutions (one of which is patented by the U.S. Patent and Trademark Office), marketing and sales initiatives, contract management and strategic planning.

Jeremy has also developed and participated in training programs designed to educate state personnel on matter of unclaimed property and speaks frequently at national meetings on matter of unclaimed property compliance and owner reunification efforts. Other areas of focus have also included business process outsource and information technology-related solutions, including: finance and tax applications, cloud-based computing, infrastructure management, enterprise content management and application development and maintenance.

Jeremy actively participates as a Corporate Affiliate and former Corporate Affiliate Board member of the National Association of State Treasurers (NAST) and attends all NAST meetings and the meetings of the National Association of Unclaimed Property Administrators (NAUPA). Jeremy is serving his second term on the NAST Foundation Board. Lastly, Jeremy is an observer to the Uniform Law Commission as it undertakes the process of revising the 1995 Uniform Unclaimed Property Act.

Jeremy is a graduate of the University of Maryland and has focused his continuing professional education in the areas of business and marketing management at Johns Hopkins University.

Benjamin “Benny” C. Spann, Chief Executive Officer. (Please refer to resume in *ASUS Exhibit I*). Mr. Spann will be responsible for overseeing all facets of the contract and responding to any problems or questions that may arise. Duties will also include ensuring that approval is obtained from the State prior to the commencement of an audit, that monthly work-in-progress reports are provided in a timely manner, and release and indemnification agreements if necessary are prepared. In addition, in this capacity he will be tasked with assisting in the resolution of any conflicts that may occur during the course of an audit. Additional duties include responsibility for all state unclaimed property relationships involving contract renewals and negotiations and the resolution of issues involving the remittance of funds to client states.

Benny has over 25 years experience in the state administration of unclaimed property. He started his career as a corporate tax auditor with the Louisiana Department of Revenue. After a short while in the field, he moved into Field Services management. He then transferred into the unclaimed property world as Director of Unclaimed Property for the State of Louisiana responsible for the first total revision of the Louisiana unclaimed property statutes. The Unclaimed Property program was transferred to the State Treasurer's office from the Department of Revenue in 2000. He continued to be the Director of this division until his retirement in June, 2012 after 36 ½ years of state service. He has been an active participant in the National Association of Unclaimed Property Administrators (NAUPA) serving as Southern Regional Vice President and serving on the uniform electronic reporting committee. He developed the NAUPA bulletin board system prior to the internet and also developed NAUPA's first internet website. He has been awarded the NAUPA President's award and the NAUPA Lifetime Achievement award. Benny started with Audit Services US LLC in September, 2013. He has an accounting degree from Louisiana Tech University in Ruston, Louisiana.

R. Terry Allen, Executive Consultant. (Please refer to resume in *ASUS Exhibit I*). From 1980-1999, Mr. Allen served as the Administrator of the North Carolina Escheat and Unclaimed Property Program. During that time he established a Program that increased yearly collections of unclaimed property from \$2 million to over \$33 million. In addition, funds returned to rightful owner increased from \$191,000 to over \$13 million per year. At the time of his retirement after 30 years of service with the State, Mr. Allen was the most senior unclaimed property administrator in the nation. He has served as an officer of the Executive Committee of the National Association of Unclaimed Property Administrators (NAUPA) in a number of capacities, including Secretary, Regional Vice President, and President. During his term as President, Mr. Allen "spearheaded" the drive to get the 1995 Uniform Unclaimed Property Act approved by the National Conference of Commissioners on Uniform State Laws. In addition, Mr. Allen served as the Committee Chairman on numerous NAUPA committees, including the State and Federal Relations, the State National Audit Program (SNAP), and the Nominating Committee. Mr. Allen also served as President of the States Clearinghouse of Unclaimed Treasures (SCOUT). He is a frequent speaker on the topic of unclaimed property at the NAUPA Conferences, as well as professional and civic groups. Mr. Allen holds an MPA degree from N.C. State University and is a graduate of the Government Executives Institute from the University of North Carolina. In addition, Mr. Allen is also retired from the North Carolina National Guard with 25 years of service.

Jennifer Fatula, Unclaimed Property Audit Manager. (Please refer to resume in *ASUS Exhibit I*). Ms. Fatula will be responsible for planning the audits, supervising the staff auditors, maintaining a liaison with company management, preparing the

audit report, and ensuring the audit is conducted in accordance with Generally Accepted Auditing Standards. In addition, she will oversee the training and performance review of all **ASUS** auditors. She will be responsible for on-site monitoring of the actions of the **ASUS** lead auditor during the course of the audit. Upon completion of the examination, she will also be responsible for the review of work papers. Jen is a senior unclaimed property audit manager with more than ten years of experience in unclaimed property auditing. Prior to joining Audit Services, Jen was a Senior Audit Manager with Kelmar Associates LLC. Jen's focus at Kelmar was on general ledger unclaimed property audits with many of the nation's largest companies. Audits also included food and beverage manufacturers and distributors, materials manufacturers and oil and gas companies.

Jen graduated from Bentley University with a B.S. in Corporate Finance and Accounting and a minor in Law.

Amy Monganaro, Senior Auditor. (Please refer to resume in *ASUS Exhibit I*). Amy is a senior unclaimed property auditor with more than ten years of experience in unclaimed property auditing. Prior to joining Audit Services, Amy was an Audit Supervisor with PRA Government Services and the Xerox Unclaimed Property Clearinghouse. Amy's focus at PRA and Xerox was on general ledger unclaimed property audits of many of the nation's largest companies. Audits also included insurance companies as well as holders/processors of rebate checks.

Before joining Xerox, Amy was an Accounting Supervisor for AIM Healthcare, where one of her duties was to manage the process for unclaimed property compliance. In that role, she was active in the Unclaimed Property Professionals Organization (UPPO) and attended unclaimed property related conferences on a regular basis in order to network with other professionals in the unclaimed property arena as well as to keep apprised of changes in regulations and gain a better understanding of unclaimed property best practices.

Amy graduated from Eastern Nazarene College with a B.A. in Business Administration and from Trevecca Nazarene University with an MBA.

Erik Kallevik, Auditor. (Please refer to resume in *ASUS Exhibit I*). Erik is a senior unclaimed property audit manager with more than ten years of experience in unclaimed property auditing. Prior to joining Audit Services US, Erik was an Audit Manager with Kelmar Associates LLC and Xerox Unclaimed Property Clearinghouse. Erik's focus at Kelmar and Xerox was on general ledger unclaimed property audits of many of the nation's largest companies. Audits also included insurance, oil and gas and healthcare service companies.

Before joining the unclaimed property industry, Erik was an accounting manager for Forrester Research Corporation and First Act, Inc., where one of the duties was to manage the process for unclaimed property compliance. Erik also has experience

in working at the professional accounting firm, KPMG, conducting internal audits to assist clients in federal and state regulatory compliance.

Erik graduated from University of Massachusetts at Amherst with a B.S. in Resource Economics and a concentration in Managerial Accounting.

Lee R. Hines, CPA. (Please refer to resume in *ASUS Exhibit I*). Mr. Hines began his employment in 1969 with the North Carolina Department of Revenue as a Sales Tax Auditor, and later became a Foreign Corporation Income and Franchise Tax Auditor. In 1983 he went to work for the North Carolina Department of State Treasurer and established their Escheat and Unclaimed Property Audit Program. Mr. Hines served as the Audit Manager, and until his retirement in October of 1999, he was the most senior State unclaimed property auditor in the nation. In November 1999 he began his employment with Audit Services. Lee is a member of the Triangle Chapter of the Association of Governmental Accountants, and he has completed the Certified Public Manager's Program and is a member of the North Carolina and American Academy of Certified Public Managers. Mr. Hines has been on the audit agenda and professional development committees for the National Association of Unclaimed Property Administrators numerous times and has served as chairman of the Audit Agenda Committee in 1985 and 1990.

William Joseph, Reports and Processing Systems Manager. (Please refer to resume in *ASUS Exhibit I*). Mr. Joseph will be responsible for the electronic reporting functions to the State, as well as performance monitoring and report management. This requires that he check through NAUPA files and incoming audits, and convert them to a format useable by the server prior to the submission of reports to our contract states. He is also responsible for the design and development of the work-in-progress reports remitted to the contact states.

Mr. Joseph has experience in numerous software applications including Visual Basic, Visual FoxPro, Visual C++, HTML, Java, the entire Microsoft Office Suite, and COBOL. He has worked as the network administrator for Dunlop, Onderdonk and Wilson Corp., a small insurance agency that has since been sold and merged with Bollinger Inc. While working with Dunlop, Onderdonk and Wilson Corp., his duties included the day to day maintenance of the network, as well as training the employees how to use a Windows based PC software, and internet applications. He has created numerous professional websites for businesses and he is currently developing and new and improved Work-in-Progress Report that is individualized for State Unclaimed Property Offices across the nation. He is currently working on his Bachelor's degree in Computer Science at William Paterson University with plans to obtain a Master's Degree in Computer Science as well.

Jeffrey Saitta, Senior Programmer. (Please refer to resume in *ASUS Exhibit I*). Mr. Saitta is responsible for maintaining Audit Services' proprietary system that allows us to file unclaimed property reports to our contract states.

Mr. Saitta has over 25 years of programming experience in the field of Corporate Reorganization and Unclaimed Property. He was responsible for developing a complete Abandoned Property application providing data conversion functionality, due diligence and property eligibility testing and NAUPA file and state form/report generation. He is responsible for all ongoing maintenance and new development of the software used by Audit Services' staff.

3.7.2 Partner & Supervisory Qualifications: All **ASUS** personnel will serve as the project team. Their qualifications and experience have been described in subsection 3.7.1.

3.7.3 Continuation of Quality Staff: As previously stated, **ASUS** is now in its nineteenth year as a contract vendor to provide auditing services to the states we serve. While it is our intention to remain in service for the foreseeable future we recognize that the numbers of our staff may fluctuate, but regardless, we will ensure that any replacement staff will be highly qualified employees to carry on the high standards of service we have continued to display.

3.7.4 Subcontractors: **ASUS** utilizes The Allen CPA Firm, PLLC, 800 Town & Country Blvd., Suite 300, Houston, TX 77024 as a subcontractor under the Texas "Historically Underutilized Business" program. This subcontractor will be used mainly for Texas based audits but potentially could find property reportable to the State of West Virginia.

3.8 Conflicts: **ASUS** affirms that it has no conflict of interest with regard to any other work performed for the State of West Virginia, the STO or any other agency, board or commission thereof. In addition, we represent only the states we have a contract with, and never represent a holder being audited.

4.1 Mandatory Contract Services Requirements and Deliverables:

4.1.1 Specific Work Plan – Audits: **ASUS** will adhere to the audit guidelines set forth in the Work Plan attached.

4.1.2 Audit Examinations: Our process for conducting an unclaimed property examination begins with a thorough research of the holder's reporting history. It is our position that the reporting history of a holder should be obtained before an engagement letter is mailed or examination performed. In addition, for researching the holder's background and history, we often utilize online databases such as Mergent and Compact Disclosure, and subscription services such as One Source Express, Hoover's, Westlaw, Loislaw, Dun & Bradstreet, Standard and Poor's and Proquest. Regardless of the source used, if the holder has a history of reporting unclaimed property, the reports are reviewed to determine the property types and amounts remitted for each property type. For all types of property, after the review has been completed, property is identified as being potentially "escheatable" or "unclaimed and abandoned." This process will not only identify property that is subject to immediate escheat based on the dormancy period for that particular type of property, but property that will be reportable in the future and that should be remitted to the State without the involvement of a third party vendor.

Once an audit candidate has been selected, additional contract states are provided the opportunity to join the audit. After a contracting state has selected a holder for examination, a "Holder Profile" (*See ASUS Exhibit E*) is sent to states that have a current contract with **ASUS**. States that are interested in joining the examination are offered the opportunity at this time. On "called" audits participating states are requested to provide an authorization/engagement letter (*See ASUS Exhibit F*) informing the holder of their intent to join the examination. Once the fieldwork on an audit has begun, additional states are not allowed to join the audit. This philosophy is in keeping with the audit guidelines that had been proposed by NAUPA to eliminate complaints from holders who could contend that States were added after a contract vendor had identified property belonging to those states.

In the conduct of its operations, **ASUS** follows Generally Accepted Accounting Principles, and generally accepted practices with regard to unclaimed property compliance reviews and audits. In addition to these industry standards, **ASUS** maintains its own strict procedures. It is our policy that records generally will be examined on the holder's premises. The identification of unclaimed property is facilitated by performing an analysis on a number of items, including but not limited to: (1) the holder's chart of accounts (each different type of entity has a different chart of accounts); (2) the holder's organizational structure (i.e., parent company, subsidiary, etc.); and (3) any policy and procedures manual that identifies the handling or disposition of unclaimed accounts. In the course of an audit of a holder's records, a demand will be made for any property that has been identified as unclaimed, provided it comes under the purview of the State's Unclaimed and Abandoned Property Law. This of course will require a careful analysis of the custodial periods required by each State under its own law. To this end, **ASUS** has developed its own matrix on the custodial periods for each state. Once property has been identified as unclaimed and demandable, it will then be forwarded to the State or the State's designee on the form or magnetic media specified by the State.

4.1.3 Audit Authorization: **ASUS** recognizes that prior to commencing any involuntary examination of a holder we must obtain an examination authorization letter from the STO. Also, in the event that we believe that we could no conduct an assigned examination for any reason, we will notify the STO within thirty (30) days of receiving the assignment. **ASUS** also recognizes that any involuntary examination conducted without prior written approval by the STO will result in the waiver of fees that would otherwise be due to **ASUS**.

4.1.4 Standards: **ASUS** understands and will comply with the requirements of this Section. We place a great emphasis on cooperative or voluntary compliance. This compliance is solicited by educating the holders on the State laws pertaining unclaimed property requirements. Through our participation in conferences hosted by the National Association of Unclaimed Property Administrators (NAUPA), and The National Association of State Treasurers (NAST), of which we are a corporate member, the holder community has gained a greater awareness of the need to come into compliance with the various State Unclaimed Property Laws. Through our direct interaction with the holder community, not only are we able to demonstrate to the holder that there is potential liability, but action needs to be taken to come into compliance.

In addition, we also educate the holder through public speaking engagements, direct mailings, and our staff communicates with the various trade associations such as the Security Industry Association, Corporate Transfer Association, and the Stock Transfer Association. In addition, **ASUS** tracks corporate actions through the various members of Depository Trust Company and then contacts the states we represent who may want to either initiate or participate in an audit of the firm. We have also expended our resources by making presentation to attorneys, CPA's and participating in Lorman sponsored presentations to the holder community concerning unclaimed property laws and reporting.

ASUS will not solicit a holder to enter into a voluntary examination agreement in regard to the holder's unclaimed funds reporting liability if the holder is under an involuntary examination by another vendor on behalf of and at the initiation of the State Treasurer's Office. This provision also applies if **ASUS** has been notified in writing by the State Treasurer's Office that an examination of the holder has been planned or if the holder has been contacted within the scope of State Treasurer's Office Desk Audit Program.

4.1.5 Authority: **ASUS** agrees with the requirements of this section and will comply accordingly. As stated in our Executive Summary, **ASUS** recognizes that the States it serves govern its actions, and it has the responsibility to follow the instructions of the client State for the various services provided, as well as complies with all federal, state and local laws that may apply. We recognize that in the absence of holder records that STO approval will be required before applying estimation techniques to determine the amount of unclaimed property that should be demandable.

4.1.6 Timeframe: ASUS agrees with the requirements of this section and will comply accordingly. ASUS also recognizes the need to complete unclaimed property examinations in a timely and efficient manner, and our auditors are trained to adhere to our audit procedures to ensure this occurs. It is our policy to open and engage in no more examinations than we feel we can handle within a prescribed time frame, and the examination should be commenced no more than 90 days from the date the holder is notified of our intent to perform the examination. In the event there is a scheduling conflict or problems with providing records, ASUS will work with the holder to resolve these issues. In any case, the State will also be notified of any changes. Only under extenuating circumstances should an examination extend for more than a year from the date of the engagement letter. Because ASUS serves the State, the State will be notified immediately if the holder should become uncooperative and unwilling to comply with the requirements of the examination. In situations where holders are uncooperative in the examination, it is possible for the examination to extend for more than one year. This usually occurs in accounting and/or auditing methodology or in the interpretation of the law. Also in the event that the holder has numerous divisions that must be examined, the audit process could be lengthy, but the State will be kept well informed of the progress and we will seek direction and assistance from the State if a problem should occur.

Once this examination is complete, we will advise the holder of its obligation to file future reports to the State and provide them with recommendations on how this function is to be performed. Once the completed audit work is reconciled, the holder and owner data is processed and prepared for delivery to the State according to the reporting requirements of the State.

4.1.7 Act Requirements and Notices: ASUS agrees with the requirements of this section and will comply accordingly. It is our policy to advise each holder of meeting the unclaimed property law requirements for each State we represent. Prior to making demand from the holder for unclaimed property that is due and payable to our contract states, due diligence by the holder must be performed. ASUS's auditors are well versed in the different State laws and will advise holders regarding the provisions of the State's laws and the requirements for performing due diligence in making attempts to locate the rightful owner before property is remitted as unclaimed. Since we have established as one of our performance benchmarks the necessity of performing due diligence, our auditors conduct a review of due diligence between the potential findings stage and the final findings stage of the examination. Due diligence can be done solely by the holder, or with our assistance. If required, certifications to the completion of the due diligence requirements will be obtained from the holder prior to the balance of the property being remitted to the State as unclaimed.

4.1.8 Closure: It is ASUS's policy to make demand of a Holder for remittance of property to the State only after we have reconciled and agreed with the Holder on

the report to be filed with the State Treasurer' Office. In the event **ASUS** and the Holder do not agree upon the report to be filed, the State Treasurer's Office will decide the matter.

In the event an unclaimed property examination reveals "out-of-proof" accounts, the holder will be instructed to pro-rate the owner accounts, and file a report accordingly. In addition, the holder will certify that if owners file for a refund from the State to the extent that the funds remitted are exhausted, the holder will refund any balance due.

At the completion of an examination, the amounts due by the holder are reconciled to the data submitted to **ASUS**, which in turn is compared to our actual findings presented to the holder in the exit conference at the close of fieldwork. Once reconciled, the holder and owner data is processed and prepared for delivery to the State according to the reporting requirements of the State. It is **ASUS's** policy to file an unclaimed property report with the remittance when an examination is completed. In addition, it is also **ASUS's** policy to advise the holder of its obligation to file future reports to the State.

In the event that **ASUS** and the holder under examination are unable to reach an agreement as to the terms of our final examination report, **ASUS** will advise the holder that an administrative appeal may be filed with the STO. **ASUS** will also advise the holder of the requirements for filing an appeal. As stated in the Executive Summary, because we are a Company that recognizes that the States it serves govern its actions, we have the responsibility to follow the instructions of the client State for the various services provided, and this includes decisions that may be rendered in the dispute resolution process.

4.1.9 Reporting: **ASUS** agrees that in conjunction with the identification and collection of unclaimed property, in either voluntary or involuntary examinations, we shall comply with the requirements described below.

ASUS conducts all-inclusive on site audits of General Ledger accounts, as well as the equity and debt property of the holder. As previously mentioned, prior to conducting audits our entire staff is trained in all phases of State unclaimed property law, and over 100 Supreme Court Case Law regarding abandoned property, Uniform Commercial Code Act, auditing conduct and ethics, NAUPA resolutions and commitments and how to conduct audits specifically for unclaimed property.

Our auditing duties have included examinations of companies in every industry including brokerage houses and transfer agents. Most of these audits were of publicly traded corporations where it was necessary to request and review accounting records from their transfer agents to complete the audit on the equity and debt side of the corporation. Proper analysis of equity property required review of shareholder ledgers, undeliverable or unexchanged stock certificates arising from mergers and acquisitions, redemption payments, liquidations, dividend reinvestment plans, mutual funds, uncashed dividends, cash in lieu of fractional

shares, stock splits, bank statements, outstanding dividends, retirement accounts and check listings. For debt property we reviewed records of matured or called debt (Bonds, Debentures, Notes), unnegotiated interest checks, bank statements and reconciliation's, unredeemed principal from calls of serial maturities, and unredeemed coupons from matured bearer issues.

4.1.9.1 ASUS will process records of unclaimed property obtained from Holders and/or their agents.

4.1.9.2 ASUS will timely submit all required reports and notices to West Virginia State Treasurer's Unclaimed Property Division, 322 70th Street SE, Charleston, WV 25304.

4.1.9.3 ASUS will prepare and submit to STO reports of unclaimed property in accordance with the requirements of the Unclaimed Property Act and corresponding legislative rule, 112 CSR 5.

Property will be transferred in trust for the STO to one of our custodians, Signature Bank for cash deliveries and Mellon Securities Trust Company for securities, or remitted directly to the STO by the holder. If submitted to our custodian, the property will be held in an escrow account, earning interest on behalf of the State at the prevailing market rate. Securities will be registered as directed by the contract, and remitted to Audit Services to be held by our custodian or, if possible, transferred to the State through DTC.

4.1.9.4 ASUS agrees with the requirements of this section and will comply accordingly. It is **ASUS's** policy to file an unclaimed property report and invoice with the remittance when an examination is completed. All raw data obtained from the examination is input (physical or download) into our own proprietary software (*See ASUS Exhibit G*). The *Audit Services System* software allows our Company to file a "hard copy" report to West Virginia as well as a report in a standard NAUPA II format. The *Audit Services System* is compliant with all 50 states' requirements and utilizes the NAUPA standard reporting format, among others for reporting unclaimed property to client states. We recognize that providing accurate and precise information that can be downloaded to our client State's database is essential to the processing of data received in a timely and efficient manner. This information is necessary for not only accounting purposes, but to facilitate the possibility of the State locating the rightful owner.

4.1.9.5 ASUS agrees with the requirements of this section and will comply accordingly. It is our policy that once an examination is completed and reconciled, the property identified will be remitted to the State within 30 days.

4.1.10 Securities: ASUS agrees with the requirements of this section and related subsections and will comply accordingly. Securities will be registered and delivered as directed by the State. Shares will generally be remitted to ASUS and briefly held in our custody account in preparation for transfer to the State's custodian through DTC. Non-DTC eligible securities will be delivered in certificated form per the State's registration instructions. ASUS utilizes Mellon Securities Trust Company located in New York, NY, for securities custody. Whether general ledger property or securities related, the property will be remitted to the custody of the State within thirty (30) days from receipt or reconciliation.

4.1.10.1 ASUS shall cause all securities to be re-registered to the State of West Virginia or its nominee, as directed by the STO, and delivered using Depository Trust Company (DTC) designations when applicable.

4.1.11 Demands for Remittance: ASUS agrees with the provisions of this section.

4.1.10.12 Out-of-Proof Reports: ASUS agrees with the provisions of this section.

4.1.10.13 Dispute Resolution: ASUS agrees with the requirements of this section and will comply accordingly. ASUS recognizes that occasionally timely disbursement of property may be delayed as a result of a dispute with respect to the delivery, ownership, right of possession and/or disposition of property. We will notify the STO of any such disputes within thirty (30) days of determination that a dispute exists. In addition, we will make all reasonable efforts to resolve any disputes as quickly as possible.

4.1.10.14 Property Disputes: ASUS agrees with the provisions of this section.

4.1.10.15 Interest Credits: ASUS agrees with the requirements of this section and will comply accordingly. Any interest earned from funds received by ASUS as a result of an examination, and that are held in escrow until the examination is reconciled will be credited to the State. The interest earned amount will be credited against fees payable to ASUS.

4.1.10.16 Release Agreements: ASUS agrees with the requirements of this section and will comply accordingly. As stated in our Executive Summary, it is our policy to provide release agreements when requested by the Holder, identifying the property records to be submitted, and signed by the holder and the West Virginia State Treasurer's Office.

4.1.10.17 Work-In-Progress Reports: ASUS agrees with the requirements of this section and will comply accordingly. To keep the State current on the progress of our audits, ASUS issues a monthly work-in-progress report (*ASUS Exhibit H*), by the 15th of each month. ASUS's monthly work-in-progress report provides the

state with an alphabetical listing of all holders who are currently under audit. Included in the report is the holder's FEIN, the audit start date, the audit period covered, the types of property being audited and a comments field to describe the status or progress of the audit. The work-in-progress report can be modified to meet the requirements of the State.

4.1.10.18 Review and Retention of Records: Upon the completion of an examination, **ASUS** will maintain the records and supporting documentation from the examination for a minimum of ten (10) years. All information obtained in the course of an examination will be made available to the contracting state if requested by the State.

4.1.10.19 Joint Examination: **ASUS** welcomes the State of West Virginia to participate in any examination in progress.

4.1.10.20 Reasonable Compensation: **ASUS** agrees with the requirements of this section and related subsections and will comply accordingly. We agree with the STO's assessment that occasionally there may be Holders that need to be audited but anticipated findings may not result in reasonable compensation. In such cases, we would agree to the STO's rate of reasonable compensation.

4.1.21 Fees: **ASUS** agrees with the requirements of this section and related subsections and will comply accordingly. We acknowledge that the fee for the identification and collection of unclaimed property will be a flat 11.5% of the net unclaimed property remitted to the State Treasurer's Office, less any interest due pursuant to the provisions of the RFQ. For those examinations requiring alternate reasonable compensation, **ASUS** will be paid on an hourly basis at the rate of \$65 per hour. **ASUS** recognizes that it is responsible for the payment or making provision for the payment of all expenses incurred in connection with all services provided in the RFQ.

4.1.22 Confidentiality: All matters dealing with the contract between **ASUS** and the State will be maintained in strict confidence. Also, any information obtained from the holder or the State Treasurer's Office is considered proprietary and confidential in nature and will not be disclosed to a third party. If it is felt that the information would be beneficial in the conduct of an unclaimed property examination on behalf of another State, this information can be released to another State.

5. ADDITIONAL OPTIONAL SERVICES WHICH VENDOR MAY PROVIDE

Contractor Assisted Self Audit: See Contractor Assisted Self Audit program attached.

ASUS agrees with all of the requirements of this Request for Quotation. Items to which we did not make a specific response were considered not to be required, however all items were reviewed, understood and accepted.



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 34 - Service - Prof

Proc Folder: 330243

Doc Description: Addendum No. 1 - Professional Auditing Services for UP

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-25	2017-06-08 13:30:00	CRFQ 1300 STO1700000006	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER
 Tara Lyle
 (304) 558-2544
 tara.l.lyle@wv.gov

Signature X FEIN # DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No. 1 - to provide responses to vendor questions and to extend the bid opening from 06/01/2017 to 06/08/2017. The bid opening time remains at 1:30 pm. See attached pages.

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Audit services	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :

Audit services

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical questions due by 4:00 pm	2017-05-22

STO1700000006	Document Phase Final	Document Description Addendum No. 1 - Professional Auditing Services for UP	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ STO1700000006
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ STO1700000005 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide responses to vendor questions.
2. To move the bid opening from 06/01/2017 to 06/08/2017.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: May 22, 2017 by 4:00 pm

Submit Questions to: Tara Lyle, Buyer Supervisor
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Tara.L.Lyle@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:

BUYER:

SOLICITATION NO.:

BID OPENING DATE:

BID OPENING TIME:

FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: June 1, 2017 at 1:30 pm

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

- 8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
- 9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
- 10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
- 11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
- 12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
- 13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
- 14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. **"Bid" or "Proposal"** means the vendors submitted response to this solicitation.
 - 2.3. **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.4. **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.5. **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.6. **"Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.7. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.8. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.9. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on
Upon award _____ and extends for a period of one (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to four (4) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 48 months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of:

Automobile Liability Insurance in at least an amount of: _____

Professional/Malpractice/Errors and Omission Insurance in at least an amount of:
\$1 Million per occurrence

Commercial Crime and Third Party Fidelity Insurance in an amount of:

Cyber Liability Insurance in an amount of: \$1 Million

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

11. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

for _____.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

14. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.
- 18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-6.1.e.
- 20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 22. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.
- 23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

31. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

32. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

33. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

34. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

35. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

36. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

37. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

38. PURCHASING AFFIDAVIT: In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

39. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

40. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

41. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

42. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

43. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

44. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Benjamin C. Spann, CHIEF EXECUTIVE OFFICER
(Name/Title)
BENJAMIN C. SPANN, CHIEF EXECUTIVE OFFICER
(Printed Name and Title)
212 WEST 35TH ST, SUITE 1600, NEW YORK, NY 10001
(Address)
225-324-0139 FAX: 225-753-8290
(Phone Number) / (Fax Number)
BSPANN@AUDITSERVICESUS.COM
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

AUDIT SERVICES, U. S., LLC
(Company)

Benjamin C. Spann, CHIEF EXECUTIVE OFFICER
(Authorized Signature) (Representative Name, Title)

BENJAMIN C. SPANN, CHIEF EXECUTIVE OFFICER
(Printed Name and Title of Authorized Representative)

JUNE 7, 2017
(Date)

225-324-0139 FAX: 225-753-8290
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
CRFQ STO1700000006 - Professional Auditing Services

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia State Treasurer's Office, Unclaimed Property Division ("STO") to establish a contract for Professional Auditing Services to provide examinations of unclaimed property Holders' records.

1.1 OPERATIONAL INFORMATION:

The West Virginia State Treasurer is a constitutional officer charged with the responsibility of accepting and managing unclaimed property reported by Holders. Under the *West Virginia Unclaimed Property Act* (the "Act"), set forth in *W.Va. Code §36-8-1, et seq.*, effective as of July 1, 1997, Holders of property presumed abandoned are required to pay or deliver such property to the West Virginia State Treasurer and must file periodic reports with the STO.

The STO has the authority to audit the records of Holders in order to ensure that they are in compliance with the Act and the corresponding legislative rules, 112 CSR 5. Pursuant to the provisions of *W.Va. Code §36-8-20*, the STO may contract with other persons to conduct Holder audits, collect and process various forms of unclaimed property. Any unclaimed property identified during these examinations must be remitted to the STO for return to the rightful owners.

The STO has determined that the examination, processing and delivery of unclaimed property, as it relates to Holders with a presence in the State of West Virginia, may be more cost-effective by the utilization of one or more Vendors. Multiple contracts may be awarded for Vendors deemed to be best qualified to provide the Services requested under the Request for Quotation at a fair and reasonable price.

Although the citizens of West Virginia receive the benefits of the property until it is claimed by the owners, the rights of the owners are never forfeited. Advertisements identifying property held by STO are periodically placed in West Virginia newspapers to expedite the return of property.

Additional information regarding the Unclaimed Property Division of the STO is available on the STO website <http://www2.wvsto.com/>. A glossary of terms used in this RFQ is provided in Exhibit A to this RFQ.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in Exhibit A and section 2 of the General Terms and Conditions.

- 2.1 **"Contract Services"** means professional auditing services for the examination of the records of businesses holding unclaimed property for the STO as more fully described in these specifications.

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2.2 "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications. By signing and submitting its bid, Vendor certifies that it has the minimum qualifications. Vendor shall provide complete responses to each requirement and provide any additional information as requested in this section. All required documents should be provided with Vendor's bid and shall be provided within 24 hours of request.

3.1. Organization: The Vendor must be of sufficient size and organization to provide the Services required by the STO. Describe the Vendor, discussing organizational structure, size, ownership, experience and the Vendor's ability, capacity and qualifications for performing the services contemplated by this RFQ.

3.2. Licenses: Vendor must be properly licensed and in good standing with all regulatory and governmental entities. Vendor must submit copies of all required business licenses, certificates and/or registrations upon request or as a matter of proof that it meets certain criteria in order to be considered responsive and responsible.

3.3. Location: Vendor must be authorized to conduct business in the State of West Virginia. All assets and data relating to the STO must be maintained in a facility located within the United States of America. Describe the physical location of the facility from which the Services will be provided and the nature of all business conducted from that facility.

3.4. Quality Control Review Litigation: The Vendor must have favorable quality control reviews for its work. The Vendor's external quality control review contents should provide either a positive or a non-negative review of the Vendor. Desk reviews or field reviews of the Vendor and litigation must not reflect poorly on the work of the Vendor. Vendor should provide all quality control reviews of the Vendor's work for the past two (2) years with the bid, however, this information may be required prior to contract award.

3.5. References: The Vendor must have satisfactory references. Please provide the names of at least three (3) references from governmental agencies which administer unclaimed property programs. The references must show that the Vendor has previously conducted unclaimed property audits in a competent and professional manner, or must otherwise demonstrate the ability of the Vendor to perform the Services specified in this RFQ. If a subcontractor or primary Vendor quotation is made the Vendor should provide one (1) client reference for each of the parties involved. The Vendor must provide the name and telephone number of each contact person for each of the clients specified. The STO reserves the right to contact any person or entity it believes prudent and to inquire about the Vendor.

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3.6. Experience: The Vendor must have at least three (3) years' experience in providing unclaimed property audit services for state governments. Please describe the Vendor's experience, including years of providing audit services and the nature of the Vendor's current customers and the types of industries in which it has auditing experience. Disclose and discuss any specialized audit or asset-locating policies and procedures related to unclaimed property audits.

3.7. Staff Qualifications

3.7.1. Experienced Staff: The Vendor must provide experienced staff. All personnel assigned to examinations for the STO must have at least one (1) year of auditing experience in unclaimed property auditing. Vendor should include, with the bid, the names and contact information of the specific staff to be assigned to the STO contract and a resume for each staff member listed. Include any information such as whether any personnel available for the engagement have articles published in professional journals, conduct or teach seminars, conferences, college-level courses, etc., or sit on professional accounting firms, auditing boards or committees. This information may be required prior to contract award.

3.7.2. Partner & Supervisory Qualifications: The Vendor must identify and all principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the audit engagements.

3.7.3. Continuation of Quality Staff: Vendor shall provide quality of staff over the term of the contract and ensure that any new or additional staff members have the same qualifications, training and experience as the staff members. Vendor should provide this information in its bid to this RFQ. The Vendor shall inform the STO in writing of any personnel or staff changes that would affect the Services provided to the STO.

3.7.4. Subcontractors: The Vendor must disclose any potential subcontractor in its bid to this RFQ. In the event the Vendor proposes providing the required Services through a subcontractor, the bid should include the name, address, contact information, experience and staff qualifications of the potential subcontractor. This information may be required prior to contract award. Any proposed subcontractor must meet the same mandatories to provide the Services in this RFQ prior to entering into any agreement with the Vendor. A bid that includes Services provided by a Subcontractor is not considered a joint bid. The STO will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor is solely responsible and liable for payment of all financial matters in connection with its employees, contractors and subcontractors.

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3.8. Conflicts: The Vendor must have no conflict of interest with regard to any other work performed by the Vendor for the State of West Virginia, the STO or any other agency, board or commission thereof. Furthermore, the Vendor shall not participate in examinations in which such participation could be construed as a conflict of interest.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Specific Work Plan – Audits: For each planned audit, the Vendor must set forth a work plan for the audit, including an explanation for the methodology to be followed and any specialized methodologies to be used by Vendor. The work plan must adhere to the guidelines in Exhibit D.

4.1.2 Audits Examinations: The Vendor must be able to conduct audit examinations of holders as required by the STO and in accordance with Exhibit D. The Vendor shall undertake to determine, report, and collect all types of unclaimed property in the possession of the Holder, within the scope of the audit. It shall be the Vendor's responsibility to review the records of such Holders of unclaimed property to determine if all property within the scope of the audit, held for owners with a last known address in West Virginia, or in the absence of records of owner names, where the Holder is domiciled in West Virginia, has been reported and remitted to the State. A list of property types and their applicable abandonment periods is attached as Exhibit B.

4.1.3 Audit Authorization: Prior to commencing an audit, Vendor must obtain written approval from the STO. The STO has the final and sole authority to determine who, if anyone, will conduct an examination of Holders. All unclaimed property funds or securities submitted by the Vendor or the Holder pursuant to an examination conducted without prior written approval from the STO shall be received by the STO without compensation to the Vendor.

4.1.4 Standards: The Vendor must comply with the professional standards required by the STO. The audit and identification of unclaimed property from the records of Holders, the processing of records and the demands for payment of the property to the STO shall be made in accordance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) to the extent applicable to unclaimed property audits.

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- 4.1.5 Authority:** The Vendor must act only within the scope of authority granted to it by the STO. STO approval is required for the use of estimation in the absence of Holder records. Written STO approval must be obtained prior to estimation being undertaken.
- 4.1.6 Timeframe:** The Vendor must comply with timeframes established by the STO. The Vendor shall schedule an assigned unclaimed property examination at a time mutually agreeable with the Holder; however, the examination shall commence no later than ninety (90) days after the notification to the Vendor of the assignment of the examination, except on a showing of good cause. The Vendor must complete the examination and submit the report to the STO within a reasonable time of the assignment of the examination, unless the Vendor receives a written extension from the STO.
- 4.1.7 Act Requirements and Notices:** The Vendor must have a working knowledge and familiarity with the requirements of the Act so as to properly advise Holders of their obligations thereunder. The Vendor shall advise each Holder of the requirements of *W.Va. Code §36-8-7* for notifying owners of their property (“Due Diligence”) and shall notify the STO if Due Diligence has not been carried out by a Holder. The Vendor shall also advise Holders that all property reported and remitted must conform to the requirements of the Act, now and in the future. Holders are not exempt from any section of the Act, including but not limited to *W.Va. Code §36-8-24*, which grants the STO the authority to charge penalties and interest to delinquent Holders. The Vendor shall not represent to Holders that penalties and interest will be waived without written authorization from the STO.
- 4.1.8 Closure:** The Vendor must be able to properly close an audit, as required by this RFQ. After the Holder and the Vendor have agreed to the amount deliverable, the Vendor will provide the Holder and the STO with a final examination report summarizing the procedures performed and the conclusions reached, including the amount deliverable. The STO will notify the Holder of any interest or penalties assessed on delinquent property
- 4.1.9 Reporting:** In conjunction with the identification and collection of unclaimed property, the Vendor must:
- 4.1.9.1** Process records of unclaimed property obtained from Holders and/or their agents;

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- 4.1.9.2 Timely submit all required reports and notices to West Virginia State Treasurer's Unclaimed Property Division, 322 70th St. SE, Charleston, West Virginia 25304;
- 4.1.9.3 Prepare and submit to the STO reports of unclaimed property in accordance with the requirements of the Act & corresponding legislative rule, 112 CSR 5;
- 4.1.9.4 Report all unclaimed property electronically using the NAUPA II standardized unclaimed property reporting format. This format can be downloaded from the West Virginia State Treasurer's website address: <http://www2.wvsto.com/Unclaimed-Property/Business-Holders>. In addition, this report must also be submitted in paper format, if requested by the STO. These requirements may be amended at the written direction of the STO. Further, the STO reserves the right to reject any audit reports not in compliance with the provisions of this RFQ; and
- 4.1.9.5 Timely submit, pay or deliver all funds and other property constituting unclaimed property to the STO, or his designee subsequent to the processing of the Holder's records and the Vendor's demand of report and payment or delivery, as provided in this subparagraph. All funds, securities and other property must be segregated and securely maintained by the Vendor for a period not to exceed thirty (30) calendar days prior to disbursement to the STO or its designee. Remittance documentation shall indicate the date the property was received by the Vendor.
- 4.1.10 Securities:** The Vendor must process all securities according to the procedures established by State law and the STO.
- 4.1.10.1 The Vendor shall cause all securities to be re-registered to the State of West Virginia or its nominee, as directed by the STO, and delivered using Depository Trust Company (DTC) designations when applicable. For all securities that are not DTC eligible, the Vendor shall cause them to be re-registered to the WV State Treasurer or its nominee, at the written direction of the STO, and delivered in physical form to the STO, or its designee.

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- 4.1.10.2** The report format for securities must include: the cusip number for the issue; the issue name of the security; the amount of shares for each property; and the Holder's FEIN number.. The accompanying invoice must also include the value of the shares on the date the property is received by the Vendor. The value of any security traded on an exchange shall be the closing price of that security on the date the property is received by the Vendor or the Vendor's custodian. If the property is a security traded over the counter, it shall be the bid price as set forth in the 'pink sheets' on the date the property is received. For any other property the value shall be determined according to generally accepted valuation procedures.
- 4.1.10.3** In the alternative, in lieu of requiring the transfer of a security to the STO, the STO may require that the Holder, acting as agent for the STO, liquidate the security and report the proceeds as unclaimed property.
- 4.1.10.4** In order to facilitate this liquidation, when the Vendor has in its possession securities which the Vendor has determined to be reportable to the STO, if requested by the STO, the Vendor shall send to the STO a report of the securities which appear to have market value. The STO will respond and direct the Vendor as to whether to liquidate securities on the list submitted by the Vendor.
- 4.1.10.5** Securities listed on an established stock exchange must be sold at prices prevailing on the exchange at the time of sale. Other securities may be sold over the counter at prices prevailing at the time of sale or by any reasonable method authorized by the STO.
- 4.1.10.6** Within sixty (60) calendar days of any sale conducted pursuant to this subsection, the Holder shall deliver to the STO the monetary proceeds resulting from the sale, after deducting a proportionate share of the reasonable expense of brokerage and transfer fees from the sale of the property. The Holder shall report the number of shares sold and the value of each share, as well as the expense attributable to the sale. The Holder shall include in the reported property all interest, dividends, increments, earnings and accretions due, payable or distributable at the time of liquidation, and all earnings on the property between the time of liquidation and the time of reporting.

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- 4.1.11 Demands for Remittance:** The Vendor must be able to demand and accept remittances of unclaimed property from Holders. Unless otherwise authorized by the STO, the Vendor shall not make a demand of a Holder for remittance of property to the STO until such time as the Holder and the Vendor reconcile and agree upon the report to be filed with the STO. In the event the Vendor and Holder do not agree upon the report to be filed, the Vendor shall notify the STO, who shall decide the matter.
- 4.1.12 Out-of-Proof Reports:** The Vendor must be able to recognize and handle out-of-proof reports. Out-of-proof reports will only be accepted with written assurances by Holders that should all owners come forward, Holder will provide the balance due.
- 4.1.13 Dispute Resolution:** The Vendor must be able to assist in dispute resolution as needed. In the event the Vendor and the Holder are unable to reach an agreement as to the terms of the Vendor's final examination report, the Holder may file an administrative appeal with the STO in accordance with Exhibit D.
- 4.1.14 Property Disputes:** The Vendor must be able to assist the STO with regard to property disputes. Timely disbursement of property may be delayed as a result of a dispute with respect to the delivery, ownership, right of possession and/or disposition of property. Delivery requirements may be suspended at the discretion of the STO pending the resolution of said disputes or as otherwise requested by the STO. The Vendor shall notify the STO of any such disputes within thirty (30) days of determination that a dispute exists. The Vendor shall then make all reasonable efforts to resolve disputes as quickly as possible. The Vendor shall provide to the STO the actual resolution date of any such disputes, and shall remit the property within thirty (30) days of resolution of disputes.
- 4.1.15 Interest Credits:** The Vendor must agree to the payment of interest credits in accordance with STO procedures. The STO shall receive an interest credit from the Vendor equal to the interest earned on all cash funds held by the Vendor on behalf of the STO from the date following the day such funds are paid in good funds to the Vendor until, but not including the date such funds are remitted by the Vendor to the STO. Any interest payable to the STO will be credited against fees payable to the Vendor.

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4.1.16 Release Agreements: The Vendor must prepare release agreements according to STO procedures. The Vendor shall prepare a release agreement, when requested by a Holder, to be signed by the Holder and the STO, which shall identify the property to be remitted, and verify that the appropriate abandonment period has been met for each type of property reported. A copy of a sample release agreement form is attached as Exhibit C. The STO reserves the right to modify the terms of the release agreement in its discretion.

4.1.17 Work-In-Progress Reports: The Vendor must provide to the STO Work-in-Progress reports according to the following procedures:

4.1.17.1 The Vendor shall provide the STO, by the 15th of each month, a Work-in-Progress Report for each Holder under examination that includes, but is not limited to, the following information:

- a. Holder's Name
- b. State of Incorporation
- c. Federal Employer Identification Number
- d. Issue Name
- e. Property Type
- f. Engagement Date
- g. Types of records being examined
- h. Status Commentary (time line of progression or something to this effect)

4.1.17.2 The Vendor must provide Work-in-Progress reports in the format required by the STO. The Vendor shall provide the information in a comma delimited text electronic file format, and upon the STO's request, in a paper format as well. These requirements may be amended at the written discretion of the STO.

4.1.18 Review and Retention of Records: The Vendor must permit the STO to review all records maintained by the Vendor to ensure the Vendor's compliance with all the terms and conditions of the purchase order issued pursuant to this RFQ. The scheduling of these reviews will be designated by the STO. All working papers and reports must be retained, at the Vendor's expense, for a minimum of ten (10) years from the originating date, unless the Vendor is notified in writing by the STO to extend the retention period.

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- 4.1.19 Joint Examinations:** The Vendor must recognize that the STO reserves the right to participate in a joint examination of any Holder, at any time, with the Vendor.
- 4.1.20 Reasonable Compensation:** The Vendor must agree to alternate reasonable compensation in certain cases. The Vendor must recognize that the STO has an interest in assuring that businesses comply with the provisions of the Act, regardless of businesses' size. In certain limited circumstances, the STO may wish to assign Vendor a business domiciled and/or geographically located in the State of West Virginia for examination, where due to the size or nature of the business, the examination may or may not result in sufficient findings in order for the Vendor to be reasonably compensated on a contingent fee basis.
- 4.1.20.1** For examinations assigned under those circumstances, the STO will notify the Vendor at the time the examination authorization letter is issued that the alternate payment provisions set forth in this Section and in Section 4.1.21.2 of this RFQ may apply.
- 4.1.20.2** The Vendor shall determine and submit to the STO an estimate of the number of hours the Vendor anticipates using to complete the audit, prior to commencing fieldwork for the examination. The STO will review the estimate and thereafter determine the number of hours necessary to complete the assigned examination. Vendor shall be notified of the hours approved by the STO for the examination.
- 4.1.20.3** The Vendor shall conduct the review of Holder/estimation of hours needed for the examination and the examination itself within the allowed time previously approved by the STO.
- 4.1.20.4** The Vendor shall notify the STO in writing if additional time is needed to perform the estimation or the examination, explaining the grounds for the request for additional hours. The STO will consider the Vendor's request and inform the Vendor in writing of the approval or disapproval of the request for additional hours. Vendor shall not exceed the allotted or estimated hours without prior written approval by the STO.

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- 4.1.20.5** The Vendor will not be compensated for any hours billed in excess of those allotted for the review or estimated for the examination, unless prior written approval was received from the STO.
- 4.1.20.6** In order to provide reasonable compensation to the Vendor, payment will initially be calculated according to the payment provisions of Section 4.1.21 of this RFQ; provided, however, that if the amount to be paid to the Vendor under that Section would be less than the hourly rate set forth in this Section, the Vendor will be paid the hourly rate as determined in this Section and as set forth in Section 4.1.21.2.
- 4.1.21 Fees:** Vendor must agree to payment for audit Services as follows:
- 4.1.21.1** Except as provided in Section 4.1.21.2 and 5.1.9 below, all fees of the Vendor for the identification and collection of unclaimed property will be a flat 11.5 percent (11.5%) of the net unclaimed property remitted to the STO, less any interest due pursuant to the provisions of this RFQ. Net unclaimed property is the gross value of all unclaimed property, minus the value of all unclaimed property delivered by the Holder, if any, that otherwise would have been delivered pursuant to the reporting practices of the Holder as they existed prior to the execution of the agreement with the Vendor. Payment will be made in arrears, based upon invoices submitted by the Vendor, once property is received.
- 4.1.21.2** For those examinations requiring alternate reasonable compensation, the Vendor will be paid on an hourly basis at the rate of \$65 per hour. This amount shall be the total and complete fee payable to the Vendor for the Services delivered, unless the Vendor receives the prior written approval of the STO.
- 4.1.21.3** Failure to deliver property to the STO within thirty (30) days of receipt from the Holder will result in the following reductions in fees, unless a dispute occurs or unless the STO waives the reduction for matters beyond the reasonable control of the Vendor.

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4.1.21.3.1 Audit reports, funds and securities that are submitted thirty-one (31) to sixty (60) calendar days after the receipt of property by the Vendor or his designee may be subject to up to a 33% fee reduction, at the discretion of the STO.

4.1.21.3.2 Audit reports, funds and securities that are submitted sixty-one (61) to ninety (90) calendar days after receipt of property by the Vendor or his designee may be subject to up to a 66% fee reduction, at the discretion of the STO.

4.1.21.3.3 Audit reports, funds and securities that are submitted past ninety-one (91) calendar days after the receipt of property by the Vendor may be considered past due, and may result in a forfeiture of the entire fee, at the discretion of the STO. The STO reserves the right to require Vendors to submit all reports and property immediately upon reaching past due status.

4.1.22 Confidentiality: The Vendor must preserve the integrity of STO security and confidentiality. If the Vendor is engaged in handling confidential information, it shall exercise appropriate security precautions. The Vendor shall maintain as confidential all information concerning a Holder's property. Pursuant to W.Va. Code §36-8-25, unclaimed property records are confidential and not subject to the West Virginia Freedom of Information Act, W.Va. Code 29B-1-1 et seq. See Attachment 3, WVSTO Confidentiality and Non-Disclosure form. This form will be required to be completed prior to contract award.

5. ADDITIONAL OPTIONAL SERVICES WHICH VENDOR MAY PROVIDE

5.1. Additional Services: Vendors with the minimum qualifications set forth in Section 3 and who want to oversee Vendor-Assisted Self-Audits must also meet or exceed the mandatory requirements listed below.

5.1.1. Assistance: Vendors must assist the STO in the identification, outreach, education and notification of potential holders of unclaimed property regarding the subject of unclaimed property and of the holders' obligation to file unclaimed property reports and remit those funds to the STO.

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5.1.2. Identification and Contact: Vendor must research and identify potential holders of unreported unclaimed property that is past due. Vendor must contact those holders to participate in the Vendor-Assisted Self-Audit. If the holder agrees to participate in the Vendor-Assisted Self-Audit, Vendor must inform the STO and provide written justification and a Vendor-Assisted Self-Audit Plan to the STO.

5.1.2.1. Written Justification: Vendor's written justification must be based on the holder's reporting history and an indication of the holder's willingness to be compliant with the Act.

5.1.2.2. Audit Plan: The Vendor-Assisted Self-Audit plan must identify the Vendor's staff and the assistance that will be provided to the holder, an expected timeline to begin with an opening conference and conclude with a closing conference, the general methods to be employed and the time period to be covered by the Vendor-Assisted Self-Audit.

5.1.3. Authorization: Vendor must obtain prior written authorization from the STO to oversee a Vendor-Assisted Self-Audit to be conducted by a holder. The STO has the final and sole authority to determine who, if anyone, will take part in a Vendor-Assisted Self-Audit. All unclaimed property funds or securities submitted by the Vendor or the Holder pursuant to Vendor-Assisted Self-Audit conducted without prior written approval from the STO shall be received by the STO without compensation to the Vendor.

5.1.4. Vendor-Assisted Self-Audit: Within 90 days of obtaining authorization from the STO, Vendor must contact the holder and begin to execute the Vendor-Assisted Self-Audit plan. The Vendor shall assist the holder to determine, report, and collect all types of unclaimed property in the possession of the Holder, within the scope of the audit due and owing the STO. Vendor shall explain its responsibilities to the holder which will include the following phases:

- i. Vendor will gather and document basic corporate information;
- ii. Vendor will review the financial statements in order to advise the holder of the types of property to be included in the Vendor-Assisted Self-Audit;

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- iii. Vendor will review the self-audit analysis prepared by the holder;
- iv. Vendor will assist the preparation of the unclaimed property report;
- v. Vendor will prepare a final report to close the Vendor-Assisted Self-Audit; and
- vi. Vendor will review the holder's final report and submit the final report and remittance to the STO.

5.1.5. Timeframe: The Vendor-Assisted Self-Audit of holder's records must be completed within one (1) year from the date of the STO's authorization letter unless the STO grants an extension.

5.1.6. Work-In Progress: Vendor must submit WIP reports on all pending Vendor-Assisted Self-Audits in accordance with Section 4.1.17.

5.1.7. Collection and Delivery: Vendor must report all property remitted in accordance with Section 4.1.9 and 4.1.10 and credit interest as required by Section 4.1.15. The holder shall deliver any tangible property such as contents of safe deposit boxes directly to the STO.

5.1.8. Education and Compliance: Prior to closing the Vendor-Assisted Self-Audit, Vendor must educate the holder on its future compliance with the Act including those requirements noted in Section 4.1.7.

5.1.9. Compensation: All fees of the Vendor for Vendor-Assisted Self-Audits will be a flat 9 percent (9%) of the net unclaimed property remitted to the STO. Net unclaimed property is the gross value of all unclaimed property, minus the value of all unclaimed property delivered by the Holder, if any, that otherwise would have been delivered pursuant to the reporting practices of the Holder as they existed prior to the execution of the agreement with the Vendor. Payment will be made in arrears, based upon invoices submitted by the Vendor, once property is received.

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6. **CONTRACT AWARD:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract may be awarded to all Vendors that provides the Contract Services meeting the required specifications.
7. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
8. **PAYMENT:** Agency shall pay Vendor in accordance with Section 4.1.21 and 4.1.22 for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
9. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
10. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
 - 10.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 10.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 10.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 10.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 10.5. Vendor shall inform all staff of Agency's security protocol and procedures.

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11. VENDOR DEFAULT:

11.1. The following shall be considered a vendor default under this Contract.

11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

11.1.2. Failure to comply with other specifications and requirements contained herein.

11.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

11.1.4. Failure to remedy deficient performance upon request.

11.2. The following remedies shall be available to Agency upon default.

11.2.1. Immediate cancellation of the Contract.

11.2.2. Immediate cancellation of one or more release orders issued under this Contract.

11.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

12.1. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The dedicated Contract Manager must have experience in providing audit services and must be available during normal business hours to address any customer service or other issues related to this Contract. If it becomes necessary for the Vendor to change the Contract Manager, the Vendor must notify the STO immediately. The replacement must have similar or more experience than the original Contract Manager. The STO reserves the right to approve any replacement at the time of the contract award or thereafter. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: BENJAMIN C. SPANN
Telephone Number: 225-324-0139
Fax Number: 225-753-8290
Email Address: BSPANN@AUDITSERVICESUS.COM

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Exhibit A

Glossary of Terms

Abandonment Period: Time period from date of last owner activity; see *W. Va. Code* § 36-8-2 for additional information.

Desk Audit Program: Developed by STO for identification of and communication with Holders with no reporting history or history indicating inadequate reporting.

Due Diligence: Written notice sent by a Holder of unclaimed property to the apparent owner stating that the Holder is in possession of property subject to the Act; see, *W. Va. Code* §36-8-7(e) for additional information regarding this issue.

Holder: An entity obligated to hold for the account of, or deliver or pay to, the owner property subject to the Act.

Out-of-proof reports: Reports in which inaccurate records keeping results in more accounts listed in the report than actual accounts exist, for which property is remitted to the STO.

NAUPA: National Association of Unclaimed Property Administrators.

Security: Evidence of ownership of an interest in a business entity, such as common stock, mutual fund shares, or evidence of indebtedness, such as a bond.

Vendor: An entity contracting with the STO to provide Services pursuant to this RFQ.

EXHIBIT B

WV Property Type Codes

CODE	PROPERTY**	YEARS
BANKS & FINANCIAL INSTITUTIONS		
AC01	Checking Accounts	
AC02	Savings Accounts	5
AC03	Mature CD or Save Cert	7
AC04	Christmas Club Accounts	7
AC05	Money on deposit to secure funds	7
AC06	Security Deposits	5
AC07	Unidentified Deposits	5
AC08	Suspense Accounts	5
AC99	Aggregate Account balances	5
COLLEGE SAVINGS ACCOUNTS		
CS01	Cash	
CS02	Mutual Funds	3
CS03	Securities	3
COURTS & GOVERNMENT ENTITIES		
CT01	Escrow Funds	
CT02	Condemnation Awards	1
CT03	Missing Heir Funds	1
CT04	Suspense Accounts	1
CT05	Other Court Deposits	1
CT08	General Receiver accounts	1
CT09	Court Ordered Refunds/Restitution	1
CT13	Bonds deposited with the Court	1
CT99	Aggregate Court Deposits	1
DEMUTUALIZATION		
DM01	Cash	5
DM02	Stock	5
HEALTH SAVINGS ACCOUNTS		
HS01	Health Savings Account	3
HS02	Health Savings Account - Investment	3
INSURANCE		
IN01	Individual Policy Benefits or Claim Payments (Regardless of insurance type; does not include amounts reportable under IN03 or IN04)	5
IN02	Group Policy Benefits or Claim Payments (Regardless of insurance type; does not include amounts reportable under IN03 or IN04)	5
IN03	Amounts due beneficiaries from a life or endowment insurance policy or annuity	3
IN04	Amounts from matured or terminated life insurance policies, endowments or annuities	3
IN05	Premium Refunds (Includes all other life insurance premium refunds not covered by IN04)	5
IN06	Unidentified Remittances	5
IN07	Other Amounts Due Under Policy Terms	5
IN08	Agent Credit Balances	1
IN99	Aggregate Insurance Property	5
TRADITIONAL IRA, SEP IRA, SARSEP IRA AND SIMPLE IRA'S		
IR01	Cash	3
IR02	Mutual Funds	3
IR03	Securities	3
ROTH IRA'S		
IR05	Cash	3
IR06	Mutual Funds	3
IR07	Securities	3
LAW ENFORCEMENT		
LE01	Law Enforcement - Cash	6 months
LE98	Law Enforcement - Tangibles	6 months
MINERAL PROCEEDS AND MINERAL INTERESTS		
MI01	Net Revenue Interests	5
MI02	Royalties	5
MI03	Overriding Royalties	5
MI04	Production Payments	5
MI05	Working Interests	5
MI06	Bonuses	5
MI07	Delay Rentals	5
MI08	Shut-in Royalties	5
MI09	Minimum Royalties	5
MI99	Aggregate Mineral Proceeds	5
MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY		
MS01	Wages, payroll, or salary	1
MS02	Commissions	1
MS03	Workers' Compensation Benefits	1
MS04	Payments for Goods and Services	5
MS05	Customer Overpayments/Credit Balances--Retail only	3

WV Property Type Codes

CODE	PROPERTY**	YEARS
MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY (Continued)		
MS06	Unidentified Remittances	5
MS07	Unrefunded Overcharges	5
MS08	Accounts Payable	5
MS09	Credit Balances/Accounts Receivable	5
MS10	Discounts Due	5
MS11	Refunds due	5
MS12	Unredeemed Gift Certificates	3
MS13	Unclaimed Loan Collateral	5
MS14	Pension and Profit Sharing Plans (IRA, KEOGH, e.g.)	3
MS15	Dissolution or Liquidation Funds	1
MS16	Miscellaneous Outstanding Checks	5
MS17	Miscellaneous Intangible Property	5
MS18	Suspense Liabilities	5
MS99	Aggregate Misc Property	5
SAFE DEPOSIT BOXES AND SAFEKEEPING		
SD01	Contents of safe deposit boxes	5
SD02	Contents of any other safekeeping repository	5
SD03	Other Tangible Property	5
SD04	Safe Deposit - Proceeds from the sale of contents	5
SECURITIES		
SC01	Dividends	5
SC02	Interest (Bond Coupons)	5
SC03	Principal Payments	5
SC04	Equity Payments	5
SC05	Profits	5
SC06	Funds Paid to Purchase Shares	5
SC07	Funds for Stocks and Bonds	5
SC08	Shares of Stock (returned by post office)	5
SC09	Cash for Fractional Shares	5
SC10	Unexchanged Stock of Successor Corporation	5
SC11	Other Certificates of Ownership	5
SC12	Underlying Shares	5
SC13	Funds for Liquidation/Redemption of Unsurrendered Stocks or Bonds	5
SC14	Debentures	5
SC15	U.S. Government Securities	5
SC16	Mutual Fund Shares	5
SC17	Warrants (Rights)	5
SC18	Mature Bond Principal	5
SC19	Dividend Reinvestment Plans	5
SC20	Credit Balances	5
SC21	Liquidated Mutual Fund Shares	5
SC99	Aggregate Security Related Cash	5
TRUST, INVESTMENTS, AND ESCROW ACCOUNTS		
TR01	Paying Agent Accounts	5
TR02	Undelivered or Uncashed Dividends	5
TR03	Funds held in Fiduciary Capacity (such as, trust, guardian, estate, etc.)	5
TR04	Escrow Accounts	5
TR05	Trust Vouchers	5
TR99	Aggregate Trust Property	5
UNCASHED CHECKS		
CK01	Cashier's Checks	5
CK02	Certified Checks	5
CK03	Registered Checks	5
CK04	Treasurer's Checks -- West Virginia Checks (6 Month Dormancy), All Other Checks (5 Year Dormancy)	6 ms or 5 yrs
CK05	Drafts	5
CK06	Warrants	5
CK07	Money Orders -- Financial Institutions (5 Year Dormancy), Entities other than Financial Institutions (7 Year Dormancy)	5 or 7
CK08	Traveler's Checks	15
CK09	Foreign Exchange checks	5
CK10	Expense Checks	5
CK11	Pension Checks	3
CK12	Credit Checks or Memos	5
CK13	Vendor Checks	5
CK14	Checks Written off to Income or Surplus	5
CK15	Other Outstanding Official Checks or Exchange Items	5
CK16	CD Interest Checks	5
CK99	Aggregate Uncashed Checks	5
UTILITIES		
UT01	Utility Deposits	2
UT02	Membership Fees	2
UT03	Refunds or Rebates	2
UT04	Capital Credit Distributions	5
UT99	Aggregate Utilities	2

** Public Agencies - Use the most applicable property type code, but report all property with a 1 year dormancy.

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Exhibit C

STANDARD RELEASE AGREEMENT

This Standard Release Agreement ("Agreement"), effective the _____, 20__, is made by and between the West Virginia Office of the State Treasurer, Unclaimed Property Division ("the STO") and _____ (the "Holder").

WHEREAS, _____ on behalf of the West Virginia Office of the State Treasurer, Unclaimed Property Division, has performed an unclaimed property examination, pursuant to the provisions of West Virginia Unclaimed Property law to determine the Holder's compliance with the West Virginia Unclaimed Property law (the "Unclaimed Property Law"), and

WHEREAS, based upon the results of the examination, _____ has reported and remitted to the State on behalf of the Holder certain funds, securities and other intangible property that constitute unclaimed property pursuant to the Unclaimed Property Law, and

WHEREAS, the Holder recognizes that the Unclaimed Property Law requires that apparent owners of certain types and amounts of property be notified within a specified time period that the Holder is in possession of property subject to the Unclaimed Property Law, and

WHEREAS, the Holder certifies that is has complied with those notice requirements of the Unclaimed Property Law, and has complied with the remaining provisions of the Unclaimed Property Law;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH:

The parties covenant and agree follows:

1. **Compliance:** Based upon the Holder's certification as to its compliance with Unclaimed Property Law notice and abandonment period requirements, and based upon the reporting and remitting of the identified property to the STO, the STO acknowledges that the Holder has complied with the provisions of the Unclaimed Property Law, with regard to the property reported. The identified property, if any, is listed on the attached Schedule A.
2. **Release:** In consideration of the good faith reporting and remitting of the identified property to the STO, the STO releases the Holder, and if applicable, any transfer agent, dividend or interest disbursing agent, or registrar, from any liability arising hereafter with respect to the reported and remitted property, pursuant to the Unclaimed Property Law. In further consideration of the good faith reporting and remitting of the identified property, the STO agrees to waive any applicable interest and penalties which might otherwise be imposed pursuant to Unclaimed Property Law.
3. **Reimbursement:** The STO further agrees to reimburse the Holder pursuant to the requirements of the Unclaimed Property Law in the event that any person or entity claims

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property previously delivered by the Holder to the STO, provided the property was reported and remitted to the STO in good faith, and provided that the Holder files proof of payment and proof that payee was entitled to the payment.

4. **Governing Law:** The laws of the State of West Virginia and the legislative rules of the STO shall govern all rights and duties under this agreement, including without limitation the validity of this agreement. In the event a lawsuit is brought involving this Release Agreement, venue shall be proper only in Circuit Court of Kanawha County, West Virginia. The parties hereby acknowledge jurisdiction of the courts of the State of West Virginia for purposes of this Agreement.
5. **Severability:** If any provision of this Agreement or any document referenced in this Agreement is found to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions which can be given effect without the invalid provision, and to this end, the provisions of this Agreement and any document referenced in the Agreement are declared to be servable.
6. **Effective date:** This release agreement shall be effective as of the date of the last signature.

WITNESS THE FOLLOWING SIGNATURES:

**West Virginia Office of State Treasurer
Unclaimed Property Division**

Holder

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Statement of Purpose

The following guidelines contain policy and procedures governing the activities of Vendors of the West Virginia State Treasurer's Office (the "STO") conducting examinations under West Virginia's Unclaimed Property Program. These guidelines are designed to assist vendors performing audits in accordance with **RFQ for Professional Auditing Services to:**

1. See that the examinations are conducted objectively and impartially;
2. See that the examinations are completed promptly and without undue burden of holders;
3. See that confidentiality is maintained for records obtained from the STO and the holders; and
4. See that the holder under examination is fully apprised of its appeal rights.

Authority to Conduct Unclaimed Property Examinations

West Virginia State Code §36-8-20 provides authority for the STO, at reasonable times and upon reasonable notice, to examine the records of any person to determine whether the person has complied with the West Virginia Uniform Unclaimed Property Act. This same section provides authority for the STO to request that the unclaimed property examination be conducted by outside Vendors ("Vendors") pursuant to contract, on behalf of the STO.

1. Initiating the Audit:

- 1.1. Opening Conference: Prior to the opening conference, the Vendor must provide the holder with a copy of these guidelines and a copy of the STO's written approval authorizing the Vendor to perform the examination on the STO's behalf. During the opening conference, the Vendor must:
 - 1.1.1. Identify the time period to be covered by the examination and describe the general examination methods and procedures to be employed, including sampling and estimation.
 - 1.1.2. Explain any unique aspect of West Virginia's Unclaimed Property Law as compared to other states.
 - 1.1.3. Explain circumstances in which estimation techniques may be used, along with a description of the methodology that may be employed.
 - 1.1.4. Identify, in writing, the STO's examination liaison to whom the Vendor is accountable, including his or her full name, title, address, telephone and facsimile number, and advise the holder that it is free to discuss the examination directly with the liaison at any time regarding allegations of misconduct, unethical behavior, or significant disagreement relating to legal authority.
 - 1.1.5. Identify, in writing, each and every individual, who will take part in the examination.
 - 1.1.6. Explain that the holder shall directly remit to the Vendor any abandoned property identified during the examination as owing to the State of West Virginia. The Vendor shall be responsible for remitting the property to the STO.
 - 1.1.7. Explain the holder's appeal rights and procedures, and the Vendor's responsibility during the appeal process.
 - 1.1.8. Advise the holder of the provisions of the statute for notifying owners of their property. The Vendor shall notify the STO if due diligence has not been carried out by the holder.
 - 1.1.9. Advise the holder of its continuing obligation to report property to the STO.
 - 1.1.10. Advise the holder that all property remitted must conform to the requirements of the Act.

- 1.1.11. Inform the holder that any applicable penalties and interest may only be waived with written authorization from the STO.
- 1.1.12. Fully disclose to the holder its fee arrangement with the STO.
- 1.1.13. Explain and describe the components of the examination, as defined in these Guidelines.

2. The Audit should consist of the following phases:

2.1. Phase I: Basic Information Gathering; Site Selection

- 2.1.1. **Objective:** Where not all record keeping, accounting and abandoned property reporting are centralized, determine the particular entities/business units/third-party accounts to be examined in Phase II.
- 2.1.2. **Process:** This phase commences with a telephone conference call (the opening conference) between the Vendor and the holder, at which time the Vendor requests basic data. The holder is expected to respond to the data request within an agreed-upon time period not to exceed 30 days.

2.2. Phase II: Devising the Examination Program for a Recent Period

- 2.2.1. **Objectives:** To determine the amount of abandoned property generated during a recent period. To understand policies and procedures related to accounting for and reporting abandoned property during the recent period. To determine the amount of outstanding liability related to the stale-dated and dormant amounts contained in the holder's presently maintained internal accounting system.
- 2.2.2. **Process:** This phase commences with a written information request from the Vendor to the holder. The holder is expected to be fully responsive to the Vendor's request within an agreed-upon time period not to exceed 30 days.

2.3. Phase III: Examination of Recent Period; Consistency

- 2.3.1. **Objective:** To test the holder's assertions regarding its creation and treatment of abandoned property for a recent period. In those instances where the results of the recent period indicate a proper treatment of abandoned property, or the failure to generate material amounts of abandoned property, to determine if these results would likely be reflective of prior periods.
- 2.3.2. **Process:** This phase commences with a written information request from the Vendor to the holder and includes a mutually agreed-upon date for a site visit. The site visit is expected to take place within 30 days of the information request. During the site visit, the Vendor analyzes the holder's books and records and selects items for testing. The holder is expected to produce documentation supporting its accounting for the items selected within an agreed-upon time period not to exceed 45 days. The Vendor then makes a second site visit to the holder at the agreed-upon date to review and analyze the documents produced.

2.4. Phase IV: Detailed Testing Covering Entire Examination Period; Calculation of Amounts Due

- 2.4.1. **Objective:** To determine the overall abandoned property due and owing for the entire period under examination. If, due to record retention policy constraints, less than the entire examination period will be examined, the Vendor must determine the base period to be utilized; calculate total abandoned property generated during the base period (*i.e.*, amounts that are abandoned, plus amounts suspended, plus amounts written off); extrapolate total abandoned property results from base period to entire period; then credit amounts actually reported and paid to the STO.

- 2.4.2. **Process:** This phase commences with discussions between the Vendor and the holder regarding the design of the Phase IV examination program. The design of the examination program is expected to take 30 to 45 days. The Vendor and the holder then decide upon a mutually agreed-upon date for a site visit. The site visit is expected to take place within 20 days of the end of the design of the Phase IV examination program. During the site visit, the Vendor performs testing procedures and select samples for testing. The holder is expected to produce documentation supporting its accounting for the items selected within 60 days. The Vendor then makes a second site visit at the expiration of the 60-day period to review and analyze the documents produced. If the holder believes it has been responsive to the Vendor, but the Vendor disagrees, the holder has an additional 30 days to provide additional documentation to the Vendor to support its position. Because many holders have multiple divisions, subsidiaries, and affiliates, and generate various types of property that require examination, separate analyses and reports will be prepared, so that the STO may receive property as amounts due are determined, and not wait for all areas to be completed.

2.5. Phase V: Closing Examination

- 2.5.1. **Objective:** To reach agreement with the holder on the amount of abandoned property due and owing.
- 2.5.2. **Process:** This phase commences with the provision of a draft report to the holder. The holder has 20 days to respond to the draft. Discussions are held with the holder to finalize the findings, which are expected to occur within 15 days of the holder's initial response. Promptly thereafter, the final report is issued.
- 2.5.3. The examination period will be extended to include any year subsequent to the years initially included if the examination is completed after additional report years have elapsed.
- 2.5.4. The holder should be informed that if it has fully reliable records for the examination period, there is no need for estimation techniques. The holder should also be informed that if it (i) wants to question the accuracy of its own records or (ii) does not have records for the entire period or (iii) believes that accessing those records would be excessively burdensome, then a sampling and extrapolation will be performed. If records do exist but are not electronically accessible and are too voluminous to have the Vendor manually keypunch or analyze them in a cost-effective manner, then the Vendor may similarly determine to perform estimation by means of sampling. The Vendor should advise the holder of the parameters of the sampling technique and try to reach agreement with the holder as to the integrity thereof. Failure to reach such agreement, however, should not halt the examination. The holder should be informed that if sampling techniques are used, the liability determined by the Vendor will represent a fair estimation only.
- 2.5.5. The Vendor should fully explain to the holder the appeal process and procedures as stated in Section 4. Further, the Vendor should obtain from the holder written confirmation acknowledging understanding of the appeal process and procedures.
- 2.5.6. After the holder and the Vendor have agreed to the amount deliverable, the Vendor will provide the holder and the STO with a final examination report summarizing the procedures performed and the conclusions reached, including the amount deliverable.
3. **Working Paper Requirements:** The Vendor is required to prepare working papers that provide documentary evidence of the work performed in the examination. The working papers provide the basis for the review and evaluation of the work of the Vendor and must be complete and accurate to provide proper support for findings, conclusions, and recommendations. Working papers must be clear and understandable, ensuring that supplementary explanations are not needed. Anyone using the working papers should be able to readily determine the purpose, nature, and scope of the work done and the Vendor's conclusions. Working papers must be legible and neat. The information contained in working papers should be restricted to matters materially important, relevant, and useful to the objectives established for the examination. The working papers are a record that should

be understandable to any professional many years later, whether or not the Vendor preparing the working papers is available. Each work paper should "stand alone" and include adequate cross-references. The format for individual working papers should contain the following:

- 3.1. **Headings.** All working papers should be identified with a heading that includes the name of the entity being examined, the dates of the examination period, a title describing the nature of the data on the working paper, and the examination identification number.
 - 3.2. **Signing, Dating, and Paginating.** Each lead working paper must be initialed and dated by the Vendor and the reviewer, and all pages numbered.
 - 3.3. **Source, Purpose, Scope, Procedures, Findings and Conclusions.** Each of these items usually appears on every working paper. Occasionally, only the source and purpose are required, particularly when documents are obtained for background information. Procedures are necessary when the purpose of the working paper does not make them self-evident.
 - 3.4. **Indexing.** The essential elements of an indexing system are (i) standard prepared index; (ii) total pages to each working paper; and (iii) sequential numbering of all pages after the assignment is completed. This ensures that all working papers are accounted for and allows the Vendor to detect any missing pages.
 - 3.5. **Cross-Referencing.** To highlight references among working papers, the cross-referencing page numbers should be written in red.
 - 3.6. **Legends and Tick Marks.** A legend should be included on each working paper that adequately explains audit procedures performed and represented by a particular tick mark. If several pages of information are to be tested, the tick mark legend should be on or referenced on the first page of the working paper.
 - 3.7. **Sampling Requirements.** The two possible approaches to sampling are nonstatistical and statistical. Regardless of the sampling approach selected, a Vendor must properly plan, perform, and evaluate the results of the sample in accordance with professional standards, i.e., Government Auditing Standards (GAS), Statement of Auditing Standards No. 39, promulgated by the American Institute of Certified Public Accountants (AICPA).
4. **Dispute Resolution:** In the event the Vendor and the holder are unable to reach an agreement as to the terms of the Vendor's final examination report, the holder may file an administrative appeal with the STO. In order to initiate the appeal process, the holder must complete Form UP-AR-01 or a letter containing the information referenced below and returns it to the STO within twenty days of filing the holder's initial response to the Vendor's draft report. Otherwise, the holder will be presumed to have agreed to the terms of the draft report.
- 4.1. The appeal must contain the following information:
 - 4.1.1. The name and address of the holder;
 - 4.1.2. The name and official title of each party participating in the process;
 - 4.1.3. The amount in question and the unclaimed property report years covered by the administrative appeal;
 - 4.1.4. A clear and concise description of each error that the holder alleges the Vendor made in its findings;
 - 4.1.5. A clear and concise statement of fact upon which the holder relies in support of each assignment of error;
 - 4.1.6. Whether a hearing is requested;
 - 4.1.7. The relief requested;
 - 4.1.8. The holder's signature;
 - 4.1.9. The date the form is completed; and
 - 4.1.10. Any other information that may assist the STO in reaching a decision on the matter.

- 4.2. The STO staff will review the appeal and work with the Holder to resolve issues. For issues which are not resolvable at the Division level, the Treasurer or his designated agent will review the appeal. If the holder has requested a hearing, the Treasurer or his designated agent will schedule a hearing, to be conducted in accordance with the provisions of the West Virginia Administrative Procedures Act. The Treasurer or his agent may also contact the holder or any other entity he or she considers necessary to reach a decision.
- 4.3. The Treasurer will issue a written decision to the holder and the Vendor. The decision will include findings of fact and conclusions of law.
- 4.4. Upon receipt of the Treasurer's decision, the Vendor must incorporate the terms of the decision in its final examination report, and must provide the report to the Treasurer and to the holder.
- 4.5. When a copy of the Vendor's final examination report has been provided to the Treasurer, the Treasurer will notify the holder in writing of any interest or penalties to be assessed. The holder may dispute the assessment of interest or penalties, within ten days of receipt of the notice of assessment, by following the procedures set forth in paragraph 7 above.
- 4.6. Any party adversely affected by the Treasurer's decision is entitled to judicial review thereof under the provisions of the West Virginia Administrative Procedures Act.
5. Correspondence: The examination report and any relevant correspondence should be sent to the Unclaimed Property Division at the State Treasurer's Office, 322 70th Street SE, Charleston, WV 25304.
6. Unclaimed Property inquiries should be directed to 1-800-642-8687.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ STO1700000006

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

AUDIT SERVICES U.S., LLC

Company

Benjamin C. Spenn

Authorized Signature

JUNE 7, 2017

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

ATTACHMENT 3

WEST VIRGINIA STATE TREASURER'S OFFICE NON-EMPLOYEE CONFIDENTIALITY / NON-DISCLOSURE AGREEMENT

I am the person (Recipient) named at the end of this Confidentiality / Non-Disclosure Agreement (Agreement), who may have access to information of the West Virginia State Treasurer's Office (STO) that may be considered confidential. I acknowledge and agree that:

1. Certain matters may be disclosed to me that should remain confidential or proprietary;
2. Confidential Data includes any information residing on STO Information Resources; all data, materials, products, technology, computer programs, specifications, manuals, business plans, records, software, financial information, and other information disclosed or submitted, orally, in writing, graphically, machine recognizable, or by any other media, to me that is stamped "confidential," "proprietary" or with a similar legend; or that I have been informed is Confidential Data or proprietary information;
3. Confidential Data does not include any data, information or device that is:
 - in my possession from another source without restrictions on use or disclosure;
 - independently developed by the me;
 - available without breach of this Agreement; or
 - produced or disclosed pursuant to applicable law, rule, regulation or court order;
4. I shall not disclose or use the Confidential Data in a manner in violation of this Agreement without the express written consent of the State Treasurer or Assistant State Treasurer;
5. I shall not disclose or use the Confidential Data in a manner that violates any law;
6. I will hold in strict confidence anything that is considered Confidential Data or proprietary within the meaning of this Agreement;
7. I shall not disclose to any person not specifically authorized to receive, have or view any Confidential Data or proprietary information;
8. disclosure or unauthorized use of any Confidential Data or proprietary information will cause irreparable harm and loss to the STO and may violate various laws of the State of West Virginia and the United States;
9. the STO may take whatever steps its considers appropriate to protect its Confidential Data, and in the event I disclose or use, or permit any disclosure or use of, any Confidential Data without authorization from the State Treasurer or Assistant State Treasurer, such steps may include termination of any agreement or arrangement under which I work;
10. I shall not use any Confidential Data as a basis upon which to develop or have another entity develop any product or service without the express written consent of the State Treasurer or Assistant State Treasurer; and
11. I will report, in writing, any unauthorized use or disclosure of the Confidential Data of which I become aware.

WITNESS THE FOLLOWING SIGNATURES:

(STO)

(Recipient)

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ASUS

AUDIT SERVICES, U.S., LLC

Work Plan

**SUBMITTED BY:
AUDIT SERVICES, U.S., LLC**

OVERVIEW

The following is a synopsis of the methods of performance proposed by Audit Services, U.S., LLC that will serve as a guide for the conduct of its examinations. Much of this has been extracted from the audit procedures utilized by ASUS. This work plan will address: (1) how audits will be performed; (2) the research, analyses, and methodologies that will be used; (3) the deliverables that will be provided and (4) the role of the partner in charge.

▪ ROLE OF THE PARTNER IN-CHARGE

I. SELECTION

- A. State Requests
- B. Review of annual unclaimed property reports and notes:
 - (1) Did first report filed cover the entire reach back period permissible under the law?
 - (2) Omissions of categories of property and/or information.
 - (3) Disclosure of estimates rather than actual amounts.
 - (4) No aggregate (amounts under \$50).
 - (5) Disclosure of a deduction that does not contain a copy authorizing the deduction or citation of authority.
 - (6) Non-reporting or negative reports.
- C. Industry Analysis - Industry standards and measurements (if available) of a possible audit candidate are reviewed for comparison to that of other holders in the same industry.
- D. Computer databases (i.e. Moody's, Dunn & Bradstreet, phone disc, etc.).
- E. Newspaper, magazine articles, and other publications.
- F. Complaints from customers or citizens.
- G. Information derived from past contacts and audits.
- H. States can inform where they are finding noncompliance.

II. CONSIDERATIONS

- A. Geographic Location - The audit candidate should be in a location that makes the trip worthwhile as far as cost vs. benefits is concerned.
- B. Size of Company - A smaller company is less likely to have a large amount of unclaimed property. A contact would serve well.
- C. Report History - A company that is reporting properly, compared to similar companies is less likely to be a strong audit candidate.
- D. Type of Holder - Certain types of holders will be more practical to audit than others.
- E. Previous Audit - Review work paper file of the previous audit for a reporting pattern.
- F. Determine which auditor is best suited for the examination and estimated man hours required.

III. BACKGROUND INFORMATION

- A. Reporting history - Research records for each potential audit candidate and record all the past report files.
- B. Review and obtain any information relative to the potential audit candidate in the stock and dividend area. (i.e. Moody's, Hoovers, etc.)
- C. All States – Request and review all information submitted by the States.

IV. HOLDER'S ACCOUNTING TECHNIQUES

- A. Note trend of holders who subscribe to a computer or accounting system that doesn't account for unclaimed property.
- B. Unclaimed Property is usually a low priority among most holders.
- C. Holders with strong internal controls over potential unclaimed property reduce the chance of audit findings.

V. SELECTION PROCESS

- A. File of Audit Candidates - The audit unit utilizing the above-mentioned sources and considerations will identify possible audit candidates.
- B. Prioritize Candidates
 - (1) Audit 1- Companies identified through compliance work that needs to be audited as soon as possible (within the year).
 - (2) Audit 2 – Companies identified through compliance work that needs to be audited in the future (within 3 years).
 - (3) Audit 3- Companies/Industries identified by States that need to be audited within a specified time period.

▪ AUDIT STANDARDS

I. GENERAL STANDARDS

A. Qualifications

- (1) The audit is to be performed by a person or persons having adequate technical training and proficiency as an auditor. Unclaimed Property Auditors should have a knowledge of accounting and auditing principles and be able to apply this knowledge to an Unclaimed Property audit.
- (2) Each auditor is to have knowledge of Unclaimed Property law, both statutory and case law.
- (3) Auditors are responsible for maintaining technical competence through continuing education.

B. Independence

- (1) Auditors are to be free from personal, external, or organizational biases and must be independent in attitude and appearance.
- (2) Unclaimed Property Auditors must be independent in order to maintain the public's confidence.
- (3) If participation on an audit will impair an auditor's independence, the auditor may request that he or she not be assigned to that audit.

C. Due Professional Care

- (1) The auditor must employ professional standards in performing Unclaimed Property audits.
- (2) The auditor is to ensure that the holder is aware of the scope and objectives of the audit and should obtain a good understanding of the holder's operations.
- (3) When selecting tests and procedures to be applied during fieldwork, the auditor should consider the audit objectives, effectiveness of internal control and cost vs. benefit of the audit work being performed.
- (4) The auditor should be alert for the mishandling of dormant funds and situations indicative of noncompliance.
- (5) The auditor is to continue fieldwork until he or she is confident that all amounts of unclaimed property have been identified.

- (6) The auditor is to follow-up at a later date on non-complying audits to ensure that corrective action has been taken by the holder.

D. Scope Impairments

- (1) When factors imposed by the holder restrict the audit or interfere with the Unclaimed Property Auditor's ability to form objective opinions, the auditor should take steps to have the limitations removed.
- (2) If the auditor is unable to remove the restrictions imposed by the holder, the auditor is to refer to on "Problem Holders".
- (3) The most common impairment is the denial of access to old accounting records or the denial of interviews with key officials and employees of the organization. All impairments are to be documented.

E. Confidentiality

- (1) The Unclaimed Property Auditor is to hold in strict confidence all information concerning a holder's affairs that are acquired in the course of the audit.
- (2) If certain information is prohibited from general disclosure, the report shall state the nature of the information omitted and the reason for its omission.

II. FIELD STANDARDS

A. Planning

- (1) The audit agenda is to be adequately planned and discussed with staff assigned to the examination.
- (2) Audit programs detailing step-by-step procedures are to be followed for each type of property being examined.

B. Study and Evaluation of Internal Control

- (1) The auditor is to establish a basis for reliance on internal control to determine the nature, extent, and timing of the audit tests to be applied.
- (2) The auditor should determine whether the holder has appropriate policies and procedures in place to enable it to comply with the Unclaimed Property Law.
- (3) The auditor is to provide constructive suggestions to holders concerning improvements in internal control.

C. Working Papers

- (1) Working papers are to contain the detail to support the audit findings. They are to be legible and should only include information that is relevant to the Statement of Examination Findings.
- (2) Work papers are to be numerically indexed and cross-referenced so those future auditors will be able to follow the audit trail.

III. REPORTING STANDARDS

- A. The audit report is to state whether the holder is in compliance with the Unclaimed Property Law or in noncompliance.
- B. Scope limitation(s) should be stated in the audit report
- C. Any material deficiencies detected during the examination are to be included in the audit report.
- D. A copy of the audit report along with supporting schedules is to be given to the holder. A duplicate copy is to be maintained in the audit file.

▪ **EVALUATING RECORDS TO BE AUDITED**

I. EXAMINATION SCOPE

- A. Normally research the last five years.
- B. If noncompliance is evident, research as far back as needed or allowed by each State's law.
- C. If holder is in compliance, it is not necessary to extend the scope of the audit.
- D. If the first report filed covers the entire reachback period permissible under the law, further research is not required.

II. LOCATING RECORDS

- A. Determine that the records exist
 - (1) Examine record retention manuals.
 - (2) Interview key employees.
 - (3) Review oldest available written procedures, memos, and files.
 - (4) Establish record keeping practices from audit trail.
- B. Verify the location of the records
 - (1) Determine who has control of the records.
 - (2) Examine record storage areas.
 - (3) Inspect the records.
- C. If records are not available, have holder sign record request letter.

III. EVALUATING RECORDS

- A. Determine the existence of required records.
- B. Age available documentation and recorded activities.
- C. Decide if available documentation is adequate to calculate and support examination findings as needed.
- D. Prepare an estimate from available records if holder's record retention is inadequate and there is evidence of noncompliance and the State the holder is incorporated in allows estimation.

▪ **AUDIT CONFLICTS WITH OTHER VENDORS**

I. COMMUNICATION

- A. Inquire of the holder whether another vendor is auditing a division, branch, subsidiary, or a third party administrator or paying agent.
- B. Authorizations to audit and audit notification letters inform the States of an impending audit by ASUS.
- C. A monthly Status Report informs the States of ASUS's audit candidate list and intentions to audit holders.
- D. When ASUS is aware of a conflict, management will immediately contact the other vendor and try to resolve the matter without getting the States involved.

II. VOLUNTARY VS. INVOLUNTARY AUDITS

- A. An involuntary audit takes precedence over a voluntary compliance when the contact dates are the same.
- B. The vendor with the earliest contact with holder is considered by ASUS as the approved contractor.
- C. When two contact persons from the same holder are contacted by different vendors at the same time, the company will decide whom they want to work with. (or the contact person with the highest authority will take precedence.)

- D. When different subsidiaries or divisions are contacted by different vendors at the same time, the company will decide whom they want to work with. (or the contact person with the highest authority will take precedence).
- E. A CPA firm bringing a holder into voluntary compliance is not considered a conflict. Ask for directions of the States.

III. GENERAL LEDGER VS. EQUITY

- A. When auditing a holder and a request for records from a third party agent has been made and same agent goes through another vendor, ASUS takes the position that any monies received by the states is as a result of ASUS audit efforts.
- B. When auditing a third party records and the third party routinely reports through another vendor. Any monies that would not have been turned over routinely by the agent are considered as a result of ASUS audit efforts.

IV. STATES DIRECTIONS

- A. State instructions take precedence over any subsequent procedure

▪ GENERAL LEDGER AND EQUITY ACCOUNTS THAT WILL BE DELIVERED

I. DEMANDABLE PROPERTY

Include in this category property that should have been paid or delivered to the States in prior years. The holder may be charged interest on this amount based on the year(s) the property was due. The holder may deduct from this amount any property that is returned to the rightful owner or deemed accounting errors.

II. Reportable Property

Include in this category property that is still on the books of the holder (credit balances, outstanding checks, etc.) which should be reported to the proper State in the future. The holder may deduct from the audit findings any amounts that are returned to the rightful owner or deemed accounting errors.

III. Reinstatable Property

Include in this category unclaimed property due to the proper State in future years that the holder has taken into income. This amount, less any items returned to the rightful owner or deemed accounting errors, will be reportable in the future based on the applicable statutory holding period.

▪ AUDIT REPORT

I. PURPOSE

- A. After audit fieldwork is completed, a closing conference is held with holder personnel. At this time, a rough draft of the Statement of Examination Findings and/or supporting schedules are furnished to the holder and explained in detail.

A completed audit report is prepared upon returning to the office and mailed to holder and to each State represented.

II. PROCEDURE

A. TITLE PAGE

- (1) Holder's name, city and state
- (2) Audit Cut-Off Date

B. Contents Page

- (1) Letter to holder
- (2) Statement of Examination Findings
- (3) Management Advisory Comments
- (4) Schedules of Examination Findings

C. Letter to Holder

- (1) Non-Compliance Letter - If holder is not in compliance with the Unclaimed Property Law.
- (2) Compliance Letter - If holder is in compliance with the Property Law.

D. Statement of Examination Findings

- (1) Property should be listed by type and due date and is categorized as demandable, reportable, and/or reinstatable.
- (2) Definitions for amounts demandable, reportable, and reinstatable are at the bottom of the page.

E. Management Advisory Comments

- (1) Includes any reporting or internal control weaknesses noted during the audit, and references appropriate paragraph of statute.
- (2) Condition is stated and followed by a recommendation.
- (3) Holder response to recommendation, if necessary.

▪ NO DATE PROPERTY

I. EVALUATING PROPERTY

Attempt to date property based on available records by:

1. Examining sequence of check numbers, certificates, patient or customer numbers, any other property identification numbers.
2. Determining length of time present chart of accounts or selected accounts has been in use.
3. Establishing conversion date.
4. Reviewing operational characteristics of holder including stock offerings, new product offerings, the opening of new stores, plants, etc.
5. Analyzing holder's reporting history.

II. Scheduling Property

Provided that the preceding evaluations were performed and given that current records are generally more accurate than historical records, any property which cannot be reasonably dated will be treated as demandable subject to the requested research of the holder. Interest will be charged if by State applicable. Property that can be reasonably

aged will be scheduled in accordance with the “Demandable, Reportable, and Reinstatable Property” procedure.

▪ **NO ADDRESS PROPERTY**

I. EVALUATING PROPERTY

Attempt to secure name and address of the owner of property based on available records by:

1. Examining supplemental documents such as vendor registers and employee pay records.
2. Determining existence of alternate sources of names and addresses such as 1099 records.

II. SCHEDULING PROPERTY

Provided that the preceding evaluations were performed and given that supplemental records are generally reliable, contact the States involved and get further directions.

III. NO RECORDS AVAILABLE

Allocate to States according to the governing court cases.

▪ **PROBLEM HOLDERS**

I. HOLDER’S ATTITUDE BEFORE THE AUDIT

- A. If holder attempts to delay audit
 1. Be polite
 2. Offer a choice of two dates
 3. Select a date and set an arrival time
- B. Holder objects to records requested
 1. Submit a records request
 2. Adhere to normal audit routine
 3. Expand as necessary to obtain information
- C. Holder protests types of property to be reviewed
 1. Use the State unclaimed property manuals to illustrate types of property.
 2. Refer to applicable paragraphs in the statute

II. HOLDER ATTITUDE DURING THE AUDIT

- A. Working conditions intolerable
 1. Request more appropriate conditions
 2. Consider general conditions available
- B. Holder delays in obtaining requested information
 1. Access to record areas speeds audit process

2. Remain on site to see if records arrive
 3. Leave record request
 4. Set a time to return to review records
- C. Holder denies access to employees who prepare records and/or record storage areas
1. Remind holder that the audit will proceed faster
 2. Refer to statutes on the examination of records

III. HOLDER CONDUCT AFTER AUDIT

- A. Protest audit (See "Audit Protest")
- B. Disagree with findings
 1. Review each area with holder
 2. Negotiate compromise (with administration's approval)
- C. Review with holder possible penalty for failure to file

IV. COMMUNICATION WITH HOLDER DURING AUDIT

- A. Adhere to the Statutes
- B. Be consistent-refer to conclusions reached on prior audits
- C. Keep holder informed during the audit
- D. When issues are uncertain, research and follow up with the holder later
- E. Record in auditor's notes discussions taking place during the audit
- F. Give holder schedules of property identified (if possible, Statement of Examination Findings) at conclusion of field work
- G. Request records needed to complete audit

V. AUDITOR INVOLVEMENT

- A. Keep Audit Manager informed of any problems encountered during the audit
- B. Make Audit Contact aware of inappropriate conduct of holder employees

VI. HOSTILE HOLDER

- A. Under no circumstances does the audit staff tolerate abusive language from the holder.
- B. Explain that if abuse does not stop, the audit staff will vacate immediately and report back to management.
- C. Document the nature of abuse and the employee administering the abuse.

VI. KEEP STATES INFORMED

▪ AUDIT PROTEST

I. INSUFFICIENT INFORMATION/RECORDS TO ISSUE REPORT:

- A. Discuss with holder at closing the approximate time needed to obtain information such as Company research, or records needed to complete the audit (Maximum period granted is 120 days).

- B. Advise holder that interest may begin to accrue if information/records are not received by the agreed upon date.
- C. If information/records are not submitted by due date, a certified return receipt requested letter is sent advising holder that interest will begin accruing in ten business days unless information/records are submitted.
- D. If no response within ten business days, proceed to inform the States involved for directions.

II. INFORMATION/RECORDS AVAILABLE

- A. Records are available to issue report and all the evidential matter relevant to the issue involved including holder's position, legal opinions, minutes, contracts and correspondence.
- B. Legal issues raised at the closing conference outside the realm of General Statutes will usually indicate to the auditor that the holder is not willing to comply. Since the auditor does not possess legal skills, no judgments concerning information brought to his attention should be made at this time.
- C. Submit all disputed facts to Director of Audits and/or Attorney for an opinion.
- D. Discuss all disputed facts with State administrators, reach a conclusion, release audit report and, as appropriate demand payment.
- E. If holder is unwilling to comply at this point, notify holder that interest will (State's decision) begin accruing as of the due date stated on the audit report for any demandable property deemed escheatable once the issue is resolved. Schedule a meeting as follows:
 - 1. Between holder and Director of Audits
 - 2. Between holder and Key State Administrator
 - 3. Between holder and legal council
- F. If holder is still unwilling to comply, the states have to consider a course of action.
- G. If any State brings an action to compel compliance General Statutes.
 - 1. Director of Audits or AIC should send any workpapers that may be of assistance to the State's efforts.
 - 2. Give audit information to State's legal counsel to file court order against company and/or personnel requiring their presentment of records and/or payment.
- H. Encourage the States to utilize the penalties available in General Statute to compel compliance.

• DISTRIBUTION OF PROPERTY TO STATES

I. SUBSEQUENT TO THE COMPLETION OF THE EXAMINATION

- (A) Auditor-in-Charge notifies the holder point-of-contact that property identified as unclaimed and belonging to contracting states should be remitted to Audit Services, U.S., LLC located at 212 West 35th Street, Suite 1600, New York, NY 10001.
- (B) Auditor-in-Charge requests that holder point-of-contact submit in writing to transfer agent for holder that property be submitted through Audit Services

II. RECEIPT OF UNCLAIMED PROPERTY BY AUDIT SERVICES IN THE FORM OF GENERAL LEDGER ACCOUNTS

- (A) Checks are separated from daily mail and audit report is pulled. Checks should be made payable to “Audit Services, in trust for Unclaimed Funds.”
- (B) Checks are then compared to total for audit findings and are deposited in a proper escrow account with the custodian bank on a daily basis.
- (C) Report is then reconciled to audit findings to verify correctness and accuracy.
- (D) Report should be reconciled within 20 days of receipt. Once report is reconciled and available for distribution to the contract State a check to that State is prepared.
- (E) Report (via magnetic media) and check are mailed to contract State within 30 days of initial receipt of funds by Audit Services.

III. RECEIPT OF UNCLAIMED PROPERTY BY AUDIT SERVICES IN THE FORM OF SECURITIES

- (A) If security is in certificated form, ensure that it is registered in the nominee name specified by the contract state. If not, return to holder to request that it be reissued.
 - 1. Submit certificate to Custodian Bank for Audit Services for safekeeping
 - 2. Once report is reconciled, submit report and certificate to contract State within 30 days.
- (B) If Security is DTC eligible, ensure that it is registered in the correct nominee name. Once report is reconciled have securities transferred to contract state’s custodian bank.
- (C) Submit report to contract state via magnetic media with notification that security has been presented to State custodian bank.

AUDIT SERVICES, U.S., LLC

CONTRACTOR ASSISTED SELF EXAMINATIONS

STATE OF WEST VIRGINIA

Upon prior written approval by the Program Manager, the Contractor may assist and/or oversee the process whereby a Holder performs a general ledger and/or securities self-examination. The Contractor does not generally take physical custody of the financial records of the Holder and does not perform an examination of those records. The Contractor informs the Holder of the requirements of the unclaimed property laws, details of the reporting requirements, provides the necessary information to the Holder or Holder's agent regarding unclaimed property and the reporting process and provides other necessary guidance and assistance to the Holder so that the Holder can accurately perform a self-examination. Upon the Holder's completion of the self-examination, the Contractor must review the unclaimed property report and ensure the report and remittance are submitted to UP after it has been determined by the Contractor to be complete, in the proper format and in compliance with the Act and voluntary disclosure program.

The following CONTRACTOR ASSISTED SELF EXAMINATION PLAN was developed for the State of Washington and can easily modified for use with the State of West Virginia.

West Virginia State Treasury
Unclaimed Property Section
c/o Audit Services U.S., LLC
[Lockbox address]
[City, State Zip]



[Holder Name]
[Attn: Unclaimed Property Department]
[Mailing Address]
[City, State Zip]

[Date]

Dear [Holder]:

The West Virginia State Treasurer's Office under Chapter 36, Article 8 of the West Virginia Statutes is responsible for administering West Virginia's unclaimed property law. The primary goal of Chapter 36, Article 8, West Virginia Statutes is to protect the rights of unclaimed property owners, which include businesses as well as individuals, and return as much of that property as possible to the rightful owners. Unclaimed property can include, but is not limited to: stock, uncashed checks, dormant bank accounts, insurance proceeds, security deposits, store credits and safe deposit box contents.

As part of our efforts to ensure that companies required to file an annual unclaimed property report (generally referred to as "Holders") are in compliance with Chapter 36, Article 8. The West Virginia State Treasury Unclaimed Property Section has established a Contractor Assisted Self Audit Program. This program enables companies to avail themselves of state authorized resources to facilitate compliance and resolve any apparent reporting deficiencies that may exist. All companies holding unclaimed property where the last known address of the owner is located in West Virginia are subject to Chapter 36, Article 8. Companies incorporated in West Virginia may also have additional reporting requirements.

Based on a review of our records, it appears that your company may have failed to file an unclaimed property report within the last five report years, or has met other review criteria, such as: gaps in reporting years, missing common reporting types or other reporting anomalies. In order to confirm your compliance with Chapter 36, Article 8, your company has been selected for the Contractor Assisted Self Audit Program. Your willingness to participate cooperatively in the program will weigh heavily on the West Virginia State Treasury Unclaimed Property Section's decision to impose interest and penalties, as well as conduct a comprehensive field examination.

Audit Services U.S., LLC ("ASUS") is an authorized agent of the State. An ASUS representative will contact you within ten (10) business days to confirm your receipt of this notification and to answer any preliminary questions you might have. If you have any questions prior to being contacted or require further assistance, please contact the ASUS Support Desk toll free at (###) ###-####. You may also contact [WV UPS contact name] at the West Virginia State Treasurer's Office for further clarification as well.

If you believe that you received this notification in error or if you are not the party responsible for reporting your company's unclaimed property for the State of West Virginia, please notify ASUS toll free at (###) - ###-#### or ucpsupport@auditservicesus.com

Sincerely yours,

[signature]
[title]



AUDIT SERVICES U.S., LLC

Holder Orientation Packet

State of West Virginia - Department of Treasury
Unclaimed Property Section

Contractor Assisted Self-Audit Program

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Audit Services, U.S., LLC
Unclaimed Property Division
[lockbox address]
[city, state zip]



AUDIT SERVICES U.S., LLC

[Date]

[Holder Name]
[Attn: Unclaimed Property Department]
[Mailing Address]
[City, State Zip]

Dear [Holder]:

To assist you with complying with the West Virginia Department of Treasury Unclaimed Property Section Procedures for State Authorized Unclaimed Property General Ledger and Securities Audits and Contractor Assisted Self-Audits Conducted by Contractors and completion of the Contractor Assisted Self-Audit program, we have included a Holder Orientation Packet. Please review the contents at your earliest convenience.

Our responsibilities require Audit Services U.S., LLC to gather and document basic corporate information and to review corporate financial records and/or statements. This will enable us to advise you on the types of property to be included in the Contractor Assisted Self-Audit. We ask that you submit both the completed Self-Audit Holder Questionnaire and a copy of your company's financial statements within 30 days of your receipt of this Holder Information Packet.

Once received, we will also review the self-audit analysis prepared by your company and assist with the preparation of the state unclaimed property report. Upon receipt of your final state unclaimed property report, we will perform a final review prior to submitting the report to the West Virginia's Unclaimed Property Section. You will be provided instructions on how to send the related property, i.e. cash and/or securities to a custodian. The custodian will remit the property directly to West Virginia Department of Treasury Unclaimed Property Section unless the property consists of contents obtained from safe deposit boxes. Contents from safe deposit boxes shall be remitted directly to the West Virginia Department of Treasury Unclaimed Property Section. Additionally, if applicable, we will prepare a final report to close the Contractor Assisted Self-Audit.

Please note that Holder participation in the contractor-assisted self-audit does not exempt the holder from being audited in the future if the West Virginia Department of Treasury Unclaimed Property Section deems an audit is warranted.

Please forward the Self-Audit Holder Questionnaire to Audit Services U.S., LLC via email or mail.

Audit Services U.S., LLC
West Virginia Unclaimed Property Section
[lockbox address]
[city, state zip]

Email: ucpsupport@auditservicesus.com
Toll Free Phone: (###) ###-####

An Audit Services U.S. representative will be contacting you to set up an Opening Teleconference that allows us to discuss the Contractor Assisted Self-Audit procedures and any other questions you may have about the process.

Your continued cooperation and compliance is appreciated.

Sincerely yours,

[signature]
[title]

ADDITIONAL DISCLOSURES

CONTACT INFORMATION:

The Holder is free to discuss the audit directly with the liaison at any time regarding allegations of misconduct, unethical behavior, or significant disagreement relating to legal authority.

**Department of Treasury Unclaimed Property Section
Department Liaison with Contractor performing Contractor Assisted Self-Audit**

Name
Address
Phone
Fax
Email

Audit Services U.S., LLC Contacts:

(Audit Services Contacts)*

*Identify, in writing, each and every senior employee, representative, and agent of the Contractor who will participate and be available to assist the holder in the contractor- assisted self-audit, including those who will review the holder's audit report, unclaimed property report and file the holder's report and remittance with the Unclaimed Property Division.

Disclosure of Contractor Fee Arrangement:

Could reference page and section number in contract

Contractor Assisted Self-Audit Action Items

- Holder mailed initial contact letter
- Holder Orientation Packet mailed
- Holder reviews contents of Holder Orientation Packet mailed by Audit Services U.S., LLC.
- Holder collects information to complete Self-Audit Holder Questionnaire.
- Holder identifies areas of company that generate unclaimed property and identifies location of records.
- Holder forwards Self-Audit Holder Questionnaire and Company Financial Statements to Audit Services U.S., LLC
- Audit Services U.S., LLC contacts Holder to schedule Opening Teleconference.
- Holder and Audit Services U.S., LLC conduct Opening Teleconference.
- Holder collects unclaimed property records and converts to electronic format.
- Holder analyzes unclaimed property records for dormancy requirements.
- Holder analyzes “dormant” unclaimed property records for due diligence mailing requirements.
- Holder mails due diligence letters and allows for a minimum 60 day response period from owners/payees.
- Holder updates unclaimed property file to reflect owner/payee responses and any adjustments to produce a preliminary state unclaimed property report file.
- Holder forwards preliminary state unclaimed property report file to Audit Services U.S., LLC for review.
- Audit Services U.S., LLC sends notice to Holder to schedule Closing Teleconference.
- Holder and Audit Services U.S., LLC conduct Closing Teleconference.
- Holder generates Final State Unclaimed Property Report and sends to Audit Services U.S., LLC.
- Holder also prepares reports and sends to Audit Services U.S., LLC either manually or through state authorized software
- Holder sends funds and/or securities to Audit Services U.S., LLC custodian. If there are safe deposit box contents, the Holder should send the safe deposit box contents directly to the State.
- Holder must provide a description of their Self-Audit Plan to Audit Services U.S.. The Self-Audit Plan must identify the period reviewed, the property types analyzed and a narrative on the Holder's audit procedures.
- Audit Services U.S., LLC transmits Holder's Final State Unclaimed Property Report to the West Virginia Unclaimed Property Section and instructs custodian to forward funds and/or securities to the State.
- Audit Services U.S., LLC sends closing communication to Holder.

TO BE COMPLETED BY [HOLDER]

Confidentiality Agreement

[Date]

[Holder]

Audit Services U.S., LLC (the "Contractor"), as agent for the State of West Virginia Department of Treasury Unclaimed Property Section, has requested certain information from [Holder] (the "Holder") in connection with its unclaimed property review and audit of the Holder's books and records.

The Contractor shall treat as confidential and protect from disclosure to third parties, including other persons and business entities with whom the Contractor is affiliated, other than its own employees, agents, and representatives, and the States, all information that the Holder may furnish verbally and in writing to the Contractor or its agents, representatives, or employees in connection with its unclaimed property review and audit; provided however, that this letter agreement shall not prohibit the Contractor from disclosing such information to (a) any person specifically approved by the Holder or (b) pursuant to or as required by law. The Contractor further agrees that it will not use any such information for any purpose other than the performance of such review and audit.

The information referred to in the preceding paragraph shall not include any information (i) previously known to the Contractor prior to the receipt of such information, (ii) subsequently acquired by the Contractor from a third party having an independent right to disclose such information, or (iii) that is now or later becomes publicly known through no fault of the Contractor.

Any failure or delay by the Holder in enforcing any provision of this letter agreement will not operate as a waiver of that provision, and the Holder will be entitled to injunctive relief, as well as all other remedies available at law or equity, if the Contractor breaches this letter agreement.

This letter agreement constitutes the entire agreement between us and may only be modified in writing. This letter agreement and all controversies arising from it shall be governed by and construed in accordance with the laws of the State of West Virginia, without giving effect to its conflicts of law principles.

Sincerely,

Audit Services U.S., LLC

AGREED TO: [HOLDER]

Signature of Holder Representative: _____

Print Name: _____

Title: _____

TO BE COMPLETED BY [HOLDER]

West Virginia Department of Treasury Unclaimed Property Section

Self-Audit Holder Questionnaire

Instructions: Please answer all questions on this form, and return to Audit Services U.S., LLC as soon as possible. If a question does not apply, please circle N/A (not applicable).

Company Name:		Federal Employer ID No:
		Holder No:
Principal Administrative Office Address:		
State and Year of Incorporation:	Type of Business (financial, retail, manufacturing, etc):	Number of Employees:
		Total Revenue: \$
Contact Person Name:	Title:	Phone Number: () -
	Email Address:	Fax Number: () -

(Circle One)

Does your company hold any unclaimed amounts due West Virginia resident payees?..... Yes No N/A

Has your company ever reported unclaimed property to any state?..... Yes No N/A
If Yes, please indicate the name of the state or states:

Was the property reported with complete payee's name and address?..... Yes No N/A

Does your company report unclaimed property for West Virginia residents to another state or states?..... Yes No N/A
If Yes, please indicate the name of the state or states:

Was your company ever audited for unclaimed property by any state, third party vendor or CPA firm?..... Yes No N/A

Did the audit result in a supplemental filing with additional amounts due as unclaimed property?..... Yes No N/A

Does your company have any uncashed, outstanding payroll checks older than ONE year?..... Yes No N/A

Does your company have any uncashed, outstanding payroll and/or commission checks older than THREE years?..... Yes No N/A

Does your company carry any uncashed outstanding checks issued to vendors, older than ONE year?.....	Yes	No	N/A
Does your company carry any uncashed outstanding checks issued to vendors, older than THREE years?.....	Yes	No	N/A
Does your company maintain a reserve account for uncashed checks?.....	Yes	No	N/A
Does your company offer a refund or rebate program?.....	Yes	No	N/A
Are there amounts held for shareholders that did not redeem their shares?.....	Yes	No	N/A
Did your company ever pay cash dividends, stock dividends, or interest on its debt (bonds)?.....	Yes	No	N/A
Does your company hold any dividends for its shareholders that are unpaid and past due?.....	Yes	No	N/A
Are there shareholders' accounts in undeliverable mail status and with dividends unpaid for three years?	Yes	No	N/A
Does your company offer a dividend reinvestment plan?.....	Yes	No	N/A
Does your company offer an employee benefit program (medical, dental, prescription benefits, etc.)?.....	Yes	No	N/A
Was the employee benefit program established under a Federal Employee Retirement Income Security Act?	Yes	No	N/A
Does your company offer a pension plan?.....	Yes	No	N/A
Is there a trustee to administer and make disbursements for the company's pension plan?..... If Yes, please indicate name and address of service:	Yes	No	N/A
Are outstanding pension checks accounted for and maintained by the trustee?.....	Yes	No	N/A
Are payroll checks issued by a payroll service?..... If Yes, please indicate name and address of service:	Yes	No	N/A
Does the payroll service account for and maintain uncashed payroll checks?.....	Yes	No	N/A
Are employee benefits paid through a union?..... If Yes, please indicate union's name and address:	Yes	No	N/A
Does your company issue checks in a fiduciary capacity?..... If Yes, please indicate the type of checks your company disburses for others:	Yes	No	N/A

Does your company report unclaimed property on behalf of others?..... Yes No N/A

If Yes, please indicate the name of the companies AND corresponding FEIN #'s for which it files:

Has your company undergone name changes, restructuring, etc.?..... Yes No N/A

If Yes, please indicate the name of the companies AND corresponding FEIN #'s which were involved:

Has your company undergone mergers, acquisitions, etc.?..... Yes No N/A

If Yes, please indicate the name AND corresponding FEIN #'s of the companies which were involved:

Does your company report unclaimed property through another company (parent or holding company)?..... Yes No N/A

**Company Unclaimed Property Profile
General Ledger Records**

(Circle One)

Does your company have any uncashed, outstanding payroll checks older than ONE year?..... Yes No N/A

Does your company have any uncashed, outstanding payroll and/or commission checks older than THREE years?..... Yes No N/A

Does your company carry any uncashed outstanding checks issued to vendors, older than ONE year?.... Yes No N/A

Does your company carry any uncashed outstanding checks issued to vendors, older than THREE years? Yes No N/A

Does your company maintain a reserve account for uncashed checks?..... Yes No N/A

Does your company offer a refund or rebate program?..... Yes No N/A

Does your company offer an employee benefit program (medical, dental, prescription benefits etc.)?..... Yes No N/A

Was the employee benefit program established under a Federal Employee Retirement Income Security Act? Yes No N/A

Does your company offer a pension plan?..... Yes No N/A

Is there a trustee to administer and make disbursements for the company's pension plan?..... Yes No N/A

If yes, please indicate name and address of service:

Are outstanding pension checks accounted for and maintained by the trustee?..... Yes No N/A

Are payroll checks issued by a payroll service?..... Yes No N/A

If yes, please indicate name and address of service:

Does the payroll service account for and maintain uncashed payroll checks?..... Yes No N/A

Are there shareholders' accounts in undeliverable mail status and with dividends unpaid for three years? Yes No N/A

Are employee benefits paid through a union?..... Yes No N/A

If yes, please indicate union's name and address:

Does your company issue checks in a fiduciary capacity?..... Yes No N/A

If yes, please indicate the type of checks your company disburses for others:

Securities

(Circle One)

Are there amounts held for shareholders that did not redeem their shares?..... Yes No N/A

Did your company ever pay cash dividends, stock dividends, or interest on its debt (bonds)?..... Yes No N/A

Does your company hold any dividends for its shareholders that are unpaid and past due?..... Yes No N/A

Are there shareholders' accounts in undeliverable mail status and with dividends unpaid for three years? Yes No N/A

Does your company offer a dividend reinvestment plan?..... Yes No N/A

Does your company hold any unclaimed amounts due West Virginia resident payees?..... Yes No N/A

Company Changes

(Circle One)

Has your company undergone name changes, restructuring, etc.?..... Yes No N/A

If yes, please indicate the name of the companies AND corresponding FEIN #'s which were involved:

Has your company undergone mergers, acquisitions, etc.?..... Yes No N/A

If Yes, please indicate the name AND corresponding FEIN #'s of the companies which were involved:

Unclaimed Property Reporting History

(Circle One)

Has your company ever reported unclaimed property to any state?.....

Yes No N/A

If yes, please indicate the name of the state or states:

Was the property reported with complete payee's name and address?.....

Yes No N/A

Does your company report unclaimed property for West Virginia residents to another state or states?.....

Yes No N/A

If yes, please indicate the name of the state or states:

Does your company hold unclaimed amounts for unknown payees?.....

Yes No N/A

Were the amounts reported for unknown payee(s)?.....

Yes No N/A

If yes, please indicate the name of the state or states:

Does your company report unclaimed property on behalf of others?.....

Yes No N/A

If yes, please indicate the name of the companies AND corresponding FEIN #'s for which it files:

Does your company report unclaimed property through another company (parent or holding company)?.....

Yes No N/A

If yes, please indicate the name of the company AND corresponding FEIN #'s which reports:

Prior Unclaimed Property Audits (if any)

(Circle One)

Was your company ever audited for unclaimed property by any state, third party vendor or CPA firm?.....

Yes No N/A

Did the audit result in a supplemental filing with additional amounts due as unclaimed?.....

Yes No N/A

Signature of Person Completing Form

Print Name

Title

Email

Phone

OPENING TELECONFERENCE AGENDA

Overview of Contractor Assisted Self-Audit Program

- Intro to Audit Services U.S., LLC and personnel
- Authorized by State of West Virginia to facilitate compliance for In-State and Out-of-State companies
- Good faith effort and cooperation may limit exposure to imposition of interest and penalties
- Self-Audit by company – control of data collection
- Contractor will assist company with all aspects

Holder Overview

- Description of Business
 - Start Date
 - Type of Business
 - Customers
 - Vendors
 - Business Transactions
- Locations of Company records
- Format/availability of records
- History of unclaimed property reporting
 - Property Types
 - Years Reporting
- Any prior compliance issues

Unclaimed Property Rules-Contractor Assisted Self-Audit Program

- Identification of property types
- Assignment of property codes and relationship codes
- Electronic data conversion
- Analyze for dormancy and look back period
- Analyze for due diligence
- Send due diligence mailings and receive responses;
- Re-Issue or reactivate property
- Update Holder unclaimed property file
- Send unclaimed property file for review to Audit Services U.S., LLC
- Audit Services U.S., LLC will file Holder's unclaimed property report to the State
- Remit property to the designated custodian account for transfer to the State of West Virginia
- Assistance with other State compliance

Self-Audit Summary

- Holder completes analysis of company records and data collection
- Data conversion
- Completion of due diligence
- Information forwarded to Audit Services U.S., LLC
 - Description of Company Self-Audit Plan
 - Complete Reporting and Remittance
- Closing Conference

Tools Available

- West Virginia Unclaimed Property Section Reporting Instructions Manual (*Provided in HOP*)
- West Virginia Property Category Code and Dormancy Table (*Provided in HOP*)
- Relationship Code List (*Provided in HOP*)
- Electronic filing information – Sanctioned by NAUPA and the State of West Virginia
- File formats for conversion of Holder records
- Due diligence analysis with mailing options
- West Virginia Unclaimed Property Section website [http://wvsto.com/Unclaimed - Property/Business-Holders](http://wvsto.com/Unclaimed-Property/Business-Holders)



AUDIT SERVICES U.S., LLC

Holder Reporting Tools and Resources

Contractor Assisted Self-Audit Program

West Virginia Department of Treasury
Unclaimed Property Section
c/o Audit Services U.S., LLC
[lockbox address]
[city, state zip]

Toll Free Phone: (###) ###-####
Email:ucpsupport@auditservicesus.com

Steps for Reporting and Remitting Unclaimed Property

- Identify the property to be reported and remitted i.e. property that has met the dormancy period.
- Perform Due Diligence on the unclaimed property to be reported and remitted.
- Prepare the unclaimed property report.
- Submit the unclaimed property report to Audit

Services U.S., LLC, and remit the property.

Identifying Unclaimed Property and Data Collection

Unclaimed property is primarily an intangible property liability that has been inactive on the books of an entity for a period of time (**dormancy period**) for which there has been no owner generated activity. Unclaimed property is broadly defined and can include:

Savings or Checking Accounts
Stocks
Uncashed Dividends
Payroll checks
Credits
Traveler's Checks
Trust Distributions
Unredeemed Money Orders
Unredeemed Gift Certificates (*not applicable in all states*)
Insurance Payments or Refunds
Life Insurance Policies
Annuities
Certificates of Deposit
Customer Overpayments
Utility Security Deposits
Mineral Royalty Payments
Safe Deposit Box Contents

Reaching the Dormancy Period

All unclaimed property must be reported and remitted to the West Virginia Unclaimed Property Section if the property has reached the required dormancy period. There are different holding/dormancy periods per property type. Please refer to the West Virginia Property Category Code and Dormancy Table.

Review or "Look Back" Period

Holder compliance with the Contractor Assisted Self-Audit program requires the Holder to identify records that go back a minimum of 10 years* or all

property held in the Holder's books and records that have met the dormancy period. If the Holder has only been formally organized as a business for 8 years then the Holder must review all records since its inception. This is called the *Look Back Period*.

*Look Back Period: Property has met the dormancy period for 10 years or more. It does not mean the property has been "lost" or "inactive" for 10 years from today's date.

Example:

As an example in 2015, the Look Back Period for accounts payable records would go back to the year 2001. Accounts payable records have a dormancy period of 3 years. In 2015 accounts payable records would first reach their dormancy period with a "lost date" or check issuance date in 2011. They would be considered abandoned because they have met their 3 year dormancy by June 30, 2014. The 10 year Look Back Period would then include records from 2001 through 2011.

Holders must demonstrate a good faith effort to collect and analyze all of their unclaimed property to be considered by the Department for a waiver of past due interest and penalties.

Suggested Checklist of Identifying Holder Unclaimed Property

Basic Corporate Information Gathering/Site Selection:

Identify where all record-keeping, accounting and, if applicable, escheat reporting is performed to determine the particular entities, business units or Third Party Administrators (TPA's) to be reviewed.

The following items should be considered:

- Annual reports to stockholders

- Financial Statements
- Organization chart setting forth the Holder's record-keeping, accounting, bank account and escheat reporting sites, with a description (*e.g.*, revenues, headcount, business line) of the business and/or entities services by each site
- External and internal auditors – methodology for centralized or decentralized accounting procedures.
- Obtain current list (*e.g.*, equity transfer and exchange agents; debt trustees; medical benefits, pension plans).
- Obtain list of changes in TPAs since 1985.

☐ The Holder's Look Back Period or Review Period

The Holder needs to determine the amount of abandoned property generated during the Look Back or Review Period. The Holder will determine the amount of outstanding liability related to the stale dated amounts contained in the Holder's presently maintained internal accounting system. Items to review could be the following:

- Obtain the current chart of accounts to ascertain which accounts may relate to abandoned property. For example:

- Unclaimed property
- Escheatable property
- Stale dated checks
- Uncleared checks
- Small balance write-offs
- Suspense
- Collections – undistributed
- Write-offs – operating
- Write-offs – payroll
- Inactive customer accounts
- Inactive escrow accounts
- Inactive commission accounts
- List of all bank accounts open, active or closed during the examination period

- Investigate changes in all accounts within the chart of accounts relating to abandoned property

- Determine Holder policies regarding stale dated checks and account balances:

- Payroll
- Accounts payable
- Checks and drafts written for insurance claims
- Accounts receivable
- Write-offs
- Sales incentive programs
(*e.g.*, gift certificates, rebates)
- Benefit plans, defined benefit and defined contribution
- Self-insured programs
(*e.g.*, health plans, dental plans, workmen's compensation, general liability)

- Understand Holder's escheat accounting system, if applicable:

- Abandoned property policies & procedure manual
- Description of escheat system
- Summary of abandoned property filings, all states, latest available periods, by type of property
- Copies of prior unclaimed property reports for all states and supporting work papers for recent period
- Copies of unclaimed property audits and releases by state

File Conversion to Electronic Format

[Placeholder – Text to be added later]

HOLDER DUE DILIGENCE REQUIREMENTS AND DUE DILIGENCE MAILING PROCESS

Prior to reporting and remitting unclaimed property which has reached its required dormancy period for an applicable calendar year, West Virginia Statutes requires that for all the unclaimed property accounts valued at \$50.00 or greater, the holder must perform due diligence. A written notice is required to be sent to the apparent owner's last known address informing the apparent owner that the holder is in possession of the unclaimed property account and requesting that the apparent owner respond to the notice.

The holder must provide the name and contact information of the holder's staff person whom the owner can contact if they have any questions. To avoid confusion, the due diligence letter must not contain any contact information for the state. Failure to perform due diligence as provided by statute could result in potential fines and interest/penalties.

To complete the due diligence requirements for the Contractor Assisted Self-Audit program, the Holder must perform the following:

- 1) Analyze their unclaimed property file to determine those records that have met their dormancy period.
- 2) For those records that have met the dormancy period, a notice must be sent to any account (unclaimed property record) whose value is \$50.00 or greater. The written notice must be sent to the last known address of the owner on the Holder's records. A written notice is not required if there is a known bad address.
- 3) The Holder must allow approximately 60 days for returns of any owner/payee responses to the written notice.
- 4) The Holder must update their unclaimed property records to reflect valid owner responses if contact or activity has been established. The Holder should maintain records of owner responses from valid returned responses or other responses by an owner from phone contact or email.
- 5) When an adequate amount of time has elapsed, the Holder will need to provide a copy of the updated unclaimed property file to Audit Services U.S., LLC.

DUE DILIGENCE MAILING OPTIONS

The Holder has various options to assist them with complying with the due diligence requirements.

- 1) Create, mail and track your own due diligence letters.
- 2) There are "Free" versions of software that support the creation of due diligence letters.
- 3) There are vendors that offer Due Diligence Mailing Services for a fee.*

***Notice: Audit Services U.S., LLC does not receive any consideration for fees earned by outside vendors.**

Due Diligence Letter Contents

Due diligence letters should include the following:

- Owner name
- Property description and amount
- Date of last activity with the owner
- Description of any action an owner must take to prove ownership and claim the property
- Date by which an owner must claim the property
- Your company's name, address, and contact's name, address, email, and phone number
- Date when the property will be reported to the state
- Statement that owners must claim property from state after it has been turned over (provide the state's web site)
- Provide a form where the owner can request for the property to be reactivated or have a check reissued, as well as provide the correct mailing address and any comments.

Holder Unclaimed Property Electronic Reporting

In accordance with the West Virginia State Treasury Unclaimed Property Section Guide to Reporting Unclaimed Property, an unclaimed property report MUST be in an electronic format as prescribed by the West Virginia Unclaimed Property Section. The electronic report is required to be in the NAUPA standard file format and submitted as a NAUPA format text file. The National Association of Unclaimed Property Administrators (NAUPA) is an organization of all fifty states dedicated to developing uniform laws and the protection of the owners of unclaimed property.

Detailed information on the NAUPA standard format can be found on the State's web page at <http://wvsto.com/Unclaimed-Property>.

To assist you in creating the electronic report in the NAUPA standard format, NAUPA approved software programs are also available for free on the State's web page.

NOTE: The software programs mentioned above are provided by a third party vendor, and the Department shall not be held responsible for any errors in the resulting report. It is the responsibility of the reporting entity to ensure the report is thoroughly reviewed for accuracy.

Electronic reports of 10 or more apparent owners formatted as Excel spreadsheet, Word document, Access database or PDF file will not be accepted.

The West Virginia Unclaimed Property Section Department's Cover Sheet is required to be submitted with Department forms and mailed electronic reports.

This form is used to report cash properties with less than 10 apparent owners. Reports with 10 or more apparent owners must be filed using the electronic format.

***Please note that final unclaimed property reports must be sent to Audit Services U.S. as part of the completion of the Contractor Assisted Self-Audit process.**

Final unclaimed property reports must be sent to Audit Services U.S.. As part of the Contractor Assisted Self-Audit program, the Holder is responsible for copying Audit Services U.S. on all unclaimed property reporting applicable to the Contractor Assisted Self-Audit period(s).

Holder Unclaimed Property Remittance Instructions

- Instructions for Remitting Cash or Securities Property:
 - Cash – (insert instructions)
 - Securities – (insert instructions)

- Instructions for Remitting Safe Deposit Contents:
 - (insert instructions)

Unclaimed Property

Reporting Forms & Instructions

October 2009



MESSAGE FROM THE STATE TREASURER REGARDING THE UNIFORM UNCLAIMED PROPERTY ACT

The West Virginia Uniform Unclaimed Property Act is a consumer protection act that protects owners who have lost contact with their property. Under the Act, the West Virginia State Treasurer's Office holds all unclaimed property for the benefit of owners, until they come forward to claim it. Owners never lose the rights to their property, and the Treasurer's office works to help reunite owners with their property.

As the West Virginia State Treasurer, I am required under the Act to have all holders of unclaimed property file reports and send in unclaimed property on a yearly basis.

This booklet details the appropriate time periods for reporting and provides other information necessary for holders to submit their annual reports to the West Virginia State Treasurer's Office.

Forms and instructions to report the unclaimed property are also included in this booklet.

Numerical codes are used to identify the various types of unclaimed property. A link to the property codes is provided on the last page of this booklet.

My office is committed to recovering unclaimed property and returning it to the rightful owner.

For more information or additional copies of this booklet, please call the WV State Treasurer's Office at 304-558-2937, 800-642-8687 or visit our web site at www.wvsto.com.



John D. Perdue
WV State Treasurer

INSTRUCTIONS FOR PREPARING UNCLAIMED PROPERTY REPORT FORMS

NATURE OF UNCLAIMED PROPERTY

Unclaimed Property is personal property for which the owner has not taken some action (as defined in West Virginia Code § 36-8-2(c) and § 36-8-2(d)) to indicate his/her interest in the property during some specified time prescribed by law (the “abandonment period”). The West Virginia Uniform Unclaimed Property Act (the “Act”) was adopted to preserve and protect the property rights of the owner and attempt to reunite property with the rightful owner.

WHO MUST REPORT

All persons who are obligated to hold property for the account of, deliver or pay property to an owner are responsible for filing reports of any property which is unclaimed, on their own behalf as well as on behalf of their branches, divisions or other affiliated entities. Following are some definitions from the Act:

“**Business Association**” means a corporation, joint stock company, investment company, partnership, unincorporated association, joint venture, limited liability company, business trust, trust company, safe deposit company, financial organization, insurance company, mutual fund, utility or other business entity consisting of one or more persons, whether or not for profit.

“**Financial Organization**” means a savings and loan association, bank, banking organization or credit union.

“**Insurance Company**” means an association, corporation, fraternal, or mutual benefit organization, whether or not for profit, engaged in the business of providing life endowments, annuities or insurance, including accident, burial, casualty, credit life, contract performance, dental, disability, fidelity, fire, health, hospitalization, illness, life, malpractice, marine, mortgage, surety, wage protection and workers’ compensation insurance.

“**Person**” means an individual, business association, financial organization, estate, trust, government, governmental subdivision, agency or instrumentality, any other legal or commercial entity.

“**Utility**” means a person who owns or operates for public use any plant, equipment, real property, franchise or license for the transmission of communications or the production, storage, transmission, sale, delivery or furnishing of electricity, water, steam or gas.

WHEN TO FILE

Business and Financial Organizations holding unclaimed property (“Holders”) must file an Unclaimed Property Report with the West Virginia State Treasurer **BEFORE** November 1 of each year, for property presumed abandoned **AS OF** June 30 of that year. West Virginia Code §36-87(d).

Life Insurance Companies holding unclaimed property must file an Unclaimed Property Report with the WV State Treasurer **BEFORE** May 1 of each year for property presumed abandoned **AS OF** the previous December 31. West Virginia Code §36-8-7(d).

Early Reporting is Permitted in Some Cases: West Virginia Code § 36-8-17(b) states that any person who has possession of property which will become reportable in the future, may, with the prior written approval of the Administrator, report and deliver such property prior to the specified abandonment period.

WHAT TO REPORT

Holders should report and remit money representing any debt or obligation described in W.Va. Code § 36-8-2 which has gone unpaid or any security that has remained undelivered for the required dormancy period after the date the owner should have received or was entitled to claim the property.

When examining business records to determine reportable property, holders should use the last indication of interest by the owner to start the abandonment period. If the property type does not generate owner activity, use the date the item was payable to the owner. Reporting requirements vary depending on the type of property. Property type codes are found on page 26. Find the type of property generated by the business and the respective abandonment period. To determine which property is due, follow the instructions below:

Three-Year Property -Review your records as of 6/30 of the current year and report all property which has had no owner-authorized activity since 6/30 three years ago, after performing due diligence.

Five-Year Property -Review your records as of 6/30 of the current year and report all property which has had no owner-authorized activity since 6/30 five years ago, after performing due diligence.

Due Diligence: You must send a first-class mailing to the address of the apparent owner between 60 and 120 days before filing the report, for property valued at \$50.00 or more, § 36-8-7(e). This notice contain the following: the steps required by the owner to claim the property; the steps required by the owner to have the holder reactivate the account and continue to maintain the property for the owner; a statement that if the owner does not take those steps, the property will be remitted to the State; a statement that if the property is reported to the State, the owner or his or her heirs may file a claim for the property with the State; a date, not less than fifteen business days prior to the date the holder will remit the property to the State, by which the owner must contact the holder; and the name, address and telephone number of the person to contact at the holder. Property that has been written-off (taken to income, charged to an expense, service-charged or otherwise deleted), from the accounting records should also be reinstated and reported as unclaimed property. An example of a due diligence letter is included in this booklet on page 25.



West Virginia State Treasurer
Business Report of Unclaimed Property
FORM UP 8-7

ELECTRONICALLY REPORT ON OUR [E-HOLDER](#) SITE

Electronic Reporting is required for all Holder Reports with the exception of Law Enforcement agencies, properties are to be submitted electronically via [E-Holder](#) or CD.

Complete this cover sheet and the attached forms and submit with your total remittance by November 1 (May 1 for Life Insurance).

FEIN/SSN:
ZIP CODE:

Business and Contact Information:

Holder Name: _____

Reporting Agent: _____ Report Year: _____

Sole Proprietor Partnership Limited Liability Company

Holder Mailing Address: _____

City: _____

State: _____

Contact Person: _____

Phone: - -

Email: _____

Fax: - -

Check this box if you are a "government agency" or "government operated".

Does this report include securities? If yes, use form UP 8-9.

Does this report include tangible items? If yes, use form UP 8-10.

Is this a negative report? (Not required to submit but may be submitted electronically via [E-Holder](#))

Please complete the following:

I, _____, hereby declare, under penalty of perjury, that to the best of my knowledge and belief, the following sheets contain a full, true, and complete report consisting of _____ number of properties,

\$

_____ shares of stock and / or inventory sheets listing contents of

_____ number of safe deposit boxes, safekeeping, or other tangible property as to property presumed abandoned under the provisions of the Uniform Unclaimed Property Act. In accordance with WV Code §36-8-7(e), written notice has been sent to the apparent owner of property over \$50.00.

Signature: _____

Date: / /



West Virginia State Treasurer
Business Report of Unclaimed Property
Form UP 8-7

FEIN/SSN:
ZIP CODE:

Additional Business Data as of Year End:

State of Incorporation: _____ Incorporation Date: / /
Holder Type (see instructions for listing of types) _____
Standard Industry Code (SIC): _____
Annual Sales/Premiums: _____ Assets Size: _____
Total Number Employees: _____ In West Virginia _____

Does this report include: (1) Branches and Divisions? Yes No
(2) All subsidiaries? Yes No

Please attach a Schedule of Subsidiaries

Are you reporting any **STALE DATED STATE CHECKS** that include **Federal Funds**?
If so, only report the amount of each check which does **not** constitute federal funds. Federal Funds are required to be submitted on a separate report.

Regular Remittances:

Make check payable and deliver Form UP 8-7, and Form(s) UP 8-8 to:
Office of the West Virginia State Treasurer
Post Office Box 3328
Charleston, West Virginia 25333
1-800-642-8687

Tangible Remittances:

Deliver contents, Forms UP 8-7, UP 8-10 and inventory sheets to:
Office of the West Virginia State Treasurer
Attention: Safekeeping – Tangible Items
7300 MacCorkle Avenue South East
Charleston, West Virginia 25304

COMPLETING BUSINESS REPORT FORM UP 8-7

All holders, including those filing negative reports, must complete Report Form UP 8-7, found on pages 4 & 5 of this booklet or on the E-Holder site when processing an electronic report.

UP Form 8-7 Instructions Page 1 of 2

1. **Federal Employer Identification Number** -Enter the nine-digit tax ID number assigned to the business by the federal government. *This line must be completed.* The report cannot be processed without this number.
2. **Zip Code** – Enter the nine-digit postal code corresponding with the mailing address of the business.
3. **Holder Name** - Enter the full company name used when initially registering as a business including any acronyms.
4. **Report Year** -**Complete the fiscal year in which the business is reporting.** For example, a report filed 11/1/07 for property that becomes reportable as of 6/30/07 would then be considered a 2007 report.
5. **Reporting Agent** – Complete *only* if you are filing on behalf of another business.
6. **Type of Business Ownership** -Check the box applicable for the business and/or association.
7. **Holder Mailing Address** -Complete with the street or Post Office Box portion of the business address. Please include department codes if they are an important part of the address.
8. **City** – Enter the City corresponding to the street address of the business.
9. **State** – Enter the two character state abbreviation for the business.
10. **Contact Person** -Enter the name of the person who completes the report. This is the employee we will contact if there are any questions.
11. **Phone** – Enter the ten digit phone number including area code of the contact person.
12. **Email** – Enter the mail address of the contact person.
13. **Fax** – Enter the fax number of the contact person.
14. **Government Agency or Operated** -Check the box if applicable. Examples include state agency, county agency and county hospitals. Note: All government instrumentalities must report all property types one year after the date of last activity.
15. **Securities** - Check the box if the report includes securities.
16. **Tangible Items** -Check this box if this report includes safe deposit boxes, safekeeping or other tangible property.
17. **Negative Report** -Check this if a thorough review of the business accounting records has shown that the business is not holding any reportable unclaimed property.
18. **Properties** – Enter total number of properties reported on corresponding Form(s) UP 8-8
19. **Cash** – Enter total dollar amount submitted that supports properties reported on corresponding Form(s) UP 8-8
20. **Securities** – Enter total number of stocks and / or inventory sheets listing contents reported on corresponding Form(s) UP 8-9
21. **Tangibles** – Enter total number of safe deposit boxes, safekeeping, or other tangible properties being reported on corresponding Form(s) UP 8-10
22. **Signature / Date** – Signature of person who signed report and eight digit date(MM/DD/YYYY) signed

UP Form 8-7 Instructions Page 2 of 2

23. **Federal Employer Identification Number** -Enter the nine-digit tax ID number assigned to the business by the federal government. *This line must be completed.* The report cannot be processed without this number.
24. **Zip Code** – Enter the nine-digit postal code corresponding with the mailing address of the business
25. **State of Incorporation or Charter** -Corporations should enter the two character state code for the state in which they were incorporated or licensed to do business. Financial institutions should enter the state in which they were chartered.
26. **Date of Incorporation/Charter Date** -Corporations should enter the eight digit date code (MM/DD/YYYY) for the date on which they were incorporated or licensed to do business. Financial institutions should enter the date the organization was chartered.
27. **Type of Business Activity** - Provide a description of your primary business activity.
28. **Standard Industry Code (SIC)** -Provide your business classification code that best describes the principal business activity. If the business consists of more than one type of activity, provide the code that represents more than 50% of your primary business type.
29. **Annual Total (Sales or Premiums Written)** -Enter the amount found on the most recent financial statement for total sales or total premiums written. Insurance companies report total premiums written. Manufacturing, retail and service-oriented businesses report total sales.
30. **Asset Size** -Enter the amount found on your most recent financial statement for total assets.
31. **Total number of employees** – Enter total number of employees employed by the business.
32. **In West Virginia** – Enter the number of employees working in West Virginia only.
33. **Branches and Divisions** -Check the appropriate box to indicate if this report includes branches and / or divisions.
34. **Subsidiaries** - Check the appropriate box to indicate if this report includes subsidiary companies. If this report includes subsidiary companies, please provide a list of those companies with their Federal Employer Identification Number.

HOLDER TYPES

1. Banks
2. City Police Department
3. Coal Mining
4. College & Universities (Private)
5. College & Universities (Public)
6. Construction
7. Corporation
8. Correctional Facilities
9. County/Local Government Agency
10. Courts
11. Credit Union
12. Department of Natural Resources
13. Fiduciary/Estate
14. Finance Corporation
15. Healthcare
16. Hospital (Private)
17. Hospitals (Public)
18. Insurance
19. Insurance Companies, Casualty
20. Insurance Companies, Life
21. Law Enforcement
22. Manufacturing
23. Money order/Travelers Check
24. Municipalities
25. Non Profit
26. Nursing Homes
27. Oil & Gas
28. Other
29. Reciprocal State
30. Restaurant
31. Retailers
32. Savings & Loans
33. Service
34. Sheriff's Offices
35. State Agencies
36. State Police Detachments
37. Stockbrokers/Mutual Funds
38. Telecommunications
39. Transportation
40. Utilities
41. Wholesale

**West Virginia State Treasurer
Owner Report of Unclaimed Property
Form UP 8-8 (Attach to UP 8-7)**

FEIN/SSN: -

Holder Name: _____

Item number 1. Property Type Code: 2. Property Desc: _____

3. Cash Remitted: , , 4. Interest Rate: .

5. Dormancy Charge: \$ 6. Date of Last Activity: / /

7. Owner SSN: - - 8. Date of Birth: / /

9. Ownership: Primary Owner And Or Other _____

10. Owner Name Last, First, MI: _____

11. Address: _____ 12. City: _____

13. State 14. Zip Code -

15. Additional Owner Name Last, First, MI: _____

16. Address: _____ 17. City: _____

18. State 19. Zip Code -

20. Additional Owner Name Last, First, MI: _____

21. Address: _____ 22. City: _____

23. State 24. Zip Code -

Item number 1. Property Type Code: 2. Property Desc: _____

3. Cash Remitted: , , 4. Interest Rate: .

5. Dormancy Charge: \$ 6. Date of Last Activity: / /

7. Owner SSN: - - 8. Date of Birth: / /

9. Ownership: Primary Owner And Or Other _____

10. Owner Name Last, First, MI: _____

11. Address: _____ 12. City: _____

13. State 14. Zip Code -

15. Additional Owner Name Last, First, MI: _____

16. Address: _____ 17. City: _____

18. State 19. Zip Code -

20. Additional Owner Name Last, First, MI: _____

21. Address: _____ 22. City: _____

23. State 24. Zip Code -

COMPLETING OWNER REPORT FORM UP 8-8

All holders should review the following instructions for a better understanding of the information that must be included on the property report. Holders must complete Unclaimed Property Report Form UP-8-8 found on page 9 of this booklet if filing a paper report. This form provides space for reporting two accounts. Make copies to allow reporting for all properties. Group accounts by property type codes that are found on pages 25-26. Please do not report **securities** on this form. Instead, complete the Security Report of Unclaimed Property Form found on page 17. Also, **do not report safe deposit boxes on this form**. Instead, prepare an inventory sheet using the sample form found on page 14 of this booklet.

FEIN and Holder Name - Enter the nine-digit federal employer identification number (FEIN) and name of the company or institution of the reporting holder.

Item No. -Number each account consecutively throughout the report. It is not necessary to precede item numbers with zeroes. There is space on each page for two accounts, so page 1 will include accounts 1 through 2, page 2 will include accounts 3 through 4 and so on.

NOTE: Please report all the information available for each owner. This information is important when establishing ownership during the claims process.

- 1. Property Type Code** -This is the code that distinguishes one property type from another. Select the property type code that best describes the *original* property of the missing owner. For example, a closed non-interest bearing checking account converted to check form would still be reported as a non-interest bearing demand account (AC11) -not as a cashier's check. For a complete listing of approved property codes and their respective abandonment periods, please see page 26 of this document.
- 2. Property Description** -Any specific information identifying the property, for example, the account number or check number. Other information, such as the name of a purchaser of a cashier's check, should also be listed in Property Description.

NOTE: Individual amounts less than \$50 should be reported in the aggregate using the appropriate property type code. For example, aggregate cashiers' checks should be reported as CK 99. Please group these items and report as one (1) item for each property type, with the appropriate property type code.

- 3. Amount Remitted to WVSTO** -Enter the net amount due each owner after additions (e.g., interest, dividends, etc.) and deductions (dormancy charges) have been calculated.
- 4. Interest Rate** -Enter the interest rate the property earned at the time it was delivered to the West Virginia State Treasurer.
- 5. Dormancy Charge** -Enter the total dormancy charge withheld from this property.
- 6. Date of Last Activity** -Enter the eight digit date (MM/DD/YYYY) on which the last deposit or withdrawal was made on the account by the owner, the date on which the property became payable, redeemable or returnable (e.g., issue date of check); **OR** the date with owner last contact date documented.
- 7. Owner Social Security Number** -Enter the owner's social security number. It is important to have this number when establishing ownership.
- 8. Date of Birth** -Enter the owner's date of birth.
- 9. Designate Ownership** -If single owner, check "sole" as the type of ownership. Select AND if withdrawals on the

NOTE: If there are two owners with different last names *who jointly own* one piece of property, refer to step 9, Additional Owner Information, for further instructions.

account require (2) signatures or select OR if withdrawals require (1) signature. Write in ownership designation if not and/or. NOTE: If "or" is selected, "With Rights of Survivorship" WROS will be assumed unless otherwise indicated.

- 10. Owner Name Last, First, Middle Initial** -Enter the owner's last name or the company name of a business. If the

owner of the property is unknown, enter unknown in the last name box. Accounts with Jr., Sr. and etc., should be listed as Smith Jr. Name and address boxes may be left blank if you are reporting amounts under \$50 in the aggregate. Although not required, the holder may report information on aggregate property. Enter the first name and middle initial. If Mr. or Mrs. is used, it *must* be entered *after* the first name, without punctuation. Enter M/M to conserve space for Mr. and Mrs.

11. **Last Known Address** -Enter the owner's last-known street address. You must list the last-known address, even if mail sent to that address has been returned by the post office. Designate next to each address "RPO" if the account has been Returned by the Post Office. If an owner's address is listed in care of another individual, enter the name and street address of "in care of" person in the address box. Computer codes and e-mail may also be a person's last known address.
12. **City** – Enter the City corresponding to the street address of owner's last known address..
13. **State** – Enter the two character state abbreviation of the owner's last known address.
14. **Zip Code** -Enter the five or nine-digit zip code. Do not complete this box if the zip code is unknown.
15. **Additional Owner Information** -If the property has more than one owner, enter the second owner's name in these boxes. If there is only one owner on the account, do not complete the additional owner boxes.
16. **Page Total** -After entering all the accounts on the Report of Unclaimed Property Form UP 8-8, number each page. Enter a page total on each page of the report and a grand total on the last page.

Once the UP 8-7 and UP 8-8 forms (See page 6-7 and 10-11 for instructions) are completed then:

1. **Make check payable to "State of West Virginia-WVSTO" for the grand total, and**
2. **Remit check and Forms UP 8-7 and U 8-8 to:**

**Office of West Virginia State Treasurer
Unclaimed Property Division Post Office Box 3328
Charleston, West Virginia 25333
West Virginia State Treasurer**

West Virginia State Treasurer
Safe Deposit Box, Safekeeping, or Other Tangible Property
Form UP 8-10

FEIN: -

Reporting Institution: _____ **Box Number:** _____

- Property Type Code:**
- SD01 Contents of safe deposit boxes
 - SD02 Contents of any other safekeeping repository
 - SD03 Other Tangible Property
 - MS13 Unclaimed Loan Collateral

1. Date of Last Activity: //
2. Owner SSN: -- 3. Date of Birth: //
4. Ownership: Primary Owner Or Other (SPECIFY) _____
5. Owner Name Last, First, MI: _____
6. Address: _____ 7. City: _____
8. State 9. Zip Code -
10. Additional Owner Name Last, First, MI: _____
11. Address: _____ 12. City: _____
13. State 14. Zip Code -
15. Additional Owner Name Last, First, MI: _____
16. Address: _____ 17. City: _____
18. State 19. Zip Code -

Branch Location: _____ **Date lease expired:** _____

Inventoried by: _____ **and** _____

Amount due holder:	Does the holder have a valid agreement with the client including the agreed upon rental fee and provisions that fees will be held from the sale of property to cover delinquent box rental? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cost of Opening _____	
Total Unpaid Rent _____	
Grand Total _____	Reimbursement occurs if and when contents are sold at public sale.

Deliver contents, inventory sheets, and Form UP 8-7 to:
Office of the West Virginia State Treasurer
Attention: Safekeeping – Tangible Items
7300 MacCorkle Avenue South East Charleston, WV 25304
1-800-642-8687

FEIN: -

GENERAL MISCELLANEOUS PAPER DOCUMENTS ARE NOT ACCEPTED

Papers to be escheated include, but are not limited to, the legal documents listed below.
Please direct questions to WVSTO at 800-642-8687; Safekeeping Division

Box Number _____

QUANTITY	INVENTORY
\$	<input type="text"/> US Cash (total face value of coins and currency)
<input type="text"/>	Foreign Coins (total number of coins)
<input type="text"/>	Foreign Currency (total number of bills)
<input type="text"/>	Commutative Coins / Gold or Silver Bars / Medals
<input type="text"/>	Rings / Bracelets / Pins / Brooch
<input type="text"/>	Necklaces / Pendants / Earrings (pair =1, single = 1)
<input type="text"/>	Cuff links / Tie Tacks (pair = 1, single = 1)
<input type="text"/>	Wrist Watches/ Pocket Watches / Pocket watch chains
<input type="text"/>	Stamps / Collective Sports Cards
<input type="text"/>	Coin Purse /Money Clip / Pens / Pocket Knife
<input type="text"/>	US Savings Bonds, Bearer Bonds, War Bonds
<input type="text"/>	Stock Certificates / Securities
<input type="text"/>	Wills / Living Wills / Power of Attorney / Medical POAs (not recorded)
<input type="text"/>	Life Insurance Policies (policy only) / Military Documents
<input type="text"/>	Active CD's / IRA's / Annuity Contracts / Trusts (not Deed of Trusts)
<input type="text"/>	Cashier's Checks / Money Orders
<input type="text"/>	Miscellaneous Items (include description below)

Description:

**Deliver contents, inventory sheets, and Form UP 8-7 to:
Office of the West Virginia State Treasurer
Attention: Safekeeping – Tangible Items
7300 MacCorkle Avenue South East Charleston, WV 25304
1-800-642-8687**

REPORTING SAFE DEPOSIT BOXES, SAFEKEEPING OR OTHER TANGIBLE PROPERTY

Safe deposit box contents or proceeds resulting from the sale of the property, which have remained unclaimed by the owners for five years should be reported to the West Virginia State Treasurer's Office by November 1 of each year. To determine which safe deposit boxes are reportable, calculate five years from the date the last rental period expired (i.e., the rental payment due that was not paid).

For safekeeping properties, calculate five years from the date of the last payment on the loan. For unclaimed loan collateral, calculate five years from the dates the loans were paid in full and the collateral was returnable to the borrowers.

Do not combine these property types on the same reports with other types of intangible unclaimed property such as checking and savings accounts.

Each safekeeping item and the contents of each safe deposit box must be described on individual inventory sheets. The property does not have to be delivered to the West Virginia State Treasurer's Office when filing the report, §36-8-8(a). If the business chooses to hold the contents for 120 days after filing the report, notify the Security Division. Then, the business must remit the contents, inventory sheets and Form UP 8-7 before the 120 days expires.

If reimbursement for unpaid rent on storage and/or opening costs is requested, the holder must have a valid agreement with the client. The agreement must include the agreed upon rental fee and provisions specifying that fees will be held from the sale of property to cover delinquent box rental.

Inventory and Delivery of Property & Completing Form UP 8-10:

The property of each owner must be packaged separately in individual envelopes or storage boxes. Complete a separate Form UP 8-10, found on page 12, for each owner and place the completed inventory form outside the corresponding owner's envelope.

Federal Employer Identification Number -Enter the nine-digit tax ID number assigned to the business by the federal government. *This line must be completed.* The report cannot be processed without this number.

Reporting Institution – Enter the full company name used when initially registering as a business including any acronyms.

Box Number – Enter the safe deposit box number

Property Type Code – Mark the corresponding box for the property being submitted

1. **Date of Last Activity** -Enter the eight digit date (MM/DD/YYYY) on which the last deposit or withdrawal was made on the account by the owner, the date on which the property became payable, redeemable or returnable (e.g., issue date of check); **OR** the date with owner last contact date documented.
2. **Owner Social Security Number** -Enter the owner's social security number. It is important to have this number when establishing ownership.
3. **Date of Birth** -Enter the owner's date of birth.
4. **Designate Ownership** -If single owner, check "sole" as the type of ownership. Select AND if withdrawals on the account require (2) signatures or select OR if withdrawals require (1) signature. Write in ownership designation if not and/or. **NOTE:** If "or" is selected, "With Rights of Survivorship" WROS will be assumed unless otherwise indicated.

NOTE: If there are two owners with different last names *who jointly own* one piece of property, refer to step 10, Additional Owner Information, for further instructions.

5. **Owner Name Last, First, Middle Initial** -Enter the owner's last name or the company name of a business. If the owner of the property is unknown, enter unknown in the last name box. Accounts with Jr., Sr. and etc., should be listed as Smith Jr. Name and address boxes may be left blank if you are reporting amounts under \$50 in the aggregate. Although not required, the holder may report information on aggregate property. Enter the first name and middle initial. If Mr. or Mrs. is used, it *must* be entered *after* the first name, without punctuation. Enter M/M to conserve space for Mr. and Mrs.
6. **Last Known Address** -Enter the owner's last-known street address. You must list the last-known address, even if mail sent to that address has been returned by the post office. Designate next to each address "RPO" if the account has been Returned by the Post Office. If an owner's address is listed in care of another individual, enter the name and street address of "in care of" person in the address box. Computer codes and e-mail may also be a person's last known address.
7. **City** – Enter the City corresponding to the street address of owner's last known address..
8. **State** – Enter the two character state abbreviation of the owner's last known address.

9. **Zip Code** -Enter the five or nine-digit zip code. Do not complete this box if the zip code is unknown.
10. **Additional Owner Information** -If the property has more than one owner, enter the second owner's name in these boxes. If there is only one owner on the account, do not complete the additional owner boxes.

Attach Inventory List

The following six categories should be used to identify the contents of each envelope:

Papers: Do not itemize papers of no value. Miscellaneous documents may be listed as "misc. papers" with no details required. Only military discharge papers and wills must be described on the inventory sheets. When describing wills, include the names of the makers of the wills.

Life Insurance Policies: List all life or endowment insurance policies found in the safe deposit box. When describing these policies, include the name of the insurance company, policy number, and the name of the insured. Do not list fire, automobile or homeowner's policies.

Securities: Securities include stock certificates, government bonds, interest coupons, etc. When describing securities-related properties, include the registered owner's name, issuing company and number of shares.

Firearms and controlled substances: *The business* must contact its local law enforcement agency if firearms or controlled substances are found in safe deposit boxes. Firearms must **NOT** be sent to the West Virginia State Treasurer's Office until police have unloaded the weapons. The local law enforcement agency should confiscate any controlled substances including drug paraphernalia and any live ammunition. **DO NOT** send these items to the West Virginia State Treasurer's Office. Include contact information on the inventory sheets, explaining that these items were found but turned over to the local law enforcement agency.

Cash: List coins or currencies by denomination. **Do not send checks in place of the actual cash.** Also, cash cannot be kept to cover the cost of unpaid rental fees, opening costs or any other charges made by the institution.

Valuables and others: Valuables include all types of property not described in the other four categories. When describing jewelry or loose stones, describe the gems by color i.e., gold-tone ring with small blue stone.

Empty Box: Indicate boxes that are empty upon drilling. Include the box number and owner information. Courier service is not required but is suggested when the contents include valuables.

Delivery: If you choose to deliver your valuables by U.S. Mail, they should be sent registered and insured. Non-valuables need only be mailed certified and return receipt requested.

Branch Location – Enter city and state location of bank branch.

Date Lease Expired – Enter date lease expired if applicable.

Inventoried By – Signature of persons who inventoried safe deposit boxes.

Amount Due Holder – Enter amount due holder before any deductions or fees applied.

Cost of Opening – Enter the amount it cost to open the safe deposit box if applicable.

Total Unpaid Rent – Enter the amount of accrued unpaid rent.

Check the appropriate box regarding the rental fee delinquency provision agreement.

Grand Total – Enter the total amount due the holder less opening, and unpaid rent fees.

**West Virginia State Treasurer
Security Report of Unclaimed Property
Form UP 8-9**

FEIN/SSN:

Holder Name: _____

Item number 1. Stock Property Type Code: 2. Trading Symbol:
3. CUSIP: 4. Date of Last Activity:
5. Remitted number of shares:
6. Remitted Security name: _____ 7. Trading Name of Security: _____
8. Cash Property Type Code: 9. Cash remitted:
10. Owner SSN:
11. Date of Birth:
12. Ownership: Primary Owner And Or Other__
13. Owner Name Last, First, MI: _____
14. Address: _____ 15. City: _____
16. State 17. Zip Code
18. Additional Owner Name Last, First, MI: _____
19. Address: _____ 20. City: _____
21. State 22. Zip Code

Item number 1. Stock Property Type Code: 2. Trading Symbol:
3. CUSIP: 4. Date of Last Activity:
5. Remitted number of shares:
6. Remitted Security name: _____ 7. Trading Name of Security: _____
8. Cash Property Type Code: 9. Cash remitted:
10. Owner SSN:
11. Date of Birth:
12. Ownership: Primary Owner And Or Other__
13. Owner Name Last, First, MI: _____
14. Address: _____ 15. City: _____
16. State 17. Zip Code
18. Additional Owner Name Last, First, MI: _____
19. Address: _____ 20. City: _____
21. State 22. Zip Code

Page of

Page total \$

If last page, enter grand total remitted \$

**COMPLETING REPORT FORM UP 8-9
SECURITIES OR SECURITIES-RELATED CASH**

All holders reporting securities and related cash should review the following instructions for a better understanding of the information that must be included with the property report. A Security Report of Unclaimed Property Form UP 8-9 is found on page 15. The instructions also include registration and delivery requirements found on page 20.

Federal Employer Identification Number -Enter the nine-digit tax ID number assigned to the business by the federal government. *This line must be completed.* The report cannot be processed without this number.

Holder Name - Enter the name of the company issuing the securities.

Item Number - Number each account consecutively throughout the report. It is not necessary to precede item numbers with zeroes. There is enough space on each page for two accounts, so page 1 will include accounts 1 through 2, page 2 will include accounts 3 through 4 and so on.

1. **Stock Property Type Code** - Select the code that best describes the stock, mutual fund, bond or other ownership interest that will be remitted to the WV State Treasurer. **Do not complete this box if you are reporting only cash.** Do not enter more than one code in the box. If there is more than one type of security to report for the same owner, enter another item on the report. For example, if there is both cash and underlying shares to report for the same owner, list them separately as two items on the report. Type "see previous item" in the second Owner Last Name box to avoid retyping the same owner's name and address again.
2. **Symbol** - Enter symbol if company is publicly traded.
3. **Cusip Number** - Enter the cusip number remitting stocks or bonds of any type.
4. **Date of Last Activity** - Enter the date (MM/DD/YYYY) on which the property became payable or redeemable e.g., issue date of dividend check or exchange date of security.
5. **Remitted Number of Shares** - Enter the number of shares that are being remitted to the West Virginia State Treasurer on behalf of the missing owner.
6. **Remitted Security Name** - Enter the security name, bond issue name, debenture name, mutual fund parent company fund names etc.
7. **Trading Name of Security** - Enter the trading name of the security if different from the remitted name
8. **Cash Property Type Code** - Complete this box only if remitting cash on behalf of a missing owner e.g., dividends, liquidation proceeds or cash in lieu of fractional shares. Do not enter more than one code in the box. Different types of security-related cash due the same owner must be listed as separate items on the report.
9. **Cash Remitted** - Enter the cash amount being remitted on behalf of the missing rightful owner. Owners who are owed more than one amount of the same property type should be listed only once on the report, with all the amounts combined into one total.
10. **Owner Social Security Number** - Enter the owner's social security number or FEIN.
11. **Date of Birth** - Enter the owner's date of birth.
12. **Ownership** - The type of owner must be completed to process the report. If single owner check sole as the type of ownership. Select AND if withdrawals on the account require (2) signatures or select OR if withdrawals require (1) signature. Write in ownership designation if not and/or. NOTE: If "or" is selected, "With Rights of Survivorship" WROS will be assumed unless otherwise indicated.
13. **Owner Name last, first, middle initial** - Enter the owner's last name or the company name of a business. List owners alphabetically by last name. If the owner of the property is unknown i.e., bearer bonds, dividends received in nominee name, etc., enter "unknown" in the last name box. Account names with Jr., Sr., etc. should be listed as Smith Jr. without punctuation. If the business is reporting two owners with different last names whom jointly own one piece of property, refer to Step 18 Additional Owner Information for instructions. Enter the owner's first name and middle initial. If Mr. or Mrs. is used, it must be entered after the first name without punctuation. Enter M/M to conserve space for Mr. and Mrs.
14. **Address** - Enter the owner's last-known address. List the last-known address even if mail has been returned by the post office. Designate next to each address "RPO" if the account has been Returned by the Post Office.
15. **City** - Enter the City corresponding to the street address of owner's last known address.
16. **State** - Enter the two character state abbreviation of the owner's last known address.
17. **Zip Code** -Enter the five or nine-digit zip code. Do not complete this box if the zip code is unknown

18. **Additional Owner Information** - Enter the second owner's last name and social security number in these boxes if the property has more than one owner. Do not complete the boxes if there is only one owner of the property.
19. **Address** - Enter the owner's last-known address. List the last-known address even if mail has been returned by the post office. Designate next to each address "RPO" if the account has been Returned by the Post Office.
20. **City** - Enter the City corresponding to the street address of owner's last known address.
21. **State** - Enter the two character state abbreviation of the owner's last known address.
22. **Zip Code** - Enter the five or nine-digit zip code. Do not complete this box if the zip code is unknown.

**GENERAL RULES FOR
REPORTING SECURITIES OR SECURITIES-RELATED CASH**

Securities and Security Related Property:

1. File separate reports for each issue of stock or mutual fund, providing each issuing company's security or fund name.
2. List minor children as primary owners of properties on Uniform Gift to Minors Act (UGMA) accounts. Use owner relationship UG. The custodian should be listed as an additional owner, with owner relationship CU.
3. Owners who are owed more than one amount of the same property type should be listed on the report only once (e.g., four quarterly dividend payments). Combine all the amounts due the owner during the applicable reporting period into one total. Provide the beginning and ending dates on which the amounts were payable.
4. Securities-related cash less than \$50 may be reported in the aggregate only when reported without shares. Group stock by stock issue and the issue name must be provided as part of the description.
5. If reporting bearer bonds or unclaimed interest on the bonds, the owners of the properties should be listed as unknown. Complete descriptions of the bonds must be provided. Descriptions must include the issue name, series, bond number, cusip number and all outstanding coupon numbers.
6. If reporting dividends received in the nominee name, the stock issues must be listed. The owners must be listed as unknown.
7. Indicate the amounts and issue names of any outstanding shares i.e., still in the possession of the shareholders when reporting underlying, unexchanged, unredeemed or unsurrendered shares.
8. If remitting underlying shares, shares returned by the post office (RPO) or both, please combine all shares of the same issue and class into one certificate. The report must reflect the number of shares, which are underlying and the number, which are RPO for each of the owners.
9. Please begin the registration process early, so that securities are delivered no later than the November 1 which is the remittance deadline.

Note: To ensure that proper credit is posted for securities, we recommend that the business, not the transfer agent, mail the securities. Refer to page 20 for registration and delivery instructions.

SECURITY PROPERTY TYPE CODES & PROPERTY DESCRIPTIONS ONLY

Each property listed on the report must be assigned a property type code. The choice of codes is important because it determines what kind of information we require of a claimant. Descriptions of some of the more frequently used Securities and Related Cash codes are below.

SC01 Select this code if reporting **cash dividends**. Include the issue name of the security in the description field.

SC02 Use this code if reporting **registered bond interest** due an owner of a registered security. Do not use this code to report interest paid on a bearer bond.

SC07 Bearer bond interest and matured principal should be reported with this code. The owner should be listed as "unknown". A complete description, including issue name, series, bond number and all outstanding coupon numbers must be provided. The total cash amount of unclaimed interest and principal should be provided in the cash amount remitted field.

SC08 Use this code to report **undeliverable shares**, which are stock returned by the post office (RPO). These shares are normally the result of a stock split or stock dividend. The issue name of the security must be included in the description field.

SC09 Use this code to report **cash for fractional shares**. Provide the issue name of the security. Do not report liquidation proceeds under this code. Use the SC13 code for liquidation proceeds.

SC10 Unexchanged shares arising from a merger or buy-out should be reported with this code. Provide the number of shares of the **successor corporation** in the shares remitted field. **These are the shares that will be remitted to the WV State Treasury with the report.**

SC12 Underlying shares must be reported under this code. These shares are presumed to be in the possession of the shareholder. The certificates must be canceled on the books of the issuer and reissued to the WV State Treasurer's Office or the nominee name of the custodial bank.

SC13 Report **liquidation or redemption proceeds** (cash only) under this property type code. The issue name of the liquidated security and number of shares presumed to be in the possession of the shareholder should be listed in the description field. The shares remitted field should not be completed. The total cash amount due each shareholder should be provided in the cash amount remitted field.

SC16 Mutual funds must be reported using this code. These shares must be reissued to the WV State Treasurer's Office or the nominee name of the custodial bank.

SC18 Matured principal on a **registered bond** should be reported using this code. Do not use this code to report matured principal on a bearer bond see SC07.

SC20 Broker should report **credit balances** due missing owners under this code.

(March 3rd, 2016)

Securities Registration & Deposit Instructions

When reporting securities, please remember that your report is not complete until you provide evidence of the property being transferred into the ownership of the State of West Virginia. The required evidence depends on the type of security and how it will be delivered to the State. Two days prior to delivery, you MUST E-mail an intent to deliver to our custodian – see instructions below.

All Book Entry eligible shares MUST be delivered through DTC, DRS or DWAC (if not DTC participant) as follows:

DTC # 901

Agent Bank # 26500

Reference: State of West Virginia

Acct # 388508

Two business days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, and the delivering party's DTC participant number. Please email the list to upch.custody@xerox.com and fax to (304)340-1502, attention Receipts Department.

Register and deliver Physical Certificates ONLY if unable to deliver through DTC, DRS or DWAC:

State of West Virginia

Acct # 388508

FEIN # 55-6000814

The Depository Trust Company

570 Washington Blvd – 5th Fl

Jersey City, NJ 07310

Attn. BNY Mellon/ Branch Deposit Department/Account # 388508 – State of West Virginia

Please note: Physical certificates will be returned if DTC, DWAC, or DRS eligible. If physical certificates are returned, penalties may be assessed if not corrected by November 1st.

Two days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, certificate #s and the delivering party's information. Please email the list to upch.custody@xerox.com.

Open-End Mutual Funds

Please register open-end mutual fund accounts held for the State of West Virginia in the name of MAC & CO. 48-72 hours prior to delivery please email your request to upch.custody@xerox.com to obtain a unique account numbers for mutual fund deliveries.

If the fund chooses to establish a new account number and register Mutual Funds as indicated below please provide a detailed list 2 business days in advance at upch.custody@xerox.com. The list should contain the CUSIP #, name of fund, share amount, and account number at the fund. Accounts should be set up to pay dividends in cash.

Mac & Co

(March 3rd, 2016)

Account # 388508
Tax ID 23-6019000
C/O State of West Virginia
Mutual Fund Operations
PO Box 3198
Pittsburgh, PA 15230-3198

NOTE: It is important that the registration reference account number 388508. This identifies the fund as belonging to the State of West Virginia.

Please send interested party statements for Open-End Mutual Fund accounts to the following:
Xerox State and Local Solutions
Custody Department
100 Hancock Street, 10th Floor
Quincy, MA 02171

A confirmation statement showing the 'State of West Virginia' as the owner of the shares must accompany your Report of Unclaimed Property, in order for your report to be complete.

Dividend Reinvestments Plans (DRP) & Closed-End Funds

Close accounts and forward whole shares via DTC (See DTC instructions above).
Fractional shares must be sold at the owner level and money applied to each individual owner.
Please include the original check with your Report of Unclaimed Property.

For Foreign Securities

Please contact our securities custodian for instructions:
Xerox State and Local Solutions
Email: upch.custody@xerox.com

For Federal Reserve Securities

Please deliver as follows:
Federal Reserve Bank of New York
ABA#0210-0001-8
Bk of NYC/CUST
Account # 388508
Account Name: State of West Virginia

SUGGESTED STANDARD OWNERSHIP CODES

Short Description	Code	Long description
Administrator	AD	The person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
Attorney For	AF	A person who has been qualified by a state or Federal court to provide legal services, including appearing in court, and is authorized to act for another.
Agent For	AG	A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority.
Aggregate	AP	Used for reporting properties with no owner detail, for properties under \$50.00.
Unspecified Joint Relationship (And) Aggregate Property	AN	Unspecified joint relationship including 'AND'.
	AP	The property represents a group of properties that have been aggregated together, usually because of small values.
Beneficiary	BF	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy or any instrument in which there is distribution.
Conservator	CN	A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age.
Custodian	CF	A person with whom some article is left, usually pursuant to a contract (called a "contract of bailment"), who is responsible for the safe return of the article to the owner when the contract is fulfilled.
Estate	ES	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
Executor or Executrix	EX	The person appointed to administer the estate of a person who has died leaving a will which nominates that person.
For Benefit Of Guardian	FB	Person for whose benefit the property is being held.
	GR	A person who has been appointed by a judge to take care of a minor child (called a "ward") or adult who is unable to manage his/her own affairs.
Insured	IN	The individual whose life is insured by an insurance policy.
Heirs of	HE	The individuals legally entitled to inherit a deceased person's estate.

Tenants in Common	JC	A type of account which is owned by at least two people with no rights of survivorship afforded to any of the account holders. In this type of account, a surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death. Generally, the member ownership in the account is determined on a pro rata basis, meaning that if there are two tenants in the account, each will have a 50% claim on the account's value.
Joint Tenants	JT	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated.
Unspecified Joint Relationship (Or) Payee	OR PA	Unspecified joint relationship including 'OR' The one named on a check or promissory note to receive payment.
Payable On Death	PD	Account is payable on Death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate.
Power of Attorney	PO	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope.
Primary Owner	PR	Primary Owner is used when there is only a single owner for the property. Also used to distinguish the beneficial owner when there is more than one owner listed.
Remitter	RE	The person who is transmitting money. In the case of an official check, the person who provided the funds to purchase the check.
Trustee	TE	A person or entity who holds the assets (corpus) of a trustee for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it.
Uniform Gifts to Minor	UG	Property was gifted to a Minor according to the Uniform Gifts to Minor's act (or Uniform Transfers to Minor's Act in some states). Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU.

PROCEDURES FOR ENTERING VARIOUS OWNER RELATIONSHIPS

ADMINISTRATOR/ADMINISTRATRIX: If two names are listed with one designated as “Administrator”, enter one as the “**Primary Owner**” and the other as “**Administrator**”.

AGENT FOR: If an “Agent For” account is reported with two names, one will be input as “**Agent for**”. The individual without the “Agent For” is entered as the “**Primary Owner**”.

ATTORNEY FOR: Should include two names, one as the “**Primary Owner**” and the other as “**Attorney For**”.

BENEFICIARY: Beneficiary accounts will be entered as two owner accounts. One name will be designated as “**Owner**.” The second name will be entered as “**Beneficiary**.”

COMMITTEE FOR: Input as one owner. (“**Primary Owner**”)

CUSTODIAN: Enter as two owners. One as “**Custodian For**”, the other as “**Primary Owner**”. The report will designate the owner and the custodian.

ESTATE / EXECUTOR OR EXECUTRIX: The deceased person will be entered as “**Estate Of**” the “**Executor or Executrix**” will also be entered with the owner relationship listed.

FOR BENEFIT OF: – Input as reported; if there are two names, one is “**Primary**” owner and the other is “**For Benefit Of**”.

GUARDIAN FOR: – Input as two owners. One “**Primary Owner**” and the other as “**Guardian For**”; report will designate the owner and the guardian.

HEIRS OF: – If owner is deceased and is listed, enter as “**Estate Of**”; add “**Heirs Of**” as “**Primary Owner**”.

INSURED: The same as “**Primary Owner**”, leave as is.

JOINT TENANT: Both names will be entered as “**Joint Tenant**” in the relationship.

PAYEE: The same as “**Primary owner**”. If entered electronically, leave as it loaded.

POWER OF ATTORNEY: Should have 2 names, one as “**Power of Attorney**”, and the other as “**Primary Owner**”.

TRUST ACCOUNTS: There is not an option for **Trustee** listed on the “**Relationship to Other Owners**” or “**Owner Type**”; there is “**Trust**” and “**As Trust For**”. Unless owner relationships are well defined, contact holder to verify this information.

UNIFORM GIFT TO MINORS ACT: Input as two owners. One as “**UGMA**” and the other as “**Custodian**”.

Rev. 9/22/09

Due Diligence Letter Example

Print on business letterhead that includes full address

(Date)

(Owner Name)

(Last Known Address)

(City, State, Zip)

Re: (Account Information, Check # or Property Description)

Our records indicate that no owner-initiated activity has occurred in the above referenced property since (date). Currently this account has balance of (amount). OR Our records indicate that the above noted official check has not been presented for payment. OR Other specific language regarding the type of property.

This property is classified as unclaimed property because there has been no owner-initiated activity for at least (number of years) years. The West Virginia Uniform Unclaimed Property Act requires that we turn over any property that has been inactive for this time period. Your property must be reported shortly to the West Virginia State Treasurer and will be delivered to the custody of that agency at that time. Once the property is turned over, the Treasurer becomes the custodian for the property. You do not lose your rights to the property and may file a claim with the Treasurer to obtain it.

However, you may claim the property or re-establish this account by signing this letter below and returning it to us by (date not less than fifteen business days prior to the date the property will be reported).

Sincerely,

(Name)

(Title)

(Phone Number)

- I am aware of this property. In addition, the above address information is correct.
 I am aware of this property. However, please change the address to the following:

- I wish to close this account. Please send a check for the balance to the address below:

- I wish to claim this property. Please call me at the following number to coordinate its transfer.
Phone #: _____

Signature _____

Date _____

WV Property Type Codes

CODE	PROPERTY**	YEARS
BANKS & FINANCIAL INSTITUTIONS		
AC01	Checking Accounts	5
AC02	Savings Accounts	7
AC03	Mature CD or Save Cert	7
AC04	Christmas Club Accounts	7
AC05	Money on deposit to secure funds	5
AC06	Security Deposits	5
AC07	Unidentified Deposits	5
AC08	Suspense Accounts	5
AC99	Aggregate Account balances	5
COLLEGE SAVINGS ACCOUNTS		
CS01	Cash	3
CS02	Mutual Funds	3
CS03	Securities	3
COURTS & GOVERNMENT ENTITIES		
CT01	Escrow Funds	1
CT02	Condemnation Awards	1
CT03	Missing Heir Funds	1
CT04	Suspense Accounts	1
CT05	Other Court Deposits	1
CT08	General Receiver accounts	1
CT09	Court Ordered Refunds/Restitution	1
CT13	Bonds deposited with the Court	1
CT99	Aggregate Court Deposits	1
DEMUTUALIZATION		
DM01	Cash	5
DM02	Stock	5
HEALTH SAVINGS ACCOUNTS		
HS01	Health Savings Account	3
HS02	Health Savings Account - Investment	3
INSURANCE		
IN01	Individual Policy Benefits or Claim Payments (Regardless of insurance type; does not include amounts reportable under IN03 or IN04)	5
IN02	Group Policy Benefits or Claim Payments (Regardless of insurance type; does not include amounts reportable under IN03 or IN04)	5
IN03	Amounts due beneficiaries from a life or endowment insurance policy or annuity	3
IN04	Amounts from matured or terminated life insurance policies, endowments or annuities	3
IN05	Premium Refunds (Includes all other life insurance premium refunds not covered by IN04)	5
IN06	Unidentified Remittances	5
IN07	Other Amounts Due Under Policy Terms	5
IN08	Agent Credit Balances	1
IN99	Aggregate Insurance Property	5
TRADITIONAL IRA, SEP IRA, SARSEP IRA AND SIMPLE IRA'S		
IR01	Cash	3
IR02	Mutual Funds	3
IR03	Securities	3
ROTH IRA'S		
IR05	Cash	3
IR06	Mutual Funds	3
IR07	Securities	3
LAW ENFORCEMENT		
LE01	Law Enforcement - Cash	6 months
LE98	Law Enforcement - Tangibles	6 months
MINERAL PROCEEDS AND MINERAL INTERESTS		
MI01	Net Revenue Interests	5
MI02	Royalties	5
MI03	Overriding Royalties	5
MI04	Production Payments	5
MI05	Working Interests	5
MI06	Bonuses	5
MI07	Delay Rentals	5
MI08	Shut-in Royalties	5
MI09	Minimum Royalties	5
MI99	Aggregate Mineral Proceeds	5
MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY		
MS01	Wages, payroll, or salary	1
MS02	Commissions	1
MS03	Workers' Compensation Benefits	1
MS04	Payments for Goods and Services	5
MS05	Customer Overpayments/Credit Balances--Retail only	3

WV Property Type Codes

CODE	PROPERTY**	YEARS
MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY (Continued)		
MS06	Unidentified Remittances	5
MS07	Unrefunded Overcharges	5
MS08	Accounts Payable	5
MS09	Credit Balances/Accounts Receivable	5
MS10	Discounts Due	5
MS11	Refunds due	5
MS12	Unredeemed Gift Certificates	3
MS13	Unclaimed Loan Collateral	5
MS14	Pension and Profit Sharing Plans (IRA, KEOGH, e.g.)	3
MS15	Dissolution or Liquidation Funds	1
MS16	Miscellaneous Outstanding Checks	5
MS17	Miscellaneous Intangible Property	5
MS18	Suspense Liabilities	5
MS99	Aggregate Misc Property	5

SAFE DEPOSIT BOXES AND SAFEKEEPING		
SD01	Contents of safe deposit boxes	5
SD02	Contents of any other safekeeping repository	5
SD03	Other Tangible Property	5
SD04	Safe Deposit - Proceeds from the sale of contents	5

SECURITIES		
SC01	Dividends	5
SC02	Interest (Bond Coupons)	5
SC03	Principal Payments	5
SC04	Equity Payments	5
SC05	Profits	5
SC06	Funds Paid to Purchase Shares	5
SC07	Funds for Stocks and Bonds	5
SC08	Shares of Stock (returned by post office)	5
SC09	Cash for Fractional Shares	5
SC10	Unexchanged Stock of Successor Corporation	5
SC11	Other Certificates of Ownership	5
SC12	Underlying Shares	5
SC13	Funds for Liquidation/Redemption of Unsurrendered Stocks or Bonds	5
SC14	Debentures	5
SC15	U.S. Government Securities	5
SC16	Mutual Fund Shares	5
SC17	Warrants (Rights)	5
SC18	Mature Bond Principal	5
SC19	Dividend Reinvestment Plans	5
SC20	Credit Balances	5
SC21	Liquidated Mutual Fund Shares	5
SC99	Aggregate Security Related Cash	5

TRUST, INVESTMENTS, AND ESCROW ACCOUNTS		
TR01	Paying Agent Accounts	5
TR02	Undelivered or Uncashed Dividends	5
TR03	Funds held in Fiduciary Capacity (such as, trust, guardian, estate, etc.)	5
TR04	Escrow Accounts	5
TR05	Trust Vouchers	5
TR99	Aggregate Trust Property	5

UNCASHED CHECKS		
CK01	Cashier's Checks	5
CK02	Certified Checks	5
CK03	Registered Checks	5
CK04	Treasurer's Checks -- West Virginia Checks (6 Month Dormancy), All Other Checks (5 Year Dormancy)	6 ms or 5 yrs
CK05	Drafts	5
CK06	Warrants	5
CK07	Money Orders -- Financial Institutions (5 Year Dormancy), Entities other than Financial Institutions (7 Year Dormancy)	5 or 7
CK08	Traveler's Checks	15
CK09	Foreign Exchange checks	5
CK10	Expense Checks	5
CK11	Pension Checks	3
CK12	Credit Checks or Memos	5
CK13	Vendor Checks	5
CK14	Checks Written off to Income or Surplus	5
CK15	Other Outstanding Official Checks or Exchange Items	5
CK16	CD Interest Checks	5
CK99	Aggregate Uncashed Checks	5

UTILITIES		
UT01	Utility Deposits	2
UT02	Membership Fees	2
UT03	Refunds or Rebates	2
UT04	Capital Credit Distributions	5
UT99	Aggregate Utilities	2

**** Public Agencies - Use the most applicable ** property type code, but report all property with a 1 year dormancy.**

CLOSING LETTER TO HOLDER

West Virginia Department of Treasury
Unclaimed Property Section
c/o Audit Services, U.S., LLC
[lockbox address]
[city, state zip]



AUDIT SERVICES U.S., LLC

[Holder Name]
[Attn: Unclaimed Property Department]
[Mailing Address]
[City, State Zip]

[Date]

RE: Holder #####
FEID: ##-#####

Dear [Holder]:

Thank you for the courtesy and cooperation extended by you and members of your staff to Audit Services US, LLC during the course of the Contractor Assisted Self-Audit review.

Our office is in receipt of your cover sheet for the (must be modified based on Holder reporting procedure), the electronic file representing your state unclaimed property report and a copy of your remittance to our Custodian in the amount of \$ _____ cash (And/or) [X shares of company name] for report years (xxxx to yyyy or specific years).

We have subsequently transmitted to the West Virginia Department of Treasury Unclaimed Property Section your cover sheet and your electronic state unclaimed property report on (date). The Custodian has remitted your property on (date).

The Contractor Assisted Self-Audit program provides the Holder with a one-time opportunity to come into compliance with Chapter 36, Article 8, West Virginia Statutes and limit the potential assessment of penalties and interest.

Unclaimed property reports are required to be filed on an annual basis and are due before (DATE) for property reaching its dormancy period by (DATE) of the current year. The West Virginia Department of Treasury Unclaimed Property Section also requests that any zero reports be filed before November 1st of each year.

Due Diligence must be performed as provided by Chapter 36, Article 8, West Virginia Statutes prior to the submission of the report. All future negligence or non- filings will be subject to the assessment of penalties and interest as provided by Chapter 36, Article 8, West Virginia Statutes.

For additional information and assistance concerning unclaimed property, please visit the West Virginia Department of Treasury Unclaimed Property Section website at <http://wvsto.com/Unclaimed-Property/Business-Holders>.

If we can be of further assistance to you, please contact our office toll free at (###) ###-#### or by email at ucpsupport@auditservicesus.com.

Your continued cooperation and compliance is appreciated.

Sincerely yours,

[signature]
[title]

Unclaimed Property Glossary of Terms

Term	Definition
Abandoned or Unclaimed Property	A "fixed and certain" interest in intangible personal (or physical, in the case of safekeeping items) that is held, issued or owing in the ordinary course of business and has remained unclaimed by the apparent owner for a statutorily defined period of time after it became payable or distributable.
Activity	An action by the property owner that "restarts" the applicable state dormancy period, under the laws of the relevant jurisdiction. For example, if the owner makes a deposit to his bank account this is considered "owner generated activity" and is sufficient to "restart" the dormancy period.
Aggregate Limit	The dollar amount specified in some state laws or regulations under which the holder is not required to report owner/address and is permitted to group such item by property type and report the total of that grouping under the applicable property type code. However, some states may request or require that the owner/address detail information to be appended to the report, if it is available.
Amnesty	A voluntary compliance program offered by state governments from time to time that allows holders to report and remit overdue unclaimed property while limiting or in some cases eliminating the potential liability of penalties and/or interest. Amnesty is an attempt to encourage holders, especially first time filers, to report unclaimed funds.
Apparent Owner	The owner of unclaimed property according to the books and records of the holder.
Asset or Heir Finders	Individuals or businesses that offer to reunite the apparent owner or heirs with unclaimed property for a fee, sometimes referred to as "Locators". This reunification can happen either before or after escheat has occurred.
Asset Recovery	The process by which an owner of unclaimed property can recover the property. This term is sometimes used to mean the retrieval of property by businesses of property belonging to them.
Banking Organization	A bank, trust company, savings bank, industrial bank, land bank, safe deposit company, private banker, or any organization defined by law as a bank or banking organization.
Business Association	A non-public corporation, joint stock company, investment company, business trust, partnership or association for business purposes of two or more individuals, whether or not for profit, including a banking organization, financial organization, insurance company or utility.
Conservator	An individual who is court appointed to legally hold, manage, and safeguard the value of another person's property.
Custodian	An individual or entity that holds property until it is delivered to the rightful owner. Most states' laws make the State the "custodian" of the abandoned property.
Date of Last Activity	The date of the owner's last activity on the property or the owner's contact with the holder.
Dormancy Period	A dormancy period is a specified period of time in which the property owner does not take action on his or her property. The dormancy period, also known as the abandonment period or escheat period, begins on the date of last activity by the owner. The duration of dormancy periods varies depending upon the property type.



Term	Definition
Dual Reporting	Some states' laws require bifurcated reporting. In these instances, holders need to file an initial report, sometimes referred to as a publication report or a notice report. This report lists the names and addresses of individuals for which the holder has property that is presumed abandoned. The states may use the information in the "initial report" to publish or give notice to the listed owners within a defined time period. At a specified subsequent date, the holder is required to file a final or remittance report listing any property that remains unclaimed and to remit the property to the appropriate jurisdiction.
Due Diligence (Statutory/Regulatory)	The state mandated owner outreach to reunite owners with property. Unclaimed property laws or administrative rules typically specify the timing for and type of the notification. Some states require specific language; information and font requirements related to mandated correspondence and may have additional requirements such as certified mailing.
Due Diligence Offset/Deduction	Certain states will allow holders to deduct the expenses or a portion of the expense of due diligence mailings. This is accomplished by deducting the expenses from the amount remitted. When available, it is not required to take these deductions, but they can be useful in defraying some of the costs of compliance.
Due Diligence or Minimum	The dollar limit over which a state mandated due diligence letters are required to be sent to the apparent owner.
Escheat	A transfer of property that makes the state the legal owner of the transferred property. Few states operate under an "escheat" law for abandoned property. (Compare to "custodian".)
Financial Organization	A savings and loan association, cooperative bank, building and loan association, savings bank or credit union.
Holder	The entity that controls abandoned property until it is transferred to the owner or to the state on behalf of the owner.
Holder ID Number	Also can be referred to as State ID or Holder Number, this is a state specific unique identification number issued by some states to identify holders of unclaimed property that have previously filed in their state. This Identification number will typically need to be included on each subsequent filing with that state. States often use this number as a means to determine if a holder is filing reports and if they are filed timely, etc.
Indemnification	<ol style="list-style-type: none"> 1. A holder's right to be protected against claims from customers (or other states) if the holder reports property in good faith according to the process set forth in the state's unclaimed property laws or administrative rules. 2. When a holder is the subject of a state examination/audit, the state will typically indemnify the holder against future exams and penalties related to the audit time period and for property types that are within the audit time period.
Insurance Company	An individual, association, corporation, fraternal or mutual benefit organization, or any other legal entity, whether or not for profit, that is engaged or attempting to engage in the business of making insurance or surety contracts.



Term	Definition
Intangible Property	Depending on each state's statute, could include the following; money, checks, drafts, deposits, interest, dividends and income, credit balances, customer overpayment, gift certificates, security deposits, refunds, credit memos, unpaid wages, unused airline tickets, unidentified remittances; stocks and other intangible ownership interest in business associations, money deposited to redeem stocks, bonds, coupons, and other securities, or to make distributions, amounts due and payable under the terms of insurance policies, amounts distributable from a trust or custodial fund established under a plan to provide health, welfare, pension, vacation, severance, retirement, death, stock purchase, profit sharing, employee savings, supplemental unemployment insurance, or similar benefits.
Last Known Address	A description of the location of the apparent owner, sufficient for the purpose of the delivery of mail.
Missing Owner	A "Missing Owner" is a person who has left an asset somewhere (bank account, safe deposit box, payroll check, utility deposit, etc.) and cannot be located by the company holding the asset in order to return it. This differs from "Owner" only slightly, in that an "Owner" is generally at the same address on file with the company but has simply forgotten or lost track of the asset.
Official Check	A check or written instrument for which a bank, financial organization, or business association is directly liable, including but not limited to drafts, money orders, traveler's checks, cashier's checks, expense and payroll checks.
Owner	A person having a legal or equitable claim to the abandoned property.
Person	Any individual, business association, government or public subdivision, public corporation or authority, estate, trust, two or more persons having a joint or common interest; or any other legal or commercial entity.
Property	Tangible or intangible personal property owned by a person.
Report	List of the owners of unclaimed property that a holder sends each year to the State Treasurer along with the remittance of the property's value.
Reporting Process	Generally, states process a holder's report through "report/remit" or "dual reporting". "Report/Remit": Some states' laws require holders to file one report a year and simultaneously remit the abandoned property which is described in the report. "Dual Reporting": Some states' laws require holders to file an "initial publication report" listing the names and addresses of individuals for which the holder has apparent abandoned property in its possession. Usually, the states use the information in the "publication report" to publish or give notice to the owners listed in the report within a legally defined time period. After the owner notice or publication occurs, the holder is required to file a final or "remittance report" listing those owners from the "publication report" for whom property is still held. Normally, at the time the final remittance report is filed, the holder is required to remit the abandoned property listed in the report.
Rightful Owner	A person who has the legal right to the property.
Tangible Personal Property	Property that is physical, such as a diamond ring or a silver coin.

Tangible Property	Includes items in safe deposit boxes.
Term	Definition
Underlying Shares	Shares of stock that have been issued by a business association, or a banking or financial organization. The original certificate for the shares is in the possession of the shareholders, who have failed to either cash the dividend checks or correspond with the issuing corporation.
Utility	A person who owns or operates for public use any plant, equipment, property, franchise, or license for the transmission of communications or the production, storage, transmission, sale or delivery, or furnishing of electricity, water, steam, or gas.
Voluntary Compliance	A program that allows banks, businesses, government agencies and other entities to turn over unclaimed assets to all participating states without the fear of penalties or interest. The Voluntary Compliance Program is an attempt to alleviate the reluctance of holders to report their abandoned funds.
Warrants	Uncashed checks issued by state agencies or departments.
NAICS & SIC Codes	North American Industry Classification System codes (NAICS) and Standard Industry Codes (SIC) are often required information on state unclaimed property reports. These codes specify what type of business in which a holder is engaged.
NAUPA	National Association of Unclaimed Property Administrators is the trade association comprised of state unclaimed property officials.
NAUPA II Standard Electronic File Format	This is the standard file format for electronic unclaimed property filings.
NAUPA Holder Claim Form/Holder Reimbursement Form	Uniform holder claim form for holders to obtain funds remitted in error or paid to the owner after escheatment.
Negative Report	Also called a "zero" property report is a report stating the holder has no property to report for the filing period. Some states and some by states under specific circumstances require this type of report.
Pre-escheat Owner Outreach	Also called "procedural due diligence". The actions taken by a holder beyond and prior to any state mandated due diligence, in an effort to locate property owners prior to escheatment to the state. These efforts can include reaching out to property owners via telephone, mail, e-mail or other means and they can also include searching for better addresses, in the event of the holder having received returned mail. It is advisable to clearly document all contact. Further, as a part of the "procedural due diligence process" some holders also perform accounting error review and research to resolve property items that may appear to be unclaimed property but are actually the result of accounting error.
Priority Rules	Also, sometimes referred to as the "jurisdictional rules". The priority rules have been established by a series of U.S. Supreme Court cases that determine the order in which states/jurisdictions are entitled to receive unclaimed property. The first priority is given to the state of the last known address of the apparent owner, as shown on the holder's books and records. Where there is no such address sufficient for the delivery of mail, the second priority is given to holder's state of domicile incorporation.
Reciprocity	An arrangement between two states in which information and unclaimed property is collected by one state and exchanged with another. These agreements allow companies holding incidental property whose owner's last known address is in another state, to report it to the domiciliary state. However, note that the property being reported to the domiciliary state must be reported according to the dormancy period and other requirements of the state to which the property would be required to be reported under the



	priority rules. Further, it is important to note, not all states have reciprocal agreements, therefore, research is recommended before pursuing this option. In addition, when reciprocal reporting is used, there is no indemnification granted by the states involved.
Record Retention	The maintenance of records for a period of time in accordance with state law or state administrative practices.
Term	Definition
Report and Remit	The simultaneous single filing of the final report containing owner and property detail and the associated remittance. While in the 1980s many state were "dual reporting" most states are now "report and remit "states.
Search Letters	These typically refer to contact letters sent to apparent owners prior to statutory due diligence letters. While these are not required by law or regulation and may not replace the requirement for conducting due statutory diligence, some consider them a best practice and a method to enhance customer service.
SEC 17Ad-17	The Securities and Exchange Commission's rule which defines the requirement to search for lost security holders making use of an informational database. This rule mandates these searches for transfer agents and broker dealers. Please refer to the rule for more specific information on the holders covered by the rule and the rule's requirements.
S N A P Audit	This acronym stands for "States National Audit Program". Audit conducted by state auditors on behalf of multiple states.
State of Corporate Domicile	The state of incorporation or formation of a holder.
Statues of Limitations	State statutes that establish time limits for pursuing a legal claim. In unclaimed property law, statutes of limitations are sometimes used to determine how far back a state may reach to claim funds held by a Holder in an audit. However, most state unclaimed property statutes contain an "anti-limitation" provision, which generally provide that statutes of limitation, other than those defined within the unclaimed property laws themselves, generally will not apply to defeat a state's right to unclaimed property. Further, even states that have a statute of limitations in their unclaimed property laws have restricted them so that they do not apply if a holder has not reported unclaimed property or has done so fraudulently.
Third Party Audit	Audit performed by a state-contracted audit firm generally for a contingent fee and sometimes for hourly fees.
Unclaimed Property Laws	Laws that govern the handling and processing of unclaimed or abandoned property. These laws typically include criteria for identifying, reporting and remitting unclaimed property. Commonly, these laws are custodial in nature and jurisdictions act as custodians of escheated property until the rightful owner comes forward to claim the property.
Uniform Unclaimed Property Acts	Uniform codes developed by the Uniform Law Commission intended to promote uniformity in state unclaimed property laws. The Uniform Disposition of Unclaimed Property was promulgated in 1954 and revised in 1966. Subsequently the Uniform Act of 1981 and the Uniform Act of 1995 were issued. All 50 states, Washington D.C., Puerto Rico, Guam and the Virgin Islands have adopted unclaimed property statutes; most jurisdictions have enacted unclaimed property laws based on one of the versions of the Uniform Acts.
UPPO	The Unclaimed Property Professionals Organization is the trade association for holders and other private sector unclaimed property professionals that is the premier resource for professional unclaimed property education, information, networking and advocacy.



VDA

Voluntary Disclosure Agreements are offered by states to encourage holders to come into compliance prior to receiving an audit notice. Typically, a VDA would involve conducting a self-audit and sending the results to the state as part of the VDA. VDAs can be useful in limiting liability for holders starting unclaimed property programs for the first time or expanding existing programs to include previously unreported property types. Some states have very formal VDA processes, while others are more informal.



Work in Progress Report

***To be provided by Audit Services US, LLC to the State on a monthly basis after target list is approved.*

Field Name	Sample Data
Name of Holder	ABC Company
Address1	123 Main Street
Address2	Suite 200
City	City
ST	State
Zip	00000-0000
Incorp ST	FL
FEIN	12-3456789
Audit Type	General Ledger
Audit Pd	yyyy
ST Auth Rec'd	mm/dd/yyyy
Open Conf Notice	mm/dd/yyyy
Open Conf	mm/dd/yyyy
Last Contact	mm/dd/yyyy
Rec Rec'd	mm/dd/yyyy
Rec Rev Comp	mm/dd/yyyy
CC Notice	mm/dd/yyyy
Closing Conf	mm/dd/yyyy
Prop Rec'd	mm/dd/yyyy
Prop Recon	mm/dd/yyyy
Prop Del	mm/dd/yyyy
Audit Notes/Comments	Sample note/comments/information regarding status of examination.
% Complete	80.00%



Requested Data Extract Formats

Consolidated List

Field Name	Additional Comments
State ID (State abbreviation)	
Holder ID	
Holder Name	
Address Line 1	
Address Line 2	
Address Line 3	
City	
State	
Zip	
Holder Type	
Holder's Tax ID	
Branch Number	
Holder's Contact Name	
SIC Code	
Sector ID	The first 2 digits of the SIC Code
Assets	If Available
Sales	If Available
Policies Written	If Available
Date entered on the system	
Previous	Old Name
Date Name Changed	
Report Year	
Report ID	
Property Count	Total number of properties reported/remitted
Reported Amount	
Remitted Amount	
Shares Reported	
Shares Remitted	
Property Type	NAUPA code
Total Cash Reported	
Total Cash Remitted	
Total Number of Shares Reported	
Total Number of Shares Remitted	
NAUPA Code	
Property Type Description	



Holder Information

Field Name	Additional Comments
State ID (State abbreviation)	
Holder ID	
Holder Name	
Address Line 1	
Address Line 2	
Address Line 3	
City	
State	
Zip	
Holder Type	
Holder's Tax ID	
Branch Number	
Holder's Contact Name	
SIC Code	
Sector ID	
Assets	
Sales	
Policies Written	
Date entered on the system	

Previous Name(s) if Changed

Field Name	Additional Comments
State ID	State abbreviation
Holder ID	
Previous	(Old) Name
Date Name Changed	

Holder Reporting History

Field Name	Additional Comments
State ID	State abbreviation
Holder ID	
Report Year	
Report ID	
Property Count	total number of properties reported/remitted
Reported Amount	
Remitted Amount	
Shares Reported	
Shares Remitted	



Property Reported

Summary of reported property (number of properties, total reported/remitted cash, total reported/remitted shares) by property type.

Field Name	Additional Comments
State ID	State abbreviation
Holder ID	
Report Year	
Property Type	NAUPA code
Property Count	
Total Cash Reported	
Total Cash Remitted	
Total Number of Shares Reported	
Total Number of Shares Remitted	

Property Type Codes (NAUPA)

Field Name	Additional Comments
NAUPA Code	
Property Type Description	



**ICC – Send opening letter to Holder to identify main point of contact and to notify Holder of being selected.
Follow-up call within 7-10 days.**

Phone is answered:

Hello. May I speak with the person responsible for unclaimed property compliance?

[The representative may not know the specific person in charge of UCP compliance. You may have to ask for someone in the Accounting Department, the Controller, the Comptroller, the Director of the Tax Department or the Chief Financial Officer.]

Hello, _____. My name is _____. I am calling from Audit Services regarding the State of West Virginia unclaimed property. Are you the representative who handles the State of West Virginia unclaimed property reporting?

No? -- Ask to be transferred or to leave a message.

*Can you direct me to the person responsible for compliance with the unclaimed property laws?
Can you connect me? Give me their number? Give me their contact information?*

No answer – VM: Use General Phone Message.

Hello. This is _____. I am calling from Audit Services on behalf of the State of West Virginia Department of Treasury Unclaimed Property Section. This call is to follow up on a letter that you should have received recently from the State of West Virginia and Audit Services. Please return our call toll free at (###) ###-####. Thank you.

Connected –

Hello, _____. My name is _____. I am calling from Audit Services regarding the State of West Virginia unclaimed property. I am following up on a letter recently mailed to your company. Are you the representative responsible for compliance with West Virginia's unclaimed property laws?

No? – *Can you direct me to the person responsible for compliance with the unclaimed property laws? Can you connect me? Give me their number? Give me their contact information?*

Yes? – Good. We wanted to be sure to establish the proper contact in your company responsible for unclaimed property compliance. Again, my name is _____. I am calling from Audit Services on behalf of the State of West Virginia Department of Treasury Unclaimed Property Section regarding a letter recently mailed to you . Do you have a copy of the letter that was mailed there with you?

Yes? – Great. I will forward to you a set of information and instructions. In this packet will be information about the West Virginia Unclaimed Property Law and a description of the procedures related to the Contractor Assisted Self-Audit Program. There is also some information that you will need to send back to our offices at Audit Services. I will email/mail this to you and then follow up in two weeks to check on your progress on completing the information request.

Once we receive your information, we will set up an Opening Teleconference to discuss the program and answer any questions you or others may have.

No – That's ok. I will send a new letter to your attention (by email or mail) and I will forward to you a set of information and instructions. In this packet will be information about the West Virginia Unclaimed Property Law and a description of the procedures related to the Contractor Assisted Self-Audit Program. There is also some information that you will need to send back to our offices at Audit Services. I will email/mail this information packet to you and then follow up in two weeks to check on your progress on completing the information request.

Once we receive your information, we will set up an Opening Teleconference to discuss the program and answer any questions you or others may have. Thank you.

ICC - Follow-up call to ensure receipt of package. Package should be sent at this point. – No response received from Holder.

Voicemail: Use General Phone Message.

Hello, _____. This is _____ calling from Audit Services on behalf of the State of West Virginia Department of Treasury Unclaimed Property Section. I was calling to go over the Holder Orientation Packet that I recently mailed to you for review and to see if you have any questions regarding the Contractor Assisted Self Audit Program also known as CASA. Before we schedule the Opening Teleconference, we need to receive some information from you.

We have not yet received a completed Self-Audit Holder Questionnaire or any company financial statements.*

Please give me a call back to let me know when we should expect to receive the information and when there may be or a good time to discuss the Contractor Assisted Self-Audit Program. You may contact me toll free at (###) ###-####. My contact information was also included in the package that was mailed. I am looking forward to speaking with you. Thank you.

Phone is answered:

Hello, _____. This is _____ calling from RDS on behalf of the State of West Virginia Department of Treasury Unclaimed Property Section. I was calling to schedule an Opening Teleconference to go over the Holder Orientation Packet that I recently emailed/mailed to you for review and to also see if you have any questions regarding the Contractor Assisted Self Audit Program.

Before we schedule the Opening Teleconference, we need to receive some information from you.

We have not yet received a completed Self-Audit Holder Questionnaire or any company financial statements.* Can you let me know when we should expect to receive the information?

Once we receive it, I will contact you to schedule an Opening Teleconference. Do you have any questions at this point? Thank you.

***Need to confirm West Virginia Requirements**

ICC - Follow-up call to schedule opening conference. Package should be sent at this point. – Holder has sent back materials to our office.

Voicemail: Use General Phone Message.

Hello, _____. This is _____ calling from Audit Services on behalf of the State of West Virginia Department of Treasury Unclaimed Property Section. I was calling to schedule an Opening Teleconference so that we can go over the Holder Orientation Packet that I recently emailed/mailed to you for review and to see if you have any questions regarding the Contractor Assisted Self Audit Program.

The Opening Teleconference will take approximately to 60 minutes.

Please give me a call back to let me know when there may be a convenient time to schedule an Opening Teleconference. You may contact me toll free at (###) ###-####. My contact information was also included in the package that was mailed. I am looking forward to speaking with you. Thank you.

Phone is answered:

Hello, _____. This is _____ calling from Audit Services on behalf of the State of West Virginia Department of Treasury Unclaimed Property Section. I was calling to schedule an Opening Teleconference so we can go over the Holder Orientation Packet that I recently emailed/mailed to you for review and to see if you have any questions regarding the Contractor Assisted Self Audit Program.

The Opening Teleconference will take approximately to 60 minutes.

When would be a convenient time to schedule the meeting?

ICC - Conduct opening conference or teleconference with the Holder and to review electronic version of package.

[Provide electronic version of package via website link.]

Use Agenda.



AUDIT SERVICES U.S., LLC

Call Scripts – West Virginia
Unclaimed Property (UCP)
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CASA - Closing conference call

Use Agenda.



QUESTIONS and ANSWERS:

WHAT IS UNCLAIMED PROPERTY?:

Unclaimed property can include, but is not limited to: stock, uncashed dividend checks, uncashed payroll or accounts payable checks, dormant bank accounts, insurance proceeds, security deposits, store credits and safe deposit box contents. The primary goal of the West Virginia Unclaimed Property Law is to protect the rights of unclaimed property owners, which include businesses as well as individuals, and return as much of that property as possible back to its rightful owner

I AM NOT LOCATED IN WEST VIRGINIA:

Establishing proper jurisdiction or nexus for unclaimed property law is different than tax law. Jurisdiction or the obligation to comply with a state's unclaimed property law is established by looking at the last known address recorded on an accounting or securities record. If a company is located in New York but has an employee, vendor or shareholder that has an address located in West Virginia then you must follow West Virginia's Unclaimed Property Law. The material we will send to you in the information packet will provide the legal references establishing jurisdiction.

HAS MORE DETAILED QUESTIONS:

If you have more detailed questions about the program I will have one of our representatives (or name) contact you. Is there a convenient time to call back?

I will schedule that phone call. Thank you.

WHY ARE YOU CONTACTING ME? WHY DID YOU SEND ME A LETTER?

The West Virginia Department of Treasury Unclaimed Property Section has reviewed their files and it appears that your company has failed to file an unclaimed property report within the last five report years, or has met other review criteria, such as: gaps in reporting years, missing common reporting types or has other reporting anomalies. In order to confirm your compliance with the law, your company has been selected for the CASA program. Your willingness to participate cooperatively in the program will weigh heavily on the State's decision to impose interest and penalties, as well as conduct a comprehensive field examination

WHO IS Audit Services US, LLC

Founded in 1997, Audit Services U.S., LLC is the leading provider of comprehensive unclaimed property auditing services to the states. Audit Services has dedicated new resources to reorganize our unclaimed property auditing program, recruited expert managers and consultants, and created an expanded new compliance service offering to better serve our clients. For more information, you can visit our website at www.auditservicesus.us.

Client Setup Process (SETUP)

Phase	Item #	Task	Comments
SETUP	1.00	Contract Approval/Signing	Completed
SETUP	1.01	Receive signed contract	Completed
SETUP	1.02	Create SF case, assign tasks	In progress
SETUP	1.03	Holder Communication – Draft Forms	Completed
SETUP	1.03a	Initial Notification Letter	Completed
SETUP	1.03b	Call Scripts	Completed
SETUP	1.03c	Holder Orientation Package (HOP) Cover in HOP	In Progress
SETUP	1.03d	HOP Table of Contents in HOP	Completed
SETUP	1.03e	Opening Teleconference Letter in HOP	Completed
SETUP	1.03f	Additional Disclosures in HOP	Completed
SETUP	1.03g	Contractor Assisted Self-Audit Action Items in HOP	Completed
SETUP	1.03h	Confidentiality Agreement in HOP	Completed
SETUP	1.03i	Additional Holder Agreement/State Authorization Letter in HOP	TBD
SETUP	1.03j	Self-Audit Holder Questionnaire in HOP	Completed
SETUP	1.03k	Opening Teleconference Agenda in HOP	Completed
SETUP	1.03l	Holder Reporting and Remittance Information/Tools in HOP	Completed
SETUP	1.03m	Holder Due Diligence Requirements and Due Diligence Mailing Process in HOP	Completed
SETUP	1.03n	Holder Unclaimed Property Electronic Reporting in HOP	Completed
SETUP	1.03o	Holder Unclaimed Property Remittance Instructions in HOP	In progress
SETUP	1.03p	Property Codes in HOP	Completed
SETUP	1.03q	Dormancy Table in HOP	Completed
SETUP	1.03r	Relationship Codes in HOP	Completed
SETUP	1.03s	Sample Due Diligence Letter in HOP	Completed
SETUP	1.03t	WA Instructions Manual in HOP	In progress
SETUP	1.03u	Notice of Closing Teleconference to State	TBD
SETUP	1.03v	Notice of Closing Teleconference to Holder	In progress
SETUP	1.03w	Agenda for Closing Teleconference	In progress
SETUP	1.03x	Closing Letter to Holder	Completed
SETUP	1.03y	Other documents/forms as required for HOP	TBD
SETUP	1.03z	Contract Link – If needed	TBD
SETUP	1.03aa	Request for Extension Form – If needed	TBD
SETUP	1.03bb	Remittance instructions	TBD
SETUP	1.03cc	Electronic and/or PDF fillable version of the documents as needed	In progress
SETUP	1.04	Reporting	In progress



SETUP	1.04a	General Ledger Report	TBD
SETUP	1.04b	Securities Self-Audit Report	TBD
SETUP	1.04c	Safe Deposit Box Report	TBD
SETUP	1.04d	Due Diligence Confirmation	TBD
SETUP	1.04e	Monthly Work-In-Progress Report	Completed
SETUP	1.05	Invoice Template (if required)	TBD
SETUP	1.06	Other	TBD
SETUP	1.06a	State Matrix	In Progress
SETUP	1.06b	Glossary of Terms	Completed
SETUP	2.00	Client Meetings/Kick-Off	
SETUP	2.01	Determine Main POC	
SETUP	2.02	Complete SFTP request and submit to IT	
SETUP	2.03	Conduct in person kick-off meeting	
SETUP	2.04	Present Implementation Plan to Client	
SETUP	2.05	Discuss Critical Target Dates (Receiving data)	
SETUP	2.06	Schedule Follow-Up Meetings	
SETUP	2.07	Present final draft of updated packages for approval	
SETUP	2.08	Provide suggestions for client website updates	
SETUP	2.09a	SFTP site setup completed	
SETUP	2.09b	SFTP site info forwarded to Client	
SETUP	2.09c	Request from Client	
SETUP	2.09d	Holder Data Extract Received from Client	
SETUP	2.10	Other resource databases extracts received	
SETUP	3.00	Client Relations	
SETUP	3.01	ACH credit setup (for incoming funds from Holder)	
SETUP	3.02	Set up client jurisdiction code(s) and fee(s)	
SETUP	3.03	Distribution setup	
SETUP	4.00	Miscellaneous	
SETUP	4.01	Client approval on reporting formats	
SETUP	4.02	Receive client approval on documentation/forms	
SETUP	4.03	Receive client approval on scripts	
SETUP	4.04	Create fillable pdfs or website versions of documents as needed	In progress
SETUP	4.05	Add contract link to website if required	
SETUP	4.06	Client website updated	
SETUP	5.00	IT Requests and Tasks	
SETUP	5.01	Data Exchange Setup (secure ftp)	
SETUP	5.02	Data Retrieval and Clean up as needed	
SETUP	5.03	Internal review/proofing and system testing completed as required	
SETUP	5.04	Provide data to UCP Department as needed	

**Holder Identification Process (HIP)**

Phase	Item #	Task
HIP	1.00	Receive State Data from IT
HIP	1.00	Research and identify potential Holders of unreported unclaimed property that is past due.
HIP	1.00a	Determine whether the Holder has previously reported unclaimed property.
HIP	1.00b	Identify the Holder's state of incorporation and principal place of business.
HIP	1.00c	Identify top remitters to note categories, industries, etc.
HIP	1.01	Flag immediate missing Holders from list
HIP	2.00	Additional resource databases
HIP	2.01	Lexis/Nexis or other similar public data source
HIP	2.02	A.M. Bests Insurance Reports
HIP	2.03	Other
HIP	3.00	Merge Holder Data
HIP	3.01	Team "scrubs" all databases to ensure optimal matching.
HIP	3.02	Load data/discoveries to Business Intelligence & Discovery System ("BIDS")
HIP	3.03	Proprietary "fuzzy matching" program compares multiple data points to match businesses from resource databases to holders from holder data extract
HIP	3.04	Human expert review of unmatched resource records
HIP	3.05	Set aside apparent compliant businesses
HIP	4.00	Target List
HIP	4.01	Provide list of targets to State with written justification for authorization. *Name, address (physical and mailing), contact person, telephone number of the Holder's principal place of business as determined by the latest annual report or filed Form 10-K or other such probative evidence. *Names of all business entities to be included in the CASA including subsidiaries and any affiliated companies and whether or not they are subject to the CASA. *Name, address, contact person, and telephone number of Holder's transfer agent, if applicable. *Property types to be included in the contractor-assisted self-audit *Scope of CASA
HIP	5.00	State Authorization
HIP	5.01	Denied - Note account(s). No further action taken.
HIP	5.02	Approved - Initiate ICC. Clock begins.
HIP	5.02a	Clock Begins. Set up Holder Project.
HIP	5.02b	Utilize Project Checklist.



Initial Contact and Communication Process (ICC)

Phase	Item #	Task
ICC	1.00	State Authorization Approved. Store authorization.
ICC	2.00	Holder Contact
ICC	2.01	Send opening letter to Holder to identify main point of contact and to notify Holder of being selected.
ICC	2.02	Follow-up call within 7-10 days
ICC	2.03	If no response, follow up within 7-10 days with another call.
ICC	2.04	No response within 45 days (no return phone calls, no response to letters) = Change status to On Hold
ICC	2.05	Holder declines - No further action
ICC	2.06	Holder accepts - Continue with action items
ICC	2.07	Make contact and confirm appropriate point of contact. Advise that we will be sending package for review.
ICC	2.08	Follow-up call to schedule opening conference. Package should be sent at this point.
ICC	2.09	Review the package again and receive agreement to conduct self-audit.
ICC	2.10	Conduct opening conference or teleconference with the Holder and to review electronic version of package.
ICC	2.11	Holder Orientation Packet
ICC	2.11a	Copy of Holder Letter
ICC	2.11b	State Procedures and Guidelines -WA Instructions Manual
ICC	2.11c	Executed copy of contract between Audit Services and State and/or a link to the document
ICC	2.11d	Identify time period to be covered by the CASA, estimated length of time to be completed
ICC	2.11e	Description of the general methods to be utilized, including sampling and estimation.
ICC	2.11f	Identify the State's liaison with Audit Services, including full name, title, address, telephone #, fax # and email address with rights of Holder to contact the State POC.
ICC	2.11g	Identify Audit Services POC and team members
ICC	2.11h	Disclose the fee arrangement with the State.
ICC	2.11i	Contractor Assisted Self-Audit Timeline
ICC	2.11j	Annual Report of Self-Audit
ICC	2.11k	Disclaimer that the participation in a CASA does not exempt the Holder from being audited in the future by the State.



ICC	2.11l	Confidentiality Agreement	
ICC	2.11m	Data Collection, File Conversion, Due Diligence Mailing ,Unclaimed Property Reporting and Remittance Information and Resources for Holder	
ICC	2.12	Provide paper copy of information as well	
ICC	3.00	Acknowledgement of Receipt or Printable PDF with Electronic Signature	
ICC	3.01	Acknowledgement Not Received	
ICC	3.01a	Holder Support via Outbound Calls	
ICC	3.02	Acknowledgement Received	
ICC	3.02a	Continue with CASA	



Contractor Assisted Self Audit and Unclaimed Property and Reporting Process

Phase	Item #	Task
CASA	1.00	Receive Acknowledgment from Holder
CASA	1.01	Add Holder to Monthly Work-in-Progress Report
CASA	1.02	Provide UPC Team with company's self-audit program (process of gathering company's internal data)
CASA	1.02a	Holder collects unclaimed property records and converts to electronic format.
CASA	1.02b	Holder analyzes unclaimed property records for dormancy requirements
CASA	1.02c	Holder analyzes "dormant" unclaimed property records for due diligence mailing requirements
CASA	1.02d	Holder mails due diligence letters and allows for 60 day response period from owners/payees
CASA	1.02e	Holder updates unclaimed property file to reflect owner/payee responses and any adjustments to produce a preliminary unclaimed property report file
CASA	1.02f	Holder forwards preliminary state unclaimed property report file to Audit Services for review.
CASA	1.03	UCP flag if extension request is needed
CASA	2.00	Collection from Holder
CASA	2.01	Send notice to Holder to schedule Closing Teleconference
CASA	2.02	Notify the State and Holder of Closing Conference date (at least 10 days prior)
CASA	2.03	Closing conference call
CASA	2.04	Holder generates final State Unclaimed Property Report and sends to Audit Services
CASA	2.05	Holder prepares cover sheet for Annual Report of Property Presumed Abandoned and sends to Audit Services
CASA	2.06	Holder sends funds and/or securities to Custodian *Funds - Send to Audit Services *Securities, bonds or other related property - Send to Audit Services *Safe Deposit Box/LockBox - Send to State
CASA	2.07	Deposit funds into UCP account
CASA	3.00	Delivery to State
CASA	3.01	Remit funds and property to State within ____ days of reconciliation or ____ days from receipt, whichever occurs first.



CASA	4.00	Reporting	
		<p>General Ledger Self-Audit Report, to include at a minimum:</p> <ul style="list-style-type: none"> *Name/Address of Holder *FEIN of Holder *Listing of property types with amounts to be reported *Total amounts to be reported *CASA period *Narrative detailing the CASA procedures *Narrative summarizing the CASA findings *Narrative detailing Holder's processes *Other relevant comments regarding issues that have arisen or are expected to arise within the course of the CASA process 	
CASA	4.01		
		<p>Securities Self-Audit Report, to include at a minimum:</p> <ul style="list-style-type: none"> *Name/Address of Holder *Name of security *Class of security *CUSIP number *Description of security *# of shares for each issue *Maturity date and interest, as applicable *Market value at receipt by the Contractor, as applicable *Other relevant comments regarding issues that have arisen or are expected to arise during the course of the CASA process 	
CASA	4.02		
		<p>Safe Deposit Box Report, to include at a minimum:</p> <ul style="list-style-type: none"> *Total # of safe deposit boxes reported *Box Owner's (renter) name/address 	
CASA	4.03		
		Final Report in Electronic format - Must include the property types that Holders in the same line of business regularly report.	
CASA	4.04		
		Due Diligence Confirmation	
CASA	4.05		
		Securities transferred to State's stock custodian. A separate record must be created for each reported property type for each owner or each separate issue of security belonging to the same owner.	
CASA	4.06		



		Invoice, to include at a minimum: *Holder/issue name *Holder's address *Holder's FEIN *Holder's State of Incorporation *CUSIP number *Cash value of each property type *# of shares *Billable share value for each property type *Fee for each property type (No more than ____%) *Net cash value *Amount Remitted	
CASA	4.07	Send closing summary and compliance responsibilities to Holder via written correspondence.	
CASA	5.00	Close File	

ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

A

ASUS Contract States

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ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

B

ASUS

AUDIT SERVICES, U.S., LLC

**Audit
Operating
Procedures Manual**

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-02

Effective Date: September 1, 2008

Approval: _____

SUBJECT: PROFESSIONAL CONDUCT

PURPOSE: To ensure high standards of performance for the Unclaimed Property audit staff.

DISCUSSION: Professional conduct provides holders and co-workers a basis for confidence in the abilities and competence of the auditors. Auditors are to perform all responsibilities in a professional manner both in and out of the office.

PROCEDURE: I. GENERAL STANDARDS OF CONDUCT

- A. Members of the audit section must conduct themselves in a professional manner, and are to dress accordingly. In order to project a professional image, auditors should be punctual, tactful, and courteous to co-workers and holder personnel.
- B. Auditors are to have knowledge of the Unclaimed Property Law and are to operate within the law.
- C. Unclaimed Property Auditors are to display a professional attitude toward work.
- D. Unclaimed Property Auditors must remember we are agents of the states that we represent

II. PROFESSIONAL CONDUCT AT THE AUDIT SITE

- A. During an examination, auditors will adhere to the policies and procedures of the holder. Auditors should generally work the same hours as the holder.
- B. Client records are to be handled carefully. If records are provided by holder personnel, return the records when they are no longer needed. Records removed from the holder's files by Unclaimed Property Auditors are to be properly re-filed.
- C. The Unclaimed Property Auditor is to hold in strict confidence all information concerning the holder's affairs that is acquired during the course of the audit. The auditor must adhere to the conditions of the Confidentiality Agreement with the holder.

III. COMMUNICATION WITH HOLDERS

- A. When speaking to holder personnel, communications should pertain to business only. Limit discussions to the audit subject matter. If discussion of a personal nature is initiated by the holder, respond courteously, and then return the conversation to the business at hand.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

Procedure Number: 2008-02

- B. Be attentive to holder inquiries, and provide sufficient information to assist the holder in understanding the Unclaimed Property Laws of each State represented.
- C. When presenting the audit findings to the holder during the closing conference, disclose all information that may assist the holder in understanding the findings. Auditors must be knowledgeable of Unclaimed Property laws in order to provide a reasonable basis for the audit findings.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number:: 2008-04
Effective Date: September 1, 2008
Approval: _____

SUBJECT: TRAINING OF UNCLAIMED PROPERTY AUDITORS

PURPOSE: To describe the procedures used for training of new and existing unclaimed property auditors.

DISCUSSION: The goals and objectives of Audit Services, U.S., LLC can only be reached by skilled personnel. The training of auditors is a continuous process and must be given priority.

PROCEDURE: I. TRAINING PROCEDURES

A. Provide in-house training

All staff members should be given in-house training to familiarize them with the basics of the unclaimed property program.

B. Provide on-the-job training

All staff members should be given ample opportunity to apply the principles and techniques of the audit program to gain more experience, proficiency and confidence in work performance.

C. Periodic evaluation of work performance

This is helpful in determining the level of competence achieved by an individual staff member. In addition, it can be determined if special attention is needed to put more effort in any particular area for comprehensive training.

D. Professional Materials

Staff is encouraged to read materials in order to stay abreast of new methods and techniques in area of expertise and developments involving unclaimed property matters.

E. Continuing education, seminars and workshops

This will keep an employee well-informed about new developments in the field.

F. Specialization

The training program should provide for the selection of such auditors who could be given training in a specialized area for which the auditor is most suited.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

Procedure Number: 2008-04

SUBJECT: TRAINING OF UNCLAIMED PROPERTY AUDITORS

- G. Types of staff training programs
 - Outside consultants
 - Inside workshops
 - Seminars and courses offered by State and Federal government
 - Individual initiative to pursue additional course study

II. CROSS TRAINING

- A. Final aspect of the training program is to provide cross training of staff members at various levels within Audit Services.

III. RESOURCES

- A. Unclaimed Property Statutes from States
- B. ASUS Audit training manual
- C. Audit procedures
- D. Guide to Unclaimed Property and Escheat Laws by Anthony Andreoli, CPA
- E. Unclaimed Property Law and Reporting Forms by David Epstein
- F. Related accounting and law books
- G. Courses and reference material related to computer programs that assist in analyzing records and documenting the audit work performed.

IV. EVALUATION TECHNIQUES

- A. Review notes by Auditor-in Charge
- B. Review notes by Director of Audits
- C. Performance Review

V. TRAINING TIMETABLE

- A. During the probationary period, new auditors will be evaluated six months from employment date to determine if performance is satisfactory and if employment should be continued.

- B. The attached "Skills to Develop During Training" will enable new auditors to know what is expected of them.

**SKILLS TO DEVELOP
DURING THE FIRST
EIGHT WEEKS OF TRAINING**

The Auditor should:

1. Understand the concepts of Unclaimed Property Law.
2. Understand the format of the work paper binder.
3. Be knowledgeable of the sections in the Audit file and the purpose of each step.
4. Be able to follow the audit program and know the purpose of each step.
5. Be able to document systems involved in the audit (i.e. questionnaires, narrative, or flowchart).
6. Be able to number work papers and understand how to cross reference all work.
7. Know the sections of the Unclaimed Property Statutes and court cases that are relative to the audits she/he has worked.
8. Be able to prepare and organize work papers for specific tests in logical sequence.
9. Be able to write certain sections of the audit report, (i.e. Statement of Examination Findings, Letter to the holder, Management Advisory Comments, and supporting schedules)
10. Be able to complete certain tests relative to the audits.
11. Understand the terms, “demandable, reportable, and reinstatable” and be able to schedule accordingly.
12. Read all materials assigned in training sessions.
13. Be familiar with operations of Audit Services.
14. Be able to research Holder’s history.
15. Become familiar with use of computers and programs (Audit Selector, APRS & Hoovers).
16. Be able to assist others in all areas of the audit.
17. Be able to prepare a monthly time report.

SECOND EIGHT WEEKS OF TRAINING

The Auditor should:

1. Be able to conduct interviews with holder's personnel to ascertain pertinent information to document the systems.
2. Know the sections of the Unclaimed Property Law relevant to the audit.
3. Be able to carry figures forward from supporting work papers, to Schedule of Examination Findings and to Statement of Examination Findings.
4. Know how to write the complete Audit Report.
5. Know states in which we have contract and states that do not have laws covering certain property.
6. Be able to respond to holder's questions and support response by referencing section of the law. Know when to refer such questions to Auditor-in-Charge or Director of Audits for guidance.
7. Be able to handle telephone inquiries regarding unclaimed property.
8. Be able to conduct holder contacts.

THIRD EIGHT WEEKS OF TRAINING

The Auditor should:

1. Be able to select, schedule, and conduct an examination as an Auditor-in-Charge.
2. Know how to review a completed examination.
3. Understand the entire audit process and be able to assist in training new auditors.
4. Be able to reference the Unclaimed Property court cases as they apply to situations that arise during the audits. Know how to apply issues and subject matter to factual situations.
5. Be able to present audit findings to holders.

AUDIT SERVICES, U. S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-06
Effective Date: September 1, 2008
Approval: _____

SUBJECT: HOLDER RESEARCH

PURPOSE: To describe the procedures used to ensure that holders report and remit all types of unclaimed property belonging to residents of the States.

DISCUSSION: When the States authorize enforcement of the unclaimed property statutes to be accomplished through field audits. Research consists of reviewing and reacting to deficiencies in Unclaimed Property reports and researching and corresponding with holders not presently on the States' holder database.

PROCEDURE: I. SELECTING HOLDERS FOR RESEARCH

A. Auditor selects holders for research through the following sources:

- (1) State requests
- (2) Business Magazines and Newspapers
- (3) Audit Selector
- (4) Annual financial reports of companies
- (5) Holder cooperative compliance
- (6) Personal experience or contact
- (7) Transfer Agent Client Roster
- (8) Securities Industry Experience

B. Auditor researches holder on the audit selector database for the following:

- (1) Reporting history of unclaimed property
- (2) Subsidiaries-who files unclaimed property reports for them
- (3) Mergers and Acquisitions-date and type of activity
- (4) Physical location and company attributes

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

SUBJECT: HOLDER RESEARCH

Procedure Number: 2008-06

- (5) Obtain an understanding of the holder's business activities in order to determine the possible unclaimed property reporting types that may be involved.

C. Sources used to determine the above:

- (1) Prior unclaimed property reports filed
- (2) Hoovers and the Internet
- (3) Commerce Clearing House/Capital Changes Reporter
- (4) Financial Stock Guide
- (5) Comparative Data Bases

II. ANALYZE REPORTS/POSITIVE & NEGATIVE

A. Auditor analyzes the reporting history for the following:

- (1) Omissions of property types
- (2) Only Negative reports being filed
- (3) Unauthorized deductions
- (4) No reports being filed
- (5) Errors with remittance

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 1

Procedure Number: 2008-08
Effective Date: September 1, 2008
Approval: _____

SUBJECT: REPORTING HISTORY

PURPOSE: To describe procedures used in obtaining a reporting history of a holder.

DISCUSSION: Reporting history of a holder should be obtained before an engagement letter is mailed or examination performed. This information can be obtained from three sources: audit selector, the States, and the holder.

PROCEDURE: I. THE AUDIT SELECTOR

A. Reporting history for holders from historical to current can be viewed on The Audit Selector.

- (1) Holders can be identified on the audit selector by name, Tax ID, or Holder ID. Some holders may have multiple Holder ID's.
- (2) Review reporting history summary by year for selected Holder.
- (3) Review detailed reporting history by property type.
- (4) Audit Selector database may be sorted by SIC code, company name, location, asset size, number of employees, dollar amounts reported, assigned audits, and corporate structure.

II. STATE'S DATA BASE

State listings show the reporting history of a holder for the years the holder has reported and are listed by the holder number. Request a complete holder reporting history from each state represented in the audit.

III. HOLDER'S RECORDS

The holder usually has copies of all reports submitted to the States along with backup information. A records request should include all copies and backup information used to prepare the report.

IV. TRANSFER AGENT'S DATA BASE

The Transfer Agent listing provides potential holders who have had Mergers & Acquisitions or a Corporate Action event that may contain eligible escheatable property.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 3

Procedure Number: 2008-10
Effective Date: September 1, 2008
Approval: _____

SUBJECT: SELECTING AUDIT CANDIDATES

PURPOSE: To select for audit the holders who have the greatest potential of noncompliance.

DISCUSSION: The Unclaimed Property Laws provide that State Administrators may at reasonable times and upon reasonable notice examine the records of any person with respect to holding, reporting, paying or delivering any property that is required to be reported.

PROCEDURES: I. SOURCE OF SELECTION

- A. State Requests
 - a. Complaints from customers or citizens.
 - b. Information derived from past contacts and audits.
 - c. States can inform where they are finding noncompliance.
 - d. Noncompliance in one State could mean noncompliance in other States.
 - e. Experience with one holder in an industry may generate interest in other holders in the same industry.
- B. Review of Audit Selector and/or annual unclaimed property reports and notes:
 - (1) Did first report filed cover the entire reach back period permissible under the law?
 - (2) Omissions of categories of property and/or information that the holder would be expected to file.
 - (3) Disclosure of estimates rather than actual amounts.
 - (4) No aggregate (amounts under \$50).
 - (5) Disclosure of a deduction that does not contain a copy authorizing the deduction or citation of authority.
 - (6) Non-reporting or negative reports.
- C. Industry Analysis - Industry standards and measurements (if available) of a possible audit candidate are reviewed for comparison to that of other holders in the same industry.
- D. Computer databases (i.e. Hoovers, Moody's, Dunn & Bradstreet, Google, Onesourceexpress, CCH, etc.).

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 3

SUBJECT: SELECTING AUDIT CANDIDATES

Procedure Number:

2008-10

- E. Newspaper, magazine articles, and other publications.
- F. Transfer Agent Roster - Information derived from past event dates, contacts and audits.

II. CONSIDERATIONS

- A. Geographic Location - The audit candidate should be in a location that makes the trip worthwhile as far as cost vs. potential benefits is concerned.
- B. Size of Company - A smaller company is less likely to have a large amount of unclaimed property. A contact would serve better.
- C. Report History - A company that is reporting properly, compared to similar companies is less likely to be a strong audit candidate.
- D. Type of Holder - Certain types of holders will be more practical to audit than others.
- E. Previous Audit - Review work paper file of the previous audit for a reporting pattern.
- F. Political - Recognize States' sensitivities toward holders operating within the State.

III. BACKGROUND INFORMATION

- A. Reporting history - Research records for each potential audit candidate and record all the past report files.
- B. Review and obtain any information relative to the potential audit candidate in the stock and dividend area. (i.e. Hoovers, Moody's)
- C. All States - Request and review all information submitted by the States.

IV. HOLDER'S ACCOUNTING TECHNIQUES

- A. Determine if the holder has a computer or accounting system that doesn't account for unclaimed property.
- B. Unclaimed Property is usually a low priority among most holders.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 3 OF 3

SUBJECT: SELECTING AUDIT CANDIDATES PROCEDURE NUMBER: 2008-10

- C. Holders with strong internal controls over potential unclaimed property reduce the probability of audit findings.

V. SELECTION PROCESS

- A. File of Audit Candidates - The audit unit utilizing the above-mentioned sources and considerations will identify possible audit candidates.
- B. Prioritize Candidates
 - (1) Audit 1- Companies identified through compliance work that are higher priority and need to be audited as soon as possible (within the year).
 - (2) Audit 2 - Companies identified through compliance work that are lower priority and should be audited in the future (within 3 years).
 - (3) Audit 3- Companies/Industries identified by States that need to be audited within a specified time period.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-12
Effective Date: September 1, 2008
Approval: _____

SUBJECT: SELECTING CANDIDATES FOR INVOLUNTARY AUDITS

PURPOSE: To select the holders who appear to have the greatest potential of noncompliance for involuntary audits.

DISCUSSION: The Unclaimed Property Laws state that the State Administrators may at reasonable times and upon reasonable notice examine the records of any person with respect to holding, reporting, paying or delivering any property that is required to be reported. Audit candidates may be selected by the States or from a list prepared by Audit Services, U.S., LLC

PROCEDURES: I. SOURCE OF SELECTION

- A. State Authorized Examination - State provides ASUS with the name of a potential audit along with reason to believe and reporting history.
- B. ASUS prepares list of audit candidates and presents to the States.
- C. Suggested guidelines to follow: Procedure 2008-10 "Selecting Audit Candidates".

II. EXAMINATION PROCESS

A. Lead State

States have the right to audit records of non-domiciliary for unclaimed property and States have the sovereign right to audit any holder; however, in order to be more efficient it may be practical for an audit to be called by:

- (1) The state of incorporation
- (2) The state of corporate headquarters
- (3) The state of principal place of business
- (4) A state where a division, branch or subsidiary is located
- (5) A state with a significant business presence
- (6) Any other reason to believe the company is holder property belonging to your state

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

Procedure Number: 2008-12

SUBJECT: SELECTING CANDIDATES FOR INVOLUNTARY AUDITS

- B. ASUS prepares and sends Background Information Package to states for approval. Package includes the following information:
 - (1) Corporate history, organization chart, financial statements, subsidiaries, divisions, etc.
 - (2) Where all record-keeping, accounting and unclaimed property reporting is performed.
 - (3) Record-keeping centralized or cost centers
 - (4) Third party administrators and paying agents

- C. States will do the following:
 - (1) Review Background Information Package
 - (2) Ensure no State or Vendor has, or is, auditing Holder
 - (3) Notify ASUS of audit approval
 - (4) Submit background information including holder's reporting history.

- D. After notification by states, ASUS will:
 - (1) Add State to list of represented States
 - (2) Verify holding periods and specific instructions from State

- E. The states formally notify the Holder of the audit and then ASUS contacts Holders and informs Notice of Intent to Examine on behalf of States by:
 - (1) Telephone conference with holder's contact person announcing audit intentions and request for basic information.
 - (2) Follow-up telephone conference setting date for examination to begin.
 - (3) Send entrance letter to holder with Documentation Request
 - (4) Place on Work in Progress Report

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 3

Procedure Number: 2008-13
Effective Date: September 1, 2008
Approval: _____

SUBJECT: VOLUNTARY COMPLIANCE AUDIT CANDIDATES

PURPOSE: To represent the State's interest while assisting holders who wish to come into compliance with the unclaimed property laws voluntarily.

To assist holders who voluntarily wish to come into compliance with the States' unclaimed property laws.

DISCUSSION: The unclaimed property Voluntary Compliance Program is a layered approach designed to increase the knowledge of unclaimed property reporting requirements and the compliance level of holders. Many holders, who have not reported unclaimed property, or who have under reported in past years, wish to comply with unclaimed property laws. Audit Services U.S., LLC as an agent for the State(s) can assist these holders with their compliance efforts at no expense to the holder.

Many holders who have not reported unclaimed property held, or who have under reported in past years, have become aware of the requirements to comply with unclaimed property laws. In many cases, the solution to coming into compliance necessitates contracting with a CPA, which will be an expense to the holder, or entering into an agreement with Audit Services, U.S., LLC to perform an audit for unclaimed property with no expense to the holder. Audit Services will represent only the State.

PROCEDURES: I. EXAMINATION PROCESS

- A. Audit Services U.S., LLC may choose to advise holders of the various opportunities for assistance with their compliance efforts via:
1. Mass mailings of information packets to potential holders of unclaimed property.
 2. Compliance conferences with medium to large organizations that have not reported unclaimed property
 3. Phone conferences with medium to large organizations that may have property for owners in the states
 4. Commercial Exhibitor booth at National conferences such as NAUPA, NAST, UPHLC, Industry Associations, and Professional Associations.
 5. Speaking presentations to Professional Associations and Industry Associations about Abandoned Property Laws and our services.
- B. The Director of Audits may consult with holders to determine whether the company needs an initial voluntary compliance filing or an ongoing assistance and processing

service. This can be determined by the past reporting history and the resources the company plans to commit to the project.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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SUBJECT: VOLUNTARY COMPLIANCE AUDIT CANDIDATES Procedure Number: 2008-13

- C. The Director of Audits may assign an unclaimed property auditor to conduct a Voluntary Compliance Audit Preliminary Review. The auditor researches background information including capital and reporting history of the company. The auditor sends an introductory letter to the company officers, and schedules a telephone conference with them. Where feasible, the auditor arranges an on-site conference.
- D. The Director of Audits will notify contract states that a holder wishes to participate in a cooperative audit and ask for feedback from the states.
- E. Holders participating in cooperative audits will be included on monthly Work-in-Progress report.
- F. The Voluntary Compliance Conference. The conference is scheduled with the Controller, Accounting Manager, or Tax Manager. These individuals are asked to invite personnel in the company who would be most likely to deal with unclaimed property. The main purpose of the conference is to explain the company's legal reporting and compliance responsibilities. The unclaimed property auditor will deliver the necessary reporting forms, instructions and be prepared to answer questions from the company's personnel to aid them in complying with the law. Unless there are special circumstances, the company is notified when the initial unclaimed property report is expected and what period is covered. The unclaimed property auditor will schedule a follow up review of the holder's initial report.
- G. The Follow Up Review. The auditor/examiner receives the initial report from the company and reviews the report for completeness, accuracy, and feasibility as compared to reports within the industry. The examiner works to resolve any discrepancies with the company. The examiner arranges and tracks follow up due dates for the company to submit corrections or clarify issues raised by the examiner's review. If required, the examiner makes a recommendation that unclaimed property auditors conduct additional field work. The Director of Audits will review the recommendations and assign field audits or make suggestions for additional corrective action by the examiner.
- H. In some circumstances, the unclaimed property auditor will review company records and assist the holder with identification of the type of accounts where the company may be holding unclaimed property. Typical accounts are:
 - 1. Checking accounts
 - 2. Accounts payable
 - 3. Accounts receivable (credits)

4. Miscellaneous income & expense (write-offs)
5. Suspense
6. Equity & Debt
7. Rebates

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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SUBJECT: VOLUNTARY COMPLIANCE AUDIT CANDIDATES Procedure Number: 2008-13

- I. In some circumstances, the unclaimed property auditor will analyze the company's internal financial accounting records to determine if any unclaimed fund accounts may be reportable. Financial accounting records to review are:
 1. General ledger liability account balances and subsidiary accounting records.
 2. Outstanding check listings and bank reconciliations of payroll and accounts payable cash accounts for parent, subsidiaries and divisions owned. Outstanding check balances in closed checking accounts are potentially reportable as well. These include payroll checks, employee benefit checks and accounts payable checks
 3. Journal entry write-offs of unclaimed amounts taken into income or charged against expense should be reinstated and reported.
 4. Review undelivered refund and vendor checks returned in the mail.
 5. Review the corporate debt and equity records to determine undistributable, undeliverable, underlying and unexchanged shares of stock, and funds due to bond redemptions, interest payments, exchanges, dividends or other securities related payments. If the company contracts out some accounting functions, such as: equity transfers and payment or payroll service, request and review the following from those servicing agents/Third Party Administrators:
 - i. Outstanding and undeliverable dividend checks,
 - ii. Interest checks,
 - iii. Unredeemed bond or debenture principal from called/matured issues,
 - iv. Unclaimed monies/shares held or owed in dividend reinvestment plans.
 - v. Outstanding funds and shares of stock related to M&A events or Corporate Actions.

Include reporting guides with the packet which covers frequently asked questions that arise during an unclaimed property review

PROCESS UNCLAIMED PROPERTY DATA

(See procedure Number 2008-59)

REPORT AND REMIT UNCLAIMED PROPERTY

(See procedure Number 2008-60)

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: **2008-14**
Effective Date: **September 1, 2008**
Approval: _____

SUBJECT: CONTACT WITH HOLDER

PURPOSE: To describe the procedures used for assisting the States in contacting holders concerning compliance with the Unclaimed Property Laws of the States.

DISCUSSION: It is necessary to contact holders who are not in compliance with the Unclaimed Property Law to stimulate compliance. Often a letter or telephone call is more efficient than a field audit.

PROCEDURE: I. WRITTEN CORRESPONDENCE

A. Correspond in writing to holders concerning the following:

- (1) Filing of reports (i.e. None or Negative).
- (2) Omission of property types relative to holder.
- (3) Holder is not listed on holder data base.
- (4) Any unreported property from mergers or acquisitions.
- (5) Any other reporting obligations.

II. TELEPHONE CONTACTS

- A. Contact holders via telephone when the situation does not necessitate a letter.
- B. Respond to inquiries from the holders concerning compliance with the Unclaimed Property Law.
- C. Record all telephone conversations on the Telephone Call Record or Auditor's Notes form and file these in the correspondence folder for the holder.

III. FOLLOW-UP TO HOLDER CONTACT

- A. Review all correspondence received as a result of a compliance letter.
- B. Respond to all correspondence. Place all correspondence in the holder compliance folder.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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SUBJECT: CONTACT WITH HOLDER

Procedure Number: 2008-14

- C. Review all unclaimed property reports received as a result of holder contact and determine if they have been completed properly. Place a copy of the reports in the holder's compliance folder.
- D. Follow-up with the holder either by letter or telephone if the report is not completed properly.
- E. Submit the following to the Auditor:
 - (1) Holder's compliance file folder
 - (2) Compliance information sheet
 - (3) Monthly activity report information
- F. Auditor will update compliance control file on database and file holder's compliance folder.
- G. Recommend possible audits or contacts to the Director of Audits.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-16
Effective Date: September 1, 2008
Approval: _____

SUBJECT: SCHEDULING EXAMINATIONS

PURPOSE: To describe the procedures used to schedule.

DISCUSSION: In order to maximize productivity and to minimize the inconvenience to the holder, examinations are to be performed upon written notice to the holder and upon holder confirmation of an examination date.

PROCEDURE: I. SCHEDULING EXAMINATIONS

- A. Candidates are selected for audit based on set priorities (See Procedure "Selecting Audit Candidates" 2008-10).
- B. Telephone selected candidates announcing audit intentions and schedule mutually agreeable date (See Procedure "Pre-entrance Requests" 2008-18).
- C. An entrance letter confirming the examination starting date and requesting records is sent to each candidate (See Procedure "Pre-entrance Requests" 2008-18).
- D. Make reservations for travel and accommodations if needed.

II. CONFIRM EXAMINATION

- A. Approximately one week prior to audit, contact holder to confirm audit date and time and that the requested documentation is ready.
- B. Inquire as to any questions the holder may have.

III. RE-SCHEDULING EXAMINATIONS

- A. After entrance letter is sent, holder may contact AIC to reschedule the audit.
 - (1) Encourage holder to keep original date scheduled
 - (2) Reschedule audit as soon as possible.
 - (3) Send letter confirming the new audit date.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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SUBJECT: Scheduling Examinations

Procedure Number:

2008-16

- B. Holder may request to re-schedule audit a second time.
 - (1) Select rescheduled audit date.
 - (2) Send letter confirming both new audit date and that interest begins accruing if applicable.

IV. REFUSAL OF HOLDER TO SCHEDULE EXAMINATION

See Procedure "Problem Holders" 2008-46

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-18

Effective Date: September 1, 2008

Approval: _____

SUBJECT: PRE-ENTRANCE REQUEST

PURPOSE: To describe the procedures used to confirm an examination and request information.

DISCUSSION: Prior to examination, the Auditor-In-Charge notifies holder of date of examination by phone and follows-up with a letter confirming date and requesting information.

PROCEDURE: I. CONTACT PERSON VIA TELEPHONE TO:

- A. Explain briefly the audit program and areas that will be examined.
- B. Confirm date for examination to begin.
- C. Establish arrival time.
- D. Ask for directions to exam site.
- E. Request working hours.
- F. Ask if parking is available.
- G. Inquire as to nearby hotels.
- H. Inquire regarding work space availability.

II. SEND ENTRANCE LETTER (SEE ATTACHED)

- A. Context of letter should confirm the following:
 - (1) Date examination begins.
 - (2) Arrival time.
 - (3) Number of auditors
 - (4) States representing
- B. Request the related records including:
 - (1) Prior unclaimed property reports including supporting work papers.
 - (2) Internal memos or legal opinions relating to unclaimed property.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

SUBJECT: PRE-ENTRANCE REQUEST

Procedure Number:

2008-18

- (3) Accounting and operational policies and procedures pertaining to unclaimed property.
- (4) Description of the holder's unclaimed property identification and reporting process and systems.
- (5) Records retention schedule.
- (6) Copy of the latest financial report including notes.
- (7) Descriptive Chart of Accounts.
- (8) Bank reconciliations and outstanding check listings for all active and closed disbursement accounts for the past five years along with their respective bank statements. The outstanding check lists should include check issue dates.
- (9) Written documentation of check voiding policy and how outstanding checks are cleared.
- (10) Detailed general ledger for the last month of the last fiscal year which includes closing and adjusting entries.
- (11) Detail of any general ledger accounts containing unclaimed property.
- (12) Aged accounts receivable credit balance reports, if applicable.
- (13) General journal entries for the past five years, including closing and adjusting entries.
- (14) Accounting procedures concerning unidentified remittances and detail of any account(s) containing unidentified remittances.
- (15) Listing of institutions acting as dividend or bond paying agents and/or stock transfer agents for the holder and its subsidiaries, if a publicly held company, note if more than one agent.
- (16) Names, addresses and contact information of third party administrators who do disbursements for the holder.
- (17) Policies and procedures regarding rebates and other payments to customers.
- (18) List of uncashed payroll and employee benefit payments.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-20

Effective Date: September 1, 2008

Approval: _____

SUBJECT: GENERAL AUDIT STANDARDS

PURPOSE: To set forth audit standards for the performance of Unclaimed Property audits.

DISCUSSION: General auditing standards form the basis for the execution of the audit for unclaimed property.

PROCEDURE: I. GENERAL STANDARDS

A. Qualifications

- (1) The audit is to be performed by a person or persons having adequate technical training and proficiency as an auditor. Unclaimed Property Auditors should have knowledge of accounting and auditing principles and be able to apply this knowledge to an Unclaimed Property audit.
- (2) Each auditor is to have knowledge of Unclaimed Property law, both statutory and case law.
- (3) Auditors are responsible for maintaining technical competence through continuing education.

B. Independence

- (1) Auditors are to be free from personal, external, or organizational biases and must be independent in attitude and appearance.
- (2) Unclaimed Property Auditors must be independent in order to maintain the public's confidence.
- (3) If lack of independence and objectivity will impair an auditor's participation, the auditor may request that he or she not be assigned to that audit.

C. Due Professional Care

- (1) The auditor must employ professional standards in performing Unclaimed Property audits.
- (2) The auditor is to ensure that the holder is aware of the scope and objectives of the audit and should obtain a good understanding of the holder's operations.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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SUBJECT: GENERAL AUDIT STANDARDS Procedure Number: 2008-20

- (3) When selecting tests and procedures to be applied during fieldwork, the auditor should consider the audit objectives, effectiveness of internal control and cost vs. benefit of the audit work being performed.
- (4) The auditor should be alert for the mishandling of dormant funds and situations indicative of noncompliance.
- (5) The auditor is to continue fieldwork until he or she is confident that all amounts of unclaimed property have been identified.
- (6) The auditor is to follow-up at a later date on non-complying audits to ensure that corrective action has been taken by the holder.

D. Scope Impairments

- (1) When factors imposed by the holder restrict the audit or interfere with the Unclaimed Property Auditor's ability to form objective opinions, the auditor should take steps to have the limitations removed.
- (2) If the auditor is unable to remove the restrictions imposed by the holder, the auditor is to refer to Procedure 2008 - 46 "Problem Holders".
- (3) The most common impairment is the denial of access to old accounting records or the denial of interviews with key officials and employees of the organization. All impairments are to be documented.

E. Confidentiality

- (1) The Unclaimed Property Auditor is to hold in strict confidence all information concerning a holder's affairs that is acquired in the course of the audit consistent with the terms of any confidentiality Agreement with the holder.
- (2) If certain information is prohibited from general disclosure, the report shall state the nature of the information omitted and the reason for its omission.

II. FIELD STANDARDS

A. Planning

- (1) The audit agenda is to be adequately planned and discussed with staff assigned to the examination.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

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SUBJECT: GENERAL AUDIT STANDARDS Procedure Number: 2008-20

- (2) Audit programs detailing step-by-step procedures are to be followed for each type of property being examined.

B. Study and Evaluation of Internal Control

- (1) The auditor is to establish a basis for reliance on internal control to determine the nature, extent, and timing of the audit tests to be applied.
- (2) The auditor should determine whether the holder has appropriate policies and procedures in place to enable it to comply with the Unclaimed Property Law.
- (3) The auditor is to provide constructive suggestions to holders concerning improvements in internal control.

C. Working Papers

- (1) Working papers are to contain the detail to support the audit findings. They are to be legible and should only include information that is relevant to the Statement of Examination Findings.
- (2) Work papers are to be numerically indexed and cross-referenced so that future auditors will be able to follow the audit trail. (See Procedure 2008-40 "Work paper Technique")

III. REPORTING STANDARDS

- A. The audit report is to state whether the holder is in compliance with the Unclaimed Property Law or in noncompliance.
- B. Scope limitation(s) should be stated in the audit report. (See Procedure 2008-46 "Problem Holders")
- C. Any material deficiencies detected during the examination are to be included in the audit report.
- D. A copy of the audit report along with supporting schedules is to be given to the States. A duplicate copy is to be maintained in the audit file.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-22

Effective Date: September 1, 2008

Approval: _____

SUBJECT: USE OF AUDIT PROGRAMS

PURPOSE: To describe the procedures utilizing audit programs in the performance of an unclaimed property audit.

DISCUSSION: An audit file should be prepared for each audit and is essential to conducting audits efficiently and effectively. Auditing Standards define an audit program as detailed steps and procedures to be followed in conducting an audit and preparing an audit report.

PROCEDURE: I. SELECT AUDIT PROGRAMS

- A. The Auditor-in-Charge/staff assembles audit files based on special characteristics of the holder and determines if the programs will achieve the proposed goals.
- B. Audit programs are maintained electronically and in hard copy.

II. THE AUDIT PROGRAMS PROVIDE THE FOLLOWING INFORMATION:

- A. Series of audit procedures applicable to holder.
- B. Basis for assigning work.
- C. Basis for summary of work done.

III. AUDIT PROGRAM GUIDELINES

- A. The Audit Programs are not intended to be all-inclusive; therefore, the Auditor-in-Charge must apply judgment in developing additional/alternative procedures since unique field problems may be encountered.
- B. Audit Programs should be updated based on staff experiences and changes in the unclaimed property and related statutes
- C. Two phases of the Audit Program:
 - (1) The compliance testing phase includes observation tests, detailed tests of transactions, and interviews with holder personnel.
 - (2) The substantive testing phase includes tests of the details of balances and analytical review procedures.
 - (3) The end result of completed audit programs will be an organized, understandable file and an accurate audit report.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-24

Effective Date: September 1, 2008

Approval: _____

SUBJECT: AUDIT FILE FORMAT

PURPOSE: To describe the procedures used in compiling the completed audit file.

DISCUSSION: All audit files need to be compiled in the following format to insure consistency and ease in reviewing.

PROCEDURE: I. GENERAL INDEX

SECTION 100

- (1) Report Guide Sheet
- (2) Managers Review Program

SECTION 200

- (1) Title page "as of" date records examined
- (2) Table of contents
- (3) Letter to holder
- (4) Statement of Examination Findings (if applicable)
- (5) Management Advisory Comments (if applicable)
- (6) Supporting schedule(s) (if applicable)

SECTION 300

- (1) Correspondence and Telephone Record
- (2) Telephone call record
- (3) Copies of all correspondence received or sent in chronological order.
- (4) Unclaimed property reports received as a result of an audit, if applicable Detail Schedule of Findings
- (5) Records Request

SECTION 400

- (1) Audit Roster
- (2) Time Allocation Report

SECTION 500

- (1) Review of Internal Control
- (2) Internal Control Questionnaire Module

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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SUBJECT: AUDIT FILE FORMAT

Procedure Number:

2008-24

SECTION 600

- (1) Audit Program Index
- (2) Pre-Audit Steps
- (3) Audit Opening Steps
- (4) Audit Review Steps
- (5) File Review Steps

SECTION 700

- (1) Auditors Notes
- (2) Outstanding Issues
- (3) Records Request

SECTION 800

- (1) Holder information. (As applicable)
 - Holder Profile
 - Hoovers, Moody's, Capital Changes Reports, etc.
 - Annual Reports, etc.
 - Organization Chart
 - Policy and procedures of holders
 - Contracts, rules and regulation of holders.

SECTION 900

- (1) Unclaimed Property Report Analysis
- (2) U/P Report Audit Program
- (3) States which reports are filed to
- (4) Related work papers

SECTION 1000

- (1) General Ledger Review
- (2) Journal Entry Review Matrix
- (3) Chart of Accounts
- (4) Trial Balance

SECTION 1100-2000

- (1) Audit Program used
- (2) Audit Findings Schedule(s)
- (3) Supporting work papers

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-26
Effective Date: September 1, 2008
Approval: _____

SUBJECT: NO DATE PROPERTY

PURPOSE: To describe the procedures used to evaluate and schedule no date property.

DISCUSSION: During the course of the examination unclaimed property may be identified which cannot be adequately aged or dated due to insufficient record keeping by the holder. In these instances, an auditor must make a reasonable and supportable determination as to whether the property should be classified as demandable, reportable, or reinstatable.

PROCEDURE: I. EVALUATING PROPERTY

A. Attempt to date property based on available records by:

- (1) Examining sequence of check numbers, certificates, patient or customer numbers, any other property identification numbers.
- (2) Determining length of time present chart of accounts or selected accounts have been in use.
- (3) Establishing conversion date.
- (4) Reviewing operational characteristics of holder including stock offerings, new product offerings, the opening of new stores, plants, etc.
- (5) Analyzing holder's reporting history.

II. SCHEDULING PROPERTY

A. Provided that the preceding evaluations were performed and given that current records are generally more accurate than historical records, any property which cannot be reasonably dated will be treated as demandable subject to the requested research of the holder. Property that can be reasonably aged will be scheduled in

accordance with Procedure 2008-44 "Demandable, Reportable, and Reinstatable Property".

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-28

Effective Date: September 1, 2008

Approval: _____

SUBJECT: NO ADDRESS PROPERTY

PURPOSE: To describe the procedures used to evaluate and schedule no address property and distribute same to the proper State.

DISCUSSION: During the course of the examination unclaimed property may be identified which cannot be adequately assigned to a State due to insufficient record keeping by the holder. In these instances, an auditor must make a reasonable and supportable determination as to which State the property should be reported to.

PROCEDURE: I. EVALUATING PROPERTY

A. Attempt to secure name and address of the owner of property based on available records by:

(1) Examining supplemental documents such as vendor registers and employee pay records.

(2) Determining existence of alternate sources of names and addresses such as 1099 records.

II. SCHEDULING PROPERTY

A. Provided that the preceding evaluations were performed and given that supplemental records are generally reliable, contact the States involved and get further directions.

III. NO RECORDS AVAILABLE

A. Allocate to States according to the governing court cases (See procedure 2008-38 "Auditing for Multiple States")

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-30
Effective Date: September 1, 2008
Approval: _____

SUBJECT: UNDERLYING SHARES AND THE DETERMINATION OF ABANDONMENT

PURPOSE: To describe the procedures used to evaluate and schedule underlying shares and distribute them to the proper State.

DISCUSSION: During the course of the examination the auditor will seek evidence of shares of stock that the holder has been unable to deliver to a shareholder, and shares of stock that have been issued to a shareholder and thereafter have been abandoned by the owner.

PROCEDURE: I. AUDIT PROGRAM

A. The auditor will follow the steps outlined in the audit program, which include, but are not limited to the following:

- (1) Analyze the history of the holder (i.e.: classes of stock outstanding, stock splits, stock dividends, mergers, acquisitions, etc.)
- (2) Request that the company obtain records identifying unexchanged and/or undeliverable stock certificates, outstanding dividend checks, dormant book entry accounts returned from the post office (RPO) accounts and inactive dividend reinvestment accounts, if the company uses an outside transfer agent.
- (3) Document successive periods of uncashed dividend checks and determine if underlying shares can be claimed.
- (4) Prepare spreadsheets for identifying unexchanged and underlying shareholder accounts, including:
 - a. Owner information (name, last known address, social security number, and account number, if known)
 - b. Issue name and type

II. AUDIT FINDINGS

- A. Include unclaimed property amounts due each state based on that State's statutes. When citing the underlying share as unclaimed property, the share should be claimed based on the applicable state statute (i.e. holding periods may vary).
- B. Include all categories of property.

C. Property will be reported under terms of contract.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-32
Effective Date: September 1, 2008
Approval: _____

SUBJECT: BANKRUPTCY

PURPOSE: To describe the procedures used when a holder of unclaimed property files for bankruptcy.

DISCUSSION: Federal bankruptcy law does not always preempt state escheat laws. The States may have the right to stand in the shoes of the owners who cannot be located.

PROCEDURES: I. NOTICE OF BANKRUPTCY

- A. The auditor-in-charge receives notice of a corporation in bankruptcy:
- (1) By receipt of a proof of claim form from the bankrupt.
 - (2) By notification from another vendor (Clearinghouse) or State.
 - (3) From learning of the bankruptcy through research (newspaper).
 - (4) From telephone inquiry to bankruptcy courts.

II. CONTACT STATES

- A. Contact the States involved and get further directions when:
- (1) It is determined that a sufficient basis for making a claim exists and a proof of claim may be submitted.
 - (2) The holder (bankrupt) never filed a report or filed only negative reports and nothing suggests any possibility of a substantial claim against the bankrupt.
- B. When the auditor-in-charge has notice of a bankruptcy, Due Care should be taken that no effort is made to pursue other collection efforts or an audit of the bankrupt company in order to avoid making the bankruptcy judge angry for interfering with the conduct of the bankrupt business by the trustee and bankruptcy court.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 1

Procedure Number: 2008-33
Effective Date: September 1, 2008
Approval: _____

SUBJECT: OUT OF PROOF REPORTS

PURPOSE: To describe the procedures used to evaluate and schedule out of proof reports and distribute same to the proper State.

DISCUSSION: Out of proof reports are those in which inaccurate record keeping results in more accounts listed in the report than actual accounts exist, for which property is remitted to the State at a value less than the total of the report. It is Audit Services, U.S., LLC's intent in all examinations to reconcile the property to the report; however, it recognizes that holders holding equity issues will sometimes have inadequate records to determine whether or not an owner has been previously paid. The States may find it acceptable for the holder to submit a report that is short or "out of proof."

PROCEDURE: I. ACCEPTANCE OF OUT OF PROOF REPORTS

A. Out of proof reports will only be accepted when:

- (1) Written assurances are provided by the holder that should all owners come forward, the holder will provide the balance due.
- (2) The reports are clearly marked as out of proof and the reason the report is out of proof is certified by the holder or the Holder's agent.
- (3) Approval has been received from the States involved to accept an out of proof report.

II. VERIFICATION AND NOTIFICATION

- A. When notified of an out of proof report, the auditor will verify the amount or percentage by which the report varies.
- B. The auditor-in-charge will notify the States involved of how much the holder is "out of proof" and will await further instructions or approval from the States.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-34
Effective Date: September 1, 2008
Approval: _____

- SUBJECT:** LOCATING AND EVALUATING HISTORICAL RECORDS
- PURPOSE:** To describe the procedures used in determining the oldest records required for the examination, and in locating and evaluating said records.
- DISCUSSION:** Due to the long-term nature of unclaimed property dormancy periods complications are continually encountered in relation to the availability of records or the lack of certain types of records.
- PROCEDURE:**
- I. EXAMINATION SCOPE**
 - A. Normally research the last five years.
 - B. If noncompliance is evident, research as far back as needed or allowed by each State's law.
 - C. If holder is in compliance, it is not necessary to extend the scope of the audit.
 - D. If the first report filed covers the entire reach back period for all property types permissible under the law, further research is not required.
 - II. LOCATING RECORDS**
 - A. Determine that the records exist
 - (1) Examine record retention manuals.
 - (2) Interview key employees.
 - (3) Review oldest available written procedures, memos, and files.
 - (4) Establish record keeping practices from audit trail.
 - B. Verify the location of the records
 - (1) Determine who has control of the records.
 - (2) Examine records storage areas.
 - (3) Inspect the records.
 - C. If records are not available, have holder sign record request letter acknowledging that the records are not available.

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PROCEDURE NUMBER:

2008-34

SUBJECT: LOCATING AND EVALUATING HISTORICAL RECORDS

III. EVALUATING RECORDS

- A. Determine the existence of required records.
- B. Age available documentation and recorded activities.
- C. Decide if available documentation is adequate to calculate and support examination findings as needed.
- D. Prepare an estimate from available records if holder's record retention is inadequate and there is evidence of noncompliance and the holder is incorporated in a State that allows estimation (See Procedure 2008-36 "Estimates").

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-36
Effective Date: September 1, 2008
Approval: _____

SUBJECT: ESTIMATES

PURPOSE: To review the conditions and circumstances requiring the performance of estimates and to recommend procedures to be used in computing estimates.

DISCUSSION: The availability of the holder's records and cost benefit determinations may compel the audit staff or the holder's personnel to estimate the value of demandable and reportable property. For amounts in excess of the State's aggregate value, every reasonable effort should be undertaken to ensure that the reporting of all available last known names and addresses will not be jeopardized by performing an estimate.

PROCEDURE: I. CIRCUMSTANCES REQUIRING ESTIMATES

A. RECORDS UNAVAILABLE

- (1) When the holder's record retention policy limits the scope of the examination, a review of the available records should be used to estimate areas of noncompliance for the periods in which the record keeping was inadequate (See Procedure 2000-26 "No Date Property").
- (2) Have holder sign Record Request Form acknowledging that the records are not available.
- (3) Determine the method of Estimation
- (4) Have holder sign mutually agreed upon method of estimation.

B. RECORDS AVAILABLE

- (1) Circumstances may arise where the holder's record keeping is adequate, however, due to the cumbersome nature of the holder's records or to the volume of specific unclaimed property items, it may be cost beneficial to estimate the total findings in a given area. The Auditor-in-Charge should determine whether an estimate performed by the audit staff or by the holder's personnel will generate the most accurate and cost effective assessment. The States involved must approve of this plan.
- (2) Have holder sign Record Request Form
- (3) Determine the method of Estimation

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SUBJECT: ESTIMATES

Procedure Number:

2008-36

II. VALIDITY OF FINDINGS

- A. When holder research is not feasible or past records are not available for 100% of the findings, a sampling may be performed to determine accounting errors. The result will be applied to the total population.
- B. Inform the holder that the result of the sample will be applied to the total population.

III. PROPORTIONATE FOR MULTIPLE STATES

- A. In the event that property is due multiple states, a reapportionment may be performed.
- B. The States must approve any apportionment of names and address when records are available.
- C. Have holder sign mutually agreed upon method of estimation

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Procedure Number:

2008-38

Effective Date:

September 1, 2008

Approval: _____

SUBJECT: AUDITING FOR MULTIPLE STATES

PURPOSE: To describe the procedures for identifying property belonging to various states and assuring compliance with Supreme Court cases.

DISCUSSION: Audit Services has contracts with the District of Columbia and numerous states, which call for representation during an audit. Auditors should make the holders aware of the benefits of filing one report to Audit Services rather than reporting to numerous states.

PROCEDURE: I. IDENTIFYING PROPERTY BELONGING TO VARIOUS STATES

A. Determine States in which Holder Has Filed

- (1) Through interview with holder.
- (2) "States Filed To" work paper checklist.
- (3) Reviewing previously files reports.

B. Determine States in which Holder Has Liability

- (1) Last known addresses of demandable, reinstatable and reportable property.
- (2) Rules of Texas vs. New Jersey and Delaware vs. New York.
- (3) State of incorporation.

C. Inform Holder of Our Obligation

- (1) To collect and remit to States with contracts.
- (2) To inform states of holder's potential liability.

III. AUDIT FINDINGS

- A. Include unclaimed property amounts due each state based on that State's statutes. The holder should be informed that it is the responsibility of the holder to remit property in accordance with the dormancy periods of each state.
- D. Include all categories of property.
- E. Include aggregate amounts if not incorporated in States under contract.
- F. Property will be reported under terms of contract.

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Procedure Number:

2008-38

SUBJECT: AUDITING FOR MULTIPLE STATES

G. Underlying Shares, if Applicable

- (1) Because of potential liabilities special attention should be placed on stock activities.
- (2) When citing the underlying share as unclaimed property, the share should be claimed based on the applicable state statute (i.e. holding periods may vary).

IV. Holder Chooses Not to Remit State Findings to Audit Services.

- A. Notify States of amount due.
- B. Make available work papers and documentation if requested.
- C. Assist State in any way.
- D. Holder must provide proof such as copies of checks and reports to Audit Services that they have filed to other states.

V. Resources

- A. Quick Reference Section of Guide To Unclaimed Property And Escheat Laws by Anthony L. Andreoli.
- B. Unclaimed Property Offices in each state
- C. Individual state statutes.
- D. The ASUS Auditor Training Manual

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Procedure Number: 2008-40
Effective Date: September 1, 2008
Approval: _____

SUBJECT: WORKPAPER TECHNIQUE

PURPOSE: The purpose of work papers is to document the examination findings and the degree of compliance identified during the course of an audit.

DISCUSSION: Work papers support the basis for comments, exceptions and recommendations cited by the auditor in the report and are the historical records maintained by the auditor of work performed and findings. The form of work paper layout is a matter of individual auditor discretion. However, the auditor is expected to maintain clarity and consistently apply standard audit procedures. The intent of work papers is to display facts to other readers, not just the composing auditor.

PROCEDURE: I. WORK PAPER LAYOUT

A. SIZE

- (1) The file will be 8 1/2" X 11"
- (2) Pages should be folded or trimmed to accommodate the file size.
- (3) Work papers should all face the same way.

B. APPEARANCE

- (1) Work papers must be neat and orderly.
- (2) Work papers should be written in dark pencil, with references in red.
- (3) Notes should be written at the bottom of the page. If there is not enough space or the paper is not clear use another piece of paper to write the note and place it behind the work paper.
- (4) Only one side of the paper is to be used.

C. ORDER

- (1) SEE PROCEDURE 2000-24 "AUDIT FILE FORMAT"

D. HEADINGS

- (1) Each work paper should be headed as follows:
 - a) Top line - holder name

b) Following line - main subject

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SUBJECT: WORKPAPER TECHNIQUE

Procedure Number:

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- c) Third line, if necessary - specific purpose
- d) Each work paper should be initialed and dated when applicable in upper right hand corner below page number by the auditor doing the work and the person reviewing the work.

E. ATTACHMENTS

(1) Calculator Tape

- a) Calculator paper should be attached neatly to the work paper with glue or tape, and be properly referenced.
- b) The calculator should be cleared before using, as reflected with the .00 at the top of each tape or calculation.
- c) The tape should reflect the holder being audited and should be initialed by the auditor.

(2) Other Attachments

- a) Documents should be attached neatly to the worksheet with tape or glue.
- b) The attachment should reflect the holder being audited.
- c) Attachments should be neatly trimmed and/or folded to fit the 8 1/2" x 11" audit file size.
- d) Attachments should contain a description/explanation of its relevance to the audit.

F. PAGE NUMBERING

- (1) When numbering work papers the auditor should keep in mind that cross-references will be used. Therefore, page numbering should be simple and understandable.
- (2) Work papers are to be numbered using the work paper Index.
- (3) Work papers are to be numbered consecutively.
- (4) Page numbers should change with each new topic. Work papers relating to each topic should be subnumbered. For example:

Outstanding Checks Program (page 1)	1100
Outstanding Checks Program (page 2)	1100.01
Lead Schedule	1101
A Bank Reconciliation	1102

An Outstanding Check List
A Bank Reconciliation

1102.01
1103

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SUBJECT: WORKPAPER TECHNIQUE

Procedure Number:

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G. TICK MARKS

- (1) A TICK MARK IS A SYMBOL (LETTER, NUMBER, CHECK, MATHEMATICAL OR GEOMETRIC DESIGN) INDICATING THAT AN:
 - Audit function (foot, agree, confirm, trace, etc.) has been performed, or
 - Explanation or clarification exists in a footnote.
- (2) Always pencil tick marks in red and explanations in black.
- (3) To provide consistency in all work papers and facilitate review, the following standard tick marks should be used:

✓	Adequate, OK (a positive confirmation of the trait for which the auditor is testing)
^	Footed
<	Cross-Footed
T	Traced to outstanding checks
A	Agrees to bank statement
GL	Agrees to the general ledger
N/A	Not applicable
- (4) Explain Symbols Used: If additional tick marks are necessary, explain tick mark at the bottom of each work paper or reference to appropriate tick mark legend.

II. AUDIT PROGRAM COMPLETION

- A. Completed audit program steps are signed-off (initialed) and dated by the auditor who performed the work. All auditors working on an audit step should initial the audit program.
- B. If audit steps are added during the field work, the additional steps should be recorded on the audit program. Likewise, if steps are not applicable to the audit, a note stating the reason should be documented on the program.
- C. Tick marks are used in the reference column of the audit program when the referenced note applies to more than one step within the audit program or if there is not enough room under the audit step and must be explained elsewhere.

III. SOURCE, PURPOSE, OPINION STATEMENT (SPO)

A. SOURCE

- (1) Source of information and title of the source is reflected in the SPO. If the work papers in the section come from more than one source, each work paper should reflect the source.

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SUBJECT: WORKPAPER TECHNIQUE

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B. PURPOSE

- (1) A statement is written describing the reasons for performing the audit program. The section of law should be reflected if applicable.

C. OPINION

- (1) A statement(s) is written summarizing the results of tests with references to the corresponding work papers to provide detail. A conclusion to the audit work should be written.

IV. LEAD SCHEDULE

- A. Lead Schedules are prepared for sections that contain findings.
- B. Findings are cross-referenced to the supporting documents.

V. MISCELLANEOUS TECHNIQUES

- A. The work papers should be organized and cross-referenced to provide a clear record of work performed.
- B. Narratives should be used to document any steps taken during the audit that were not included in the audit program.
- C. Bulk materials are to be organized and filed separately with an appropriate cross-reference in the working papers. Summaries pertaining to bulk material should be properly filed in the related working papers.
- D. Be sure to resolve all questions and exceptions indicated in your working papers. Occasionally, you may not be able to immediately determine the disposition of some issues. These issues should be listed on work paper 701 - Outstanding Issues.
- E. Work papers that are attached to a single work paper and folded are to be numbered as such: 1/2, 2/2.
- F. If a page contains sections unrelated to the audit they are to be neatly crossed-out in red.
- G. To reference numbers to each other on the same work paper; small circles with corresponding letters and arrows are to be used. Example:

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SUBJECT: WORKPAPER TECHNIQUE

Procedure Number:

2008-40

VI. WORKPAPER REVIEW NOTES

A. PREPARATION

- (1) Review notes are prepared by the Director of Audits. Review notes are recorded on the work paper review note form with the name of the review note preparer and the auditor responsible for follow-up at the top of each page. If no review notes result from the review process, a review note sheet is not necessary.

B. CLEARANCE

- (1) The auditor is responsible for clearance of their own review notes and any others which are assigned. The auditor should write their responses to the review note in the comment column of the review note sheet. The auditor should also provide the corresponding review note number to his response to facilitate assurance that all review notes were addressed. If another auditor clears the review note, the auditor is to initial the response to provide accountability. Occasionally, the auditor clearing the review note will make an addition or correction to a work paper other than the page indicated in the review note. For these instances, the auditor clearing the note indicates where work was performed.

C. FOLLOW-UP

- (1) Review note follow-up should be completed as soon as possible to avoid interference in other projects. When the note is cleared it is crossed out with a red "I". If the follow-up has been delegated, the individual completing the follow-up includes his initials with the "I" for accountability. When all review notes have been cleared they are retained by the audit manager.

VII. WORKING PAPER DEFICIENCIES

- A. For the most part, working paper deficiencies result when an auditor neglects one or more of these responsibilities:

- (1) Organizing the working papers properly
- (2) Rechecking all important calculations
- (3) Bringing exceptions to the attention of the auditor-in-charge and obtaining his acknowledgment of them.
- (4) Clearing exceptions noted in the working papers or carrying them forward to a pending matters list

- (5) Indexing all working papers properly. This procedure includes a clear logical system of numbering and the reflection in the cross-reference of all numbering changes

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SUBJECT: WORKPAPER TECHNIQUE

Procedure Number:

2008-40

- (6) Using clear and logical working paper headings
- (7) Signing and properly dating work papers
- (8) Disclosing conclusions on the accounts being analyzed
- (9) Footing or test footing auditor prepared schedules
- (10) Explaining audit tick marks
- (11) Indicating sources of information where appropriate
- (12) Transcribing only useful information onto the working papers
- (13) Understanding the overall objective of an audit procedure, thereby ensuring against the mechanical performance of unimportant tasks
- (14) Recording accurately and legibly information to be used in confirmation requests (e.g., serial numbers, names, dates, property descriptions, amounts). All this information should be entered on working papers with extreme accuracy and should be suitable in all respects for transfer to confirmations.

Each of these items should be considered when performing a self-review of work papers.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-42
Effective Date: September 1, 2008
Approval: _____

SUBJECT: DOCUMENTATION REQUIREMENTS

PURPOSE: To describe the procedures for adequately documenting the audit steps performed.

DISCUSSION: Auditing standards require that sufficient, competent evidence be obtained by the auditor. The auditor must seek evidence that in their professional judgment is relevant and reliable. Examination of this evidence must be documented in the work papers (See Procedure 2008-40 "Work paper Technique"). A file of the audit findings is maintained as a permanent record.

PROCEDURE: I. DOCUMENTING AUDIT PROCEDURES AND FINDINGS

- A. The following definitions, principles, and concepts are to be considered when documenting audit procedures and findings:
- (1) Selectivity - The auditor should select information sufficient to draw an accurate conclusion.
 - (2) Reliability - The documentation should be reliable. It is important to remember that information such as oral statements, written statements, procedures, etc. are to be verified as to what is actually happening, not what should be happening.
 - (3) Relevance - The documentation must directly support an audit step or finding.
 - (4) Sufficiency - The quantity of documentation is usually a judgment call made by the auditor based on their experience. It is logical to say more documentation is required to support findings in areas of possible dispute.

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PAGE 1 OF 1

Procedure Number: **2008-44**
Effective Date: **September 1, 2008**
Approval: _____

**SUBJECT: DEMANDABLE, REPORTABLE, AND REINSTATABLE
PROPERTY**

PURPOSE: To describe the property classifications used in the "Statement of Examination Findings" which serve to inform the holder of the status of the various items of unclaimed property.

DISCUSSION: In order to assist the holder in complying with the audit findings, unclaimed property identified during the audit is divided into the following three classifications: Demandable, Reportable, and Reinstatable. By placing the property into these classifications, the holder is better able to account for the property and report it when due.

PROCEDURE: I. DEMANDABLE PROPERTY

A. Include in this category property that should have been paid or delivered to the States in prior years. The holder may deduct from this amount any property that is returned to the rightful owner or deemed accounting errors.

II. REPORTABLE PROPERTY

A. Include in this category property that is still on the books of the holder (credit balances, outstanding checks, etc.) which should be reported to the proper State in the future. The holder may deduct from the audit findings any amounts that are returned to the rightful owner or deemed accounting errors.

III. REINSTATABLE PROPERTY

A. Include in this category unclaimed property due to the proper State in future years that the holder has taken into income. This amount, less any items returned to the rightful owner or deemed accounting errors, will be reportable in the future based on the applicable statutory holding period.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-46
Effective Date: September 1, 2008
Approval: _____

SUBJECT: PROBLEM HOLDERS

PURPOSE: To develop guidelines for auditing holders who view an unclaimed property audit as an inconvenience and are not cooperative.

DISCUSSION: An occasion may arise where the holder does not agree with:

- the need to file a report
- the scope of the audit
- the records requested
- the property identified.

When this occurs the auditor needs to maintain professional decorum. The auditor should be aware of any possible legal implications that may arise as a result of the audit and document all discussions with the holder that take place before, during, and after the audit. It may be necessary to more fully document the audit work performed in order to fully support audit conclusions for discussion with problem holders.

PROCEDURE: I. THE AUDIT TEAM SHOULD BE KNOWLEDGEABLE OF:

A. Holder's Attitude Before the Audit

- (1) If holder attempts to delay audit
 - a. Be polite
 - b. Offer a choice of two dates
 - c. Select a date and set an arrival time
- (2) If holder objects to records requested
 - a. Submit a records request
 - b. Adhere to normal audit routine
 - c. Expand as necessary to obtain information
- (3) If holder protests types of property to be reviewed
 - a. Use the State unclaimed property manuals to illustrate types of property.
 - b. Refer to applicable paragraphs in the statute

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SUBJECT: PROBLEM HOLDERS

Procedure Number:

2008-46

B. Holder Conduct During the Audit

(1) Working conditions intolerable

- a. Request more appropriate conditions
- b. Consider general conditions available

(2) Holder delays in obtaining requested information

- a. Access to record areas speeds audit process
- b. Remain on site to see if records arrive
- c. Leave record request
- d. Set a time to return to review records

(3) Holder denies access to employees who prepare records and/or record storage areas

- a. Remind holder that the audit will proceed faster
- b. Refer to statutes on the examination of records

C. Holder Conduct After the Audit

(1) Protest audit (See Procedure 2008-58 - "Audit Protest")

(2) Disagree with findings

- a. Review each area with holder
- b. Negotiate compromise (with administration's approval)

(3) Review with holder possible penalty for failure to file

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

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SUBJECT: PROBLEM HOLDERS

Procedure Number:

2008-46

II. COMMUNICATION WITH HOLDER DURING AUDIT

- A. Adhere to the Statutes
- B. Be consistent-refer to conclusions reached on prior audits
- C. Keep holder informed during the audit
- D. When issues are uncertain, research and follow up with the holder later
- E. Record in auditor's notes all discussions taking place during the audit
- F. Give holder schedules of property identified (if possible, Statement of Examination Findings) at conclusion of field work
- G. Request records needed to complete audit

III. AUDITOR INVOLVEMENT

- A. Keep Director of Audits informed of any problems encountered during the audit
- B. Make Audit Contact aware of inappropriate conduct of holder employees

IV. HOSTILE HOLDER

- A. Under no circumstances does the audit staff tolerate abusive language from the holder.
- B. Explain that if abuse does not stop, the audit staff will vacate immediately and report back to management.
- C. Document the nature of abuse and the employee administering the abuse.

VI. KEEP STATES INFORMED

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-48

Effective Date: September 1, 2008

Approval: _____

SUBJECT: CONCURRENT AUDITS - CONFLICTS AND RESOLUTION

PURPOSE: To develop guidelines for eliminating and resolving possible disputes with other vendors when auditing holders who are also being audited by another vendor.

DISCUSSION: An occasion may arise where the holder or agent of the holder is being audit concurrently as Audit Services is conducting an audit.

PROCEDURE: I. PROCEDURE TO FOLLOW WHEN A CONFLICT OCCURS WITH ANOTHER VENDOR

A. COMMUNICATION

- (1) Inquire of the holder whether another vendor is auditing a division, branch, subsidiary, or a third party administrator or paying agent.
- (2) Authorizations to audit and audit notification letters inform the States of an impending audit by ASUS.
- (3) A quarterly Status Report informs the States of ASUS's audit candidate list and intentions to audit holders.
- (4) When ASUS is aware of a conflict, management will immediately contact the other vendor and try to resolve the matter without getting the States involved.

II. VOLUNTARY VS. INVOLUNTARY AUDITS

- (1) An involuntary audit takes precedence over a voluntary compliance when the contact dates are the same.
- (2) The vendor with the earliest State approval is considered by ASUS as the approved contractor.
- (3) When two contact persons from the same holder are contacted by different vendors at the same time, the States will decide who they want to work with. (Or the contact person with the highest authority will take precedence.)
- (4) When different subsidiaries or divisions are contacted by different vendors at the same time, the States will decide who

they want to work with. (Or the contact person with the highest authority will take precedence).

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Procedure Number:

2008-48

SUBJECT: CONCURRENT AUDITS - CONFLICTS & RESOLUTION

- (5) A CPA firm bringing a holder into voluntary compliance is not considering a conflict. Ask for directions of the States.

IV. GENERAL LEDGER VS. EQUITY

- A. When auditing a holder and a request for records from a third party agent has been made and same agent goes through another vendor, ASUS takes the position that any monies received by the states are as a result of ASUS audit efforts.
- B. When auditing a third party records and the third party routinely reports through another vendor. Any monies that would not have been turned over routinely by the agent are considered as a result of ASUS audit efforts.

V. STATES DIRECTIONS

- A. State instructions take precedence over any subsequent procedure

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

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Procedure Number: 2008-50
Effective Date: September 1, 2008
Approval: _____

SUBJECT: AUDIT REPORT

PURPOSE: To describe the procedures used in preparing a standardized audit report of unclaimed property.

DISCUSSION: After audit fieldwork is completed, a closing conference is held with holder personnel. At this time, a rough draft of the Statement of Examination Findings and/or supporting schedules are furnished to the holder and explained in detail. A completed audit report is prepared upon returning to the office and mailed to holder and to each State represented.

PROCEDURE: I. COMPLETE AUDIT REPORT

A. TITLE PAGE

- (1) Holder's name, subsidiaries, FIN, city and state
- (2) Audit Cut-Off Date

B. CONTENTS PAGE

- (1) Letter to Administrator
- (2) Statement of Examination Findings
- (3) Management Advisory Comments
- (4) Schedules of Examination Findings

C. LETTER TO HOLDER

- (1) Non-Compliance Letter - If holder is not in compliance with the Unclaimed Property Law.
- (2) Compliance Letter - If holder is in compliance with the Property Law.

D. STATEMENT OF EXAMINATION FINDINGS

- (1) Property should be listed by type and due date and is categorized as demandable, reportable, and/or reinstatable.
- (2) Definitions for amounts demandable, reportable, and reinstatable are at the bottom of the page.

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SUBJECT: AUDIT REPORT

Procedure Number:

2008-50

E. MANAGEMENT ADVISORY COMMENTS

- (1) Includes any reporting or internal control weaknesses noted during the audit, and references appropriate paragraph of statute.
- (2) Condition is stated and followed by a recommendation.
- (3) Holder response to recommendation, if necessary.

F. SCHEDULES TO SUPPORT STATEMENT OF EXAMINATIONS FINDINGS, AS NEEDED.

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Procedure Number: 2008-52
Effective Date: September 1, 2008
Approval: _____

- SUBJECT:** AMENDED FINDINGS
- PURPOSE:** To describe the procedures employed in the receipt of amended figures to audit findings.
- DISCUSSION:** After audit field work is completed the holder furnishes the audit staff additional documentation which may amend the audit report.
- PROCEDURE:**
- I. AMMENDING FIGURES TO AUDIT FINDINGS**
 - A. MINIMUM ADJUSTMENTS - VOLUMINOUS SCHEDULE:**
 - (1) Strike through changes with diagonal line.
 - (2) Strike through page totals with diagonal line and record new total.
 - (3) Alter or strike through all schedules and audit report.
 - (4) Use sufficient tick marks and notations.
 - B. AFTER FIELD WORK AND BEFORE AUDIT REPORT IS ISSUED:**
 - (1) Verify and reconcile amended documentation to the original work papers.
 - (2) Place amended work papers and documentation in front of original work papers using the same work paper numbers with a prefix "A" denoting amended.
 - (3) Change lead schedules by striking through original findings and replace with amended figures. (NOTE sections accordingly)
 - (4) If on computer worksheet, amend figures.
 - (5) Prepare audit report and audit remittance control using amended figures.
 - C. AFTER AUDIT REPORT IS ISSUED:**
 - (1) Verify and reconcile amended documentation to the original work papers.
 - (2) Place amended work papers and documentation in front of original work papers using the same work paper numbers with a prefix "A".

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SUBJECT: AMENDED FINDINGS

Procedure Number:

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- (3) Place amended lead schedule in front of original schedule using the same work paper number with an "A" prefix. Strike through original schedule with a diagonal line and Note accordingly.
- (4) Place amended audit report section in front of original schedule using the same work paper number with an "A" prefix. Strike through original schedule with a diagonal line and Note accordingly.
- (5) Place amended Audit remittance by State in front of original schedule using the same work paper number with an "A" prefix. Strike through original schedule with a diagonal line and Note accordingly.

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Procedure Number: 2008-54
Effective Date: September 1, 2008
Approval: _____

SUBJECT: AUDIT REVIEW

PURPOSE: To describe the procedures for reviewing the audit file upon completion of the audit.

DISCUSSION: The work performed by each auditor should be reviewed to determine whether it was adequately performed and to evaluate whether the results are consistent with the conclusions presented in the Statement of Examination Findings.

PROCEDURE: I. PURPOSE OF AUDIT REVIEW

- A. Audit complies with Unclaimed Property Audit Procedures
- B. Quality Control
 - (1) Ensure standards of the department have been met
 - (2) Work papers are of professional quality and fully support the work performed and conclusions reached
- C. Consistency in application of General Statutes
- D. Training tool for auditors
 - (1) The use of review notes to instruct staff provides an opportunity to improve their performance and inform them of things they do well.
 - (2) Positive notes will provide motivation and instruction
- E. Reduce audit time
Minimize audit time thereby reducing audit cost
- F. Future planning
 - (1) Recommendations to change audit program
 - (2) Eliminate or change certain work papers
 - (3) Reduce sample size

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SUBJECT: AUDIT REVIEW

Procedure Number:

2008-54

II. STAGES OF AUDIT REVIEW

A. Preparer/Auditor-in-Charge

- (1) Auditor reviews own work papers
- (2) Ensure that the Statement of Examination Findings is well supported
- (3) Audit covers all predetermined areas sufficiently

B. Director of Audits

- (1) Planned direction of audit was maintained
- (2) Policies of the department were adhered to
- (3) Overall quality of the audit was sufficient

C. Attorney as Needed

- (1) Protest
- (2) Court

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Procedure Number: 2008-55

Effective Date: September 1, 2008

Approval: _____

SUBJECT: FOLLOW-UP AUDIT FINDINGS

PURPOSE: To describe procedures used to ensure that the holder responds timely to a report of findings at the conclusion of an audit.

DISCUSSION: The date for a holder to respond to or comply with an audit is stated in the audit report. The audit contact is expected to make arrangements for remittance of the proper amount within the specified timeframe.

PROCEDURE: I. AUDIT REPORT

- A. The agreed upon date of compliance is to be included in the audit report that is mailed to the holder. (Maximum period granted for compliance - 120 days). If the holder requests more time, extensions may be granted with States' approval, but interest may be accruing after 120 days.
- B. The Auditor-In-Charge records all audit findings and the agreed date of compliance in the auditor's notes. These amounts reconcile to audit report.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 1

Procedure Number: 2008-56
Effective Date: September 1, 2008
Approval: _____

SUBJECT: REMITTANCE OF PROPERTY FROM HOLDER

PURPOSE: To describe procedures used to ensure that the holder remits the proper amount in a manner amenable to Audit Services in the interest of audit efficiency and accountability.

DISCUSSION: It is the responsibility of the Auditor-in-Charge to oversee proper remittance of funds by the holder. In most instances it is essential that funds be remitted through Audit Services to accommodate the states that require us to retain our fee from the property delivered.

PROCEDURE: PROVIDE INSTRUCTIONS TO HOLDER

- A. The Holder is encouraged to follow either of two methods for remittance of cash and two methods for remittance of securities. Cash can be remitted as a check, made payable to: "Audit Services, U.S., LLC, in trust for Unclaimed Funds" which is deposited in an interest bearing account in trust for the state immediately upon receipt. Or cash can be remitted by Wire Transfer into that same account. If the Holder prefers to wire funds they are provided with wire instructions for doing so. Securities must first be registered in the name of the state or its nominee. Then securities can be transferred by DTC or the physical securities can be delivered to our custodian bank until remittance by Audit Services to the state.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-57

Effective Date: September 1, 2008

Approval: _____

SUBJECT: SUBMISSION OF DATA BY HOLDER

PURPOSE: To coordinate transfer of data related to audit findings from the holders books and records to Audit Services' Data Processing Department in order to be able create report files of the proscribed type for each state the reflect accurately the findings of the audit.

DISCUSSION: It is the responsibility of the Auditor-in-Charge to coordinate with the sometimes numerous sources of data at the holder to facilitate delivery of data to Audit Services that is intelligible to Audit Services' Data Processing Department and properly represents the audit findings in the interest of audit efficiency and accountability.

PROCEDURE: I. EVALUATE AVAILABILITY OF DATA FROM HOLDER

- A. The Auditor-In-Charge is responsible for determining what data is available in electronic formats and which is only accessible from paper records.
- B. The Auditor-In-Charge will coordinate with the holder's data processors to provide all available electronic data representing the unclaimed funds to be processed. Audit Services Data Processing Supervisor is available for any technical consultation that will facilitate this coordination.
- C. The Auditor-In-Charge will coordinate with the holder's accounting personnel to generate electronic forms of data previously available only from paper records. The Auditor-in-Charge will consult with Audit Services Data Processing Supervisor to ensure that data formats created will contain the necessary information for processing and be in a form that will be practical and efficient for Audit Services use.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

SUBJECT: SUBMISSION OF DATA BY HOLDER Procedure Number:

2008-57

II. TRANSFER OF DATA FROM HOLDER

- A. The Auditor-in-Charge will provide instructions to the holder as to how to submit the relevant data to Audit Services. In most cases the relevant data will already be incorporated into the files and work papers that have been accumulated during the course of the audit. Occasionally, as a result of research and due diligence, the difference between potential findings and actual findings is considerable and the creation of additional data files that represent the final results of the audit is practical.
- B. When final data files can be assembled during on site field work these files can be transferred securely using standard media such as diskettes or CD's. If final data files need to be assembled after all field work has been completed, the Auditor-in-Charge will instruct the holder to transfer files to himself/herself using secure FTP methods to be reviewed and reconciled to the audit work papers.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-58
Effective Date: September 1, 2008
Approval: _____

- SUBJECT:** FINAL RECONCILIATION OF AUDIT FINDINGS
- PURPOSE:** To ascertain that the property received, to be delivered to the state, and the related data reflect accurately the findings of the audit.
- DISCUSSION:** It is the responsibility of the Auditor-in-Charge to coordinate with Audit Services data processing and accounting functions to determine that the data and property received reconcile to the audit findings and to each other prior to creation of data reports for the state.
- PROCEDURE:** I. FINAL RECONCILIATION
- A. When the report with remittance is received, the Administrative Assistant delivers a copy of the report and the related audit file to the Auditor-in-Charge to review.
 - B. The Auditor-in-Charge will compare the report to the "Statement of Examination Findings".
 - (1) Tick mark the work papers with an EYY ("YY" being the fiscal year of receipt which is the first two digits of receipt number) for the items remitted. (Example E98 is for the 98/99 fiscal year).
 - (2) For items not remitted due to the owner being located, put OLYY ("YY" being the fiscal year of notification that owner was located) beside the items on the work papers. (Example OL98)
 - (3) For items not remitted due to an accounting error, put AEYY ("YY" being the fiscal year of notification that an error was detected) beside the items on the work papers. (Example AE98)
 - (4) For items not remitted with an explanation as to their exclusion, contact the holder to determine the status of the items. Document the conversation in the audit file.

AUDIT SERVICES U.S., LLC

OPERATING PROCEDURES

PAGE 2 OF 2

SUBJECT: FINAL RECONCILIATION

Procedure Number:

2008-58

- (5) If report disagrees with findings, place a copy of the report in the work papers.

NOTE: All tick marks made during review should be done in blue pencil.

- C. If satisfied with the report, the Auditor-in-Charge will update the Audit Remittance Control Sheet. The Auditor-in-Charge will then complete an Activity Report Control Sheet. The audit file and the Activity Report Control Sheet are given to the office manager to be included on the Monthly Work in Progress Report.
- D. If not satisfied with the report, the Auditor-in-Charge will consult with the Director of Audits and the holder to reconcile any differences. The audit file will remain open until all areas are resolved.
- E. If, after demandable amounts are received, reportable and/or reinstatable amounts remain due in future years, the audit file is placed in the open files. (See Procedure 2008-66 "Filing")
- F. When all findings have been reconciled, the Auditor-in-Charge will close the audit file. (See Procedure 2008-66 "Filing")

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-59

Effective Date: September 1, 2008

Approval: _____

SUBJECT: PROCESS UNCLAIMED PROPERTY DATA

PURPOSE: To create reports to be delivered to the state in the proscribed form and format which reflect the audit findings accurately.

DISCUSSION: Audit Services is charged with the responsibility of providing audit reports in various forms and formats as required by the numerous states to which we provide Unclaimed Property recovery services. Audit Services' data processing function is responsible for maintaining that expertise and keeping current on changes in state requirements.

PROCEDURE: I. PROCESS UNCLAIMED PROPERTY DATA

- A. When the Auditor-in-Charge has confirmed that the data on file agrees with the audit findings and that the property to be delivered has been remitted to Audit Services, he/she informs the data processing department that production of report files can be scheduled.
- B. The Data Processing Supervisor prioritizes and schedules production of the report files as appropriate, taking into consideration all production currently scheduled.
- C. When production commences, the Data Processing Department, using Audit Services proprietary *Audit Services System*, imports all the relevant data to be processed. The data is analyzed to ascertain that all required information is included in the data and that the data is properly formatted for processing.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

SUBJECT: PROCESS UNCLAIMED PROPERTY DATA **Procedure Number: 2008-59**

- D. Once the data is prepared for processing, the NAPS system generates each state's report file in each state's proscribed format (primarily NAUPA standard format on diskette but also any state proprietary formats and media) along with all supplemental schedules that are required by individual states. These supplemental schedules may include a detailed paper report of the contents of the electronic data file, a paper replica of a state's report form(s), and various state mandated certification pages.

- E. The diskettes and all supplemental reports and forms are forwarded to the accounting function for final processing. Each diskette is submitted to a quality control review by the accounting section. The diskettes are checked for readability of the file, accuracy of the data and reconciliation to the property to be delivered. All supplemental schedules receive a visual inspection for accuracy and completeness of the information presented.

- F. When all elements have passed quality control, the materials are approved by the Accounting Supervisor for assembly and delivery.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

Procedure Number: 2008-60

Effective Date: September 1, 2008

Approval: _____

SUBJECT: REPORT AND REMIT UNCLAIMED PROPERTY

PURPOSE: To deliver in a timely and efficient manner the unclaimed property recovered as a result of the audit and the related data.

DISCUSSION: Audit Services' accounting function is responsible for assembling, reviewing, and preparing for delivery a packet for each state that receives property from each audit.

PROCEDURE: I. REPORT AND REMIT UNCLAIMED PROPERTY

- A. Documentation and other required materials to be included in each state's packet are assembled by the accounting function. Documentation contained in all packets includes a check payable to the state, or the state's designee, for the cash property being delivered and certificates for any securities being physically delivered, an invoice for our services, and a cover letter addressed to the appropriate administrator describing the contents of the packet and identifying the holder audited. Additional documentation or other materials include the report data (on electronic media, paper, or both), description or documentation of any property being delivered directly to the state, and any specific forms required by specific states to accompany or certify the report being submitted.
- B. The accuracy and completeness of all documentation to be submitted to each state is confirmed by an accounting manager or supervisor.
- C. The reports and remittances are forwarded to the appropriate state personnel as designated by each state in their instructions to Audit Services, U.S., LLC as an authorized vendor of unclaimed property identification, recovery, processing and delivery services.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-61
Effective Date: September 1, 2008
Approval: _____

SUBJECT: FOLLOW-UP WHEN NO REPORT RECEIVED

PURPOSE: To recognize and respond appropriately when a holder has not remitted the agreed audit findings by the established deadline.

DISCUSSION: A holder may fail to remit reportable property for a variety of reasons. It is the responsibility of the Auditor-in-Charge, with the support of Audit Services' administrative staff, to manage the progress of each of his/her audits at each stage of the audit. If a holder has failed to timely remit property, the Auditor-in-charge is the appropriate person to ascertain the reason and rectify the failure.

PROCEDURE: I. NO REPORT RECEIVED

- A. Beginning each month, the office manager obtains remaining outstanding files that were due on or before the current report cycle.
- B. Office Manager reviews the Work in Progress Report to ensure that a report has not been received.
 - (1) If a report has been received, return to Final Reconciliation above.
 - (2) If no report has been received, the audit file is given to the Auditor-in-Charge to handle.
- C. Auditor-in-Charge sends a follow-up letter giving the holder 30 days to respond to the audit findings that were due.
- D. Auditor-in-Charge gives audit file back to the Office Manager to file.
- E. If the holder does not respond within 30 days, the Auditor-in-Charge gives audit file to the Director of Audits to send a second follow-up letter via certified-return receipt requested. A copy of the letter is placed in work papers.
- F. Director of Audits gives audit file back to the Office Manager to file.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

SUBJECT: FOLLOW-UP WHEN NO REPORT RECEIVED Procedure Number: **2008-61**

- G. Director of Audits receives the green return receipt requested card and attaches the green card to the letter in correspondence section of the audit file.
- H. If a report is received, return to Procedure II above
- I. In no report is received within 30 days from the second follow-up letter, the Auditor-in-Charge will proceed with Procedure 2008-58 "Audit Protest."

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 2

Procedure Number: 2008-64
Effective Date: September 1, 2008
Approval: _____

SUBJECT: AUDIT PROTEST

PURPOSE: To describe the procedures used in handling a protest from the holder responding to audit findings.

DISCUSSION: Occasionally, the holder will not provide records requested, including research or a legal issue will arise that will hinder the field work until resolved. The following sequential plan of action should be employed in order to reach an understanding with the auditee.

PROCEDURE: I. INSUFFICIENT INFORMATION/RECORDS TO ISSUE REPORT:

- A. Discuss with holder at closing the approximate time needed to obtain information such as company research, or records needed to complete the audit (Maximum period granted is 120 days).
- B. Advise holder that interest may begin to accrue if information/records are not received by the agreed upon date.
- C. If information/records are not submitted by due date, a certified return receipt requested letter is sent advising holder that interest will begin accruing in ten business days unless information/records are submitted.
- D. If no response within ten business days, proceed to inform the States involved for directions.

II. SUFFICIENT INFORMATION/RECORDS AVAILABLE

- A. Records are available to issue report and all the evidential matter relevant to the issue involved including holder's position, legal opinions, minutes, contracts and correspondence.
- B. Legal issues raised at the closing conference outside the realm of General Statutes will usually indicate to the auditor that the holder is not willing to comply. Since the auditor does not possess legal skills, no judgments concerning information brought to his attention should be made at this time.
- C. Refer all disputed facts to Director of Audits and/or Attorney for an opinion.

AUDIT SERVICES, U.S., LLC OPERATING PROCEDURES

PAGE 2 OF 2

SUBJECT: AUDIT PROTEST

Procedure Number:

2008-64

- D. Discuss all disputed facts with State administrators, reach a conclusion, release audit report and, as appropriate demand payment.
- E. If holder is unwilling to comply at this point, attempt to schedule a meeting with the following:
 - (1) Between holder and Director of Audits
 - (2) Between holder and Key State Administrator
 - (3) Between holder and legal council
- F. If holder is still unwilling to comply, the states have to consider a course of action.
- G. If any State brings an action to compel compliance under their General Statutes.
 - (1) Director of Audits or AIC should send any work papers that may be of assistance to the State's efforts.
 - (2) Give audit information to State's legal counsel to file court order against company and/or personnel requiring their presentment of records and/or payment.

AUDIT SERVICES U.S., LLC OPERATING PROCEDURES

PAGE 1 OF 1

Procedure Number: 2008-66
Effective Date: September 1, 2008
Approval: _____

SUBJECT: FILING AND MAINTENANCE OF AUDIT FILES

PURPOSE: To describe the procedures used to maintain audit files and to provide accurate accounting records for reference purposes.

DISCUSSION: The proper maintenance of audit files is essential since they provide the means for tracing subsequent reports from holders in order to ensure compliance.

PROCEDURE: I. SUBSEQUENT TO THE AUDIT

- A. Auditor-in-Charge completes the audit file and prepares an audit report to be sent to holder
- B. Auditor-in-Charge gives Office Manager the necessary information for the quarterly work in progress report and the completed audit file.
- C. Office Manager records information on the work in progress report.
- D. Office Manager places the audit file in the year of remittance due or the closed file alphabetically.

II. MAINTENANCE OF FILES

- A. The Audit Section reviews the incoming Unclaimed Property receipts for reports received as a result of an audit. Funds are deposited daily.
- B. Office Manager copies reports related to an audit and gives same and audit file to the Auditor-in-Charge for review.
- C. Auditor-in-Charge reviews the reports, makes necessary notes in the audit file and returns audit file and a completed Status(?) Report Sheet to the Office Manager to record findings on the Work in Progress report.
- D. Office Manager places audit file to the year that a remittance is due file if there are findings due in future years. If there are no more findings due, the audit file is placed in the closed file alphabetically.

III. CLOSING THE AUDIT

- A. Auditor-in-Charge determines if a file should be closed and indicates such on the Status Sheet and gives file to the Office Manager.
- B. Office Manager places the closed file in the proper file alphabetically.

ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

C

ASUS

AUDIT SERVICES, U.S., LLC

**Audit
Program**

AUDIT INFORMATION SHEET

HOLDER: «Company»
ADDRESS: «Address1»
«Address2»
«City», «State» «PostalCode»
CONTACT: «FirstName» «LastName», «JobTitle»
TELEPHONE #: «WorkPhone»
FAX #: «Fax»
E-MAIL: «Email»

AUDIT DATE: _____
AIC _____
AUDITOR _____
AUDITOR _____
AUDITOR _____

WORKING PAPER INDEX
AUDIT PROGRAM
UNCLAIMED PROPERTY AUDIT

«Company»

Audit Cutoff date: _____

<u>SECTION</u>	<u>CONTENTS</u>
100	Report Guide Sheet, Manager Review
200	Audit Report
300	Telephone Record, E-mail, Faxes, and Correspondence
400	Audit Roster, Time Reports
500	Review of Internal Control-Questionnaire & Modules
501	_____
502	_____
503	_____
504	_____
505	_____
600	Audit Program
700	Auditors Notes, PreAudit Questionnaire Response, Record Requests
800	Holder Information
900	Unclaimed Property Reports – Analysis and Tests
1000	General Ledger Review Program
1100	Outstanding Checks & Drafts
1200	Credit Balances
1300	_____
1400	_____
1500	_____
1600	_____
1700	_____
1800	_____
1900	_____

«Company»

REPORT GUIDE SHEET

AUDIT OBJECTIVES

- A. Determine whether the scope of work defined in the respective sections of the Audit Program have been performed and that any significant matters or problems noted have been properly considered and resolved.
- B. Determine whether adequate audit evidence has been obtained to provide a reasonable basis for the report of audit.

WORKING PAPER REVIEW

We have satisfied the objectives for field work by performing the applicable procedures.

Holder Name: «Company»

Audit Cut-Off Date: _____

Date Records Reviewed Through: _____

Audit Report Date: _____

Report Approval:	<u>*Signature</u>	<u>Name</u>	<u>Date</u>
Auditor-In-Charge	_____	_____	_____
Audit Manager:	_____	_____	_____
Other:	_____	_____	_____

AUDIT PERSONNEL

Auditor's Initial Key

<u>Initials</u>	<u>Name</u>
_____	_____
_____	_____
_____	_____
_____	_____

* The signature should be entered only after the reviewer is satisfied that all review comments have been cleared (including appropriate revisions of the working papers) and the audit documentation is complete.

«Company»

MANAGER REVIEW PROGRAM

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>WORKING PAPER REFERENCE</u>
1. Has a draft of the audit report been prepared in respect to:	_____	_____	_____	_____
(1) Scope - Report Letter?	_____	_____	_____	_____
(2) Statement of Exam Findings?	_____	_____	_____	_____
(3) Management Advisory Comments?	_____	_____	_____	_____
2. Have all unresolved legal questions or controversies been cleared by legal counsel?	_____	_____	_____	_____
3. Are all positions taken in the audit consistent with prior positions taken in similar audits?	_____	_____	_____	_____
4. Are the Auditor's conclusions and opinions clear?	_____	_____	_____	_____
5. Have tests been adequately designed and executed to support the conclusions and opinions expressed by the A-I-C?	_____	_____	_____	_____
6. Are all positions taken by the A-I-C properly supported in the Unclaimed Property Law, regulations or office policy?	_____	_____	_____	_____
7. Have all non-relevant and unnecessary working papers been removed from the working paper file?	_____	_____	_____	_____
8. Has the A-I-C completed all required standardized forms relating to the audit?	_____	_____	_____	_____
9. Has the holder proposed adjustments to the audit findings?	_____	_____	_____	_____
10. Has the A-I-C properly examined and agreed to the proposed adjustments?	_____	_____	_____	_____
11. Has the Report Guide Sheet been completed?	_____	_____	_____	_____

**REPORT OF UNCLAIMED
PROPERTY EXAMINATION**

OF

«City», «State»

«Fein_»

**FOR THE REPORTING PERIOD
____ THROUGH _____**

BY

AUDIT SERVICES, LLC

«Company»

**REPORT OF UNCLAIMED
PROPERTY EXAMINATION**

TABLE OF CONTENTS

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<i>EXAMINATION LETTER</i>	<i>1</i>
EXHIBIT A – Company Profile	2
EXHIBIT B – Limited Areas Examined	3-4
EXHIBIT C – Management Advisory Comment(s)	5
EXHIBIT D – Statement of Examination Findings	6

Audit Services
212 W. 35th Street, Suite 600
New York, NY 10001

Telephone: (212) 594-5487
Facsimile: (212) 595-5571

June 7, 2017

Addressee

Dear _____:

In accordance with our engagement, we have performed the procedures described elsewhere in this report to the records discovered and provided by «Company» on behalf of the _____. The purpose of our examination was to determine the extent of compliance by «Company» with the unclaimed property laws of _____ and to identify, collect and deliver amounts due to the _____. The amounts identified as reportable to the _____ are \$_____ (Page 6, Exhibit D).

The report covers compliance issues for the period _____ through _____. Our examination included tests of the accounting records and the application of agreed-upon procedures which are explained in detail in Exhibit B of this report. The results of these procedures were utilized in arriving at amounts due. This report is intended solely for the use of the _____ and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. This report should not be associated with the financial statements of any entity.

Respectfully submitted,

Audit Services, US

«Company»

COMPANY PROFILE

«Company»

LIMITED AREAS EXAMINED

Our examination was designed to provide an analysis of the «Company»'s compliance with the related States' Unclaimed Property Laws. It involved interviewing with «Company» personnel, reviewing of the «Company»'s unclaimed property reports and examining specific records and documents. The following is a review of procedures applied.

Internal Control

We evaluated the system of internal control over property that becomes reportable under the Unclaimed Property Statutes of represented States by interviewing personnel familiar with the accounting procedures. Additionally, we requested a copy of the Company's manual relating to unclaimed property. According to Company personnel, no documented procedures or manual existed and none was provided. Based upon our evaluation of the Company's internal control we planned our examination accordingly. We found internal control weaknesses in the accounting and reporting of _____ that were presumed abandoned.

Disbursement Accounts

Bank statements and the related reconciliation were requested for _____ vendor checks. Our examination included reviewing for checks listed outstanding past the related dormancy periods and checks issued and subsequently voided or stopped payment.

We reviewed the general journal entries dated _____ to identify _____ checks that were credited to an income or expense account.

We further determined if these items had been reported to the respective States.

Accounts Receivable Credit Balances

We requested the accounts receivable aging for the examination period to review for customer credit balances and to determine if the Company was submitting the credit balances for lost accounts. Our review included tracing customer credit balances meeting the various States' dormancy period to the related unclaimed funds report. If the accounts receivable aging was unavailable we requested a list of customers with credit balances and determined if the Company was escheating the amounts.

We reviewed the general journal entries to identify accounts receivable credit balance items that were credited to an income or expense account.

Accounts Payable

We requested and analyzed accounts payable trial balances for lost vendors. Our review included examining the status on amounts due past the related dormancy periods where the Company had ceased doing business with the vendor. Any amounts identified were traced to the related States' report for proper reporting. If the accounts payable aging was unavailable, we requested a list of vendors placed on a "hold" status and reviewed for proper treatment.

General Ledger Detail and Subsidiary Ledgers

We requested and reviewed the chart of accounts and general ledger trial balances to select specific accounts to examine the detail for improper charge-off of escheat property and to identify accounts where unclaimed funds are generated and posted. Subsidiary Ledgers were requested for liability accounts containing escheat property and traced to the various States' unclaimed property reports.

Debt, Equity, Shares and Dividends

We requested information and schedules from the Company regarding debt and equity.

Employee Benefit Accounts

Employee benefit and retirement funds were requested to determine amounts due lost participants.

Additional Procedures

Additional records and documents were requested from the Company depending on the nature of its operations. The records and documents requested were transactions that lend themselves to produce abandoned property specific to their industry.

«Company»

MANAGEMENT ADVISORY COMMENT

Condition:

Requirement:

Recommendation:

We have concluded that the Company has not established adequate policies and procedures for assuring proper accounting and reporting of abandoned property. As a result of our examination the Company remitted all unclaimed property consisting of Expense Checks, Dividend Checks and Vendor/Supplier Checks. We are awaiting additional reports from the Company's transfer agent related to unclaimed dividends and the underlying shares. The Company has cooperated in this examination thus far and has agreed to cooperate in its completion. The Company has agreed to remit all escheatable property types discovered during our examination. Escheat amounts due are scheduled and listed in Exhibit D (Statement of Examination Findings) of this report.

The Company has been advised of its obligation to continue to report its abandoned and unclaimed property to the respective states as required by their respective unclaimed funds law.

«Company»

STATEMENT OF EXAMINATION FINDINGS
FOR THE PERIOD _____ THROUGH _____

<u>Description</u>	<u>Amount*</u> <u>Demandable</u>	<u>Amount**</u> <u>Reportable</u>	<u>Total</u> <u>Amount</u>

Total Findings			

* Amount Demandable: This amount includes items which are past due according to the holding periods of the States we represent. The property should have been reported and remitted to the States in prior years.

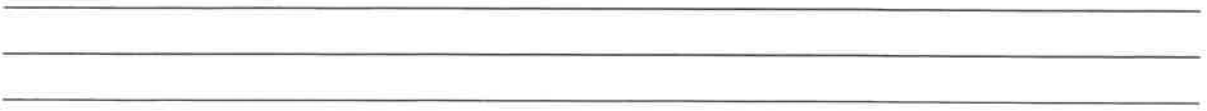
** Amount Reportable: This amount includes items which should be reportable and remitted to the States we represent in the next year.

«Company»

CORRESPONDENCE AND TELEPHONE RECORD

<u>INDEX OF CONTENTS</u>	<u>WORKING PAPER REFERENCE</u>
1) TELEPHONE CALL RECORD	301
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____
11) _____	_____
12) _____	_____
13) _____	_____
14) _____	_____
15) _____	_____
16) _____	_____
17) _____	_____
18) _____	_____
19) _____	_____
20) _____	_____
21) _____	_____
22) _____	_____





«Company»
AUDIT ROSTER

<u>Name & Title</u>	<u>Dept.</u>	<u>Phone</u>
1. «FirstName» «LastName», «JobTitle»	_____	«WorkPhone»
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

	TOTAL TIME SPENT	

**«Company»
REVIEW OF INTERNAL CONTROL
GENERAL QUESTIONNAIRE**

- | | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 1. Has the corporation ever changed its state of incorporation? If yes, obtain details. | _____ | _____ |
| 2. Has the holder reported unclaimed property in the past? | _____ | _____ |
| 3. Does the holder report unclaimed property to other states? W/P ref _____. | _____ | _____ |

*** IF 'NO' TO 2 AND 3 ABOVE DISREGARD THE FOLLOWING QUESTIONS**

4. Name of officer responsible for compliance with the Unclaimed Property Act.

5. Name and title of person assigned to prepare the report:

6. ARE REPORTS FILED:
Consolidated _____ By Division _____
7. Are file copies and supporting documentation of reports maintained by the holder currently available? _____
If yes,
A. Where are they located? _____
B. Who has custody? _____
8. Are reporting procedures or policies relating to unclaimed property documented in procedure or policy manuals? If yes, obtain a copy. _____
9. What source does the holder use to determine its reporting responsibilities under the various states' laws?

10. Does the holder use the criteria established in Texas vs. New Jersey when reporting to the states? _____
If no, what are the variances and reasons therefore?

11. Does the holder report no address property to its state of corporate domicile? _____
If no, what is the disposition of such property? _____

12. Does the holder consider any type of property exempt from the Unclaimed Property Act?
If yes, obtain details and legal position.

«Company»

REVIEW OF INTERNAL CONTROL
GENERAL QUESTIONNAIRE (Con't)

	<u>YES</u>	<u>NO</u>
13. Is the holder relying on an opinion from legal counsel regarding its reporting responsibilities under the Unclaimed Property Act of state? If yes, obtain a copy. W/P Ref _____	_____	_____
14. Is the holder making any deductions or withholdings from any property that is subject to the Unclaimed Property Act on any State? If yes, obtain copies of the contract(s) authorizing the deductions. W/P Ref _____.	_____	_____
15. Has the holder been audited in the past? If yes, when? _____	_____	_____

«Company»

INTERNAL CONTROL QUESTIONNAIRE MODULE

TYPE OF PROPERTY

- 1) Explain briefly how this type of property is accounted for and controlled:
(Prepare a transaction flowchart if required).

- 2) Is this type of property reported by the holder? Yes____ No____
If no, give reason:

- 3) Can the holder identify control and report this category of property? Yes____ No____

- 4) INTERNAL CONTROL:
STRONG____ ADEQUATE____ INADEQUATE____ WEAK____

Date _____ Person
Interviewed _____ Auditor _____
Title _____

Date _____ Person
 Title _____ Interviewed _____ Auditor _____

«Company»

AUDIT PROGRAM

<u>INDEX</u>	<u>W/P REFERENCE</u>	<u>THIS APPLICATION</u>
I. OPENING THE EXAMINATION		<u>YES</u>
A. Pre-Audit Steps	601	X
B. Audit Opening	601	X
C. Audit Review	602	X
D. File Review	603	X
II. UNCLAIMED PROPERTY REPORT ANALYSIS	900	X
III. DETAILED EXAMINATION PROCEDURES BY CATEGORY		
1. Outstanding Checks & Drafts	1100	X
2. Credit Balances	1200	X
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

«Company»

(A) PRE-AUDIT STEPS

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
1. Research the operations and history of the company.	_____	_____	_____
2. Obtain and review holder's correspondence to the States.	_____	_____	300
3. Obtain and review prior working papers, findings, if any from the States.	_____	_____	_____
4. Obtain and analyze copies of Annual Unclaimed Property Reports previously filed to the States.	_____	_____	900
5. Review responses to the Pre-Audit Request and prepare additional request as deemed appropriate.	_____	_____	_____
6. Schedule by phone or letter an agreeable time to begin audit.	_____	_____	300
7. Send an engagement letter confirming audit date along with records needed to conduct the examination.	_____	_____	_____
8. Assemble working paper file.	_____	_____	N/A

(B) AUDIT OPENING

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
1. Advise the holder of the scope of the audit and relevant sections of the Unclaimed Property Law.	_____	_____	_____
2. Advise the holder of Audit Services's responsibilities under State agreements and audit guidelines.	_____	_____	_____
3. Obtain a general understanding of the accounting system and internal controls relating to unclaimed property.	_____	_____	_____
4. Inquire about the findings of internal and external auditors.	_____	_____	_____

«Company»

(C) AUDIT REVIEW

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
1. Has the Internal Control Questionnaire been completed?	_____	_____	500
2. Has the Audit Program been completed?	_____	_____	100
3. Has the Audit Program been expanded as needed?	_____	_____	600
4. Were record retention schedules reviewed?	_____	_____	_____
5. Have holders' policy and procedures manuals been reviewed?	_____	_____	_____
6. Have financial statements been obtained?	_____	_____	_____
7. Advise holder of reporting requirements. This includes reporting forms, due dates, dormancy periods, etc.	_____	_____	_____
8. Hold the exit conference, fully discuss the findings and present appropriate working papers. ATTENDEES: _____ _____ COMMENTS: _____ _____ _____ _____	_____	_____	_____
9. Provide the holder _____ days to review the findings and propose adjustments. DATE TO RESPOND: _____	_____	_____	_____

10. Prepare a final Report and a Statement of Examination Findings and send to the holder.

200

«Company»

(D) FILE REVIEW

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Reference</u>
1. Can the Statement of Examination Findings be traced to lead schedules?	_____	_____	_____	_____
2. Can the lead schedules be traced to the supporting documents?	_____	_____	_____	_____
3. Is the source of data clearly identified in the working papers?	_____	_____	_____	_____
4. Do all work papers (including attachments) reflect the holder name and other applicable information?	_____	_____	_____	_____
5. Were all records necessary to complete the audit available?	_____	_____	_____	_____
If not, was the ultimate disposition of non-available records resolved?	_____	_____	_____	_____
6. Were record storage areas searched by the auditors?	_____	_____	_____	_____
7. Have all open points been cleared?	_____	_____	_____	_____
8. Has the audit findings by State been completed or submitted to the processing center for processing?	_____	_____	_____	_____
9. Have all review notes been resolved?	_____	_____	_____	_____
10. File report. Date filed _____				

***NUMBER, INITIAL AND DATE EACH NOTE PREPARED AND CROSS REFERENCE TO THE APPROPRIATE WORKING PAPER REFERENCE.**

«Company»

OUTSTANDING ISSUES

	<u>Outstanding Issue</u>	<u>Date of Last Contact</u>	<u>Date Resolved</u>	<u>Work Paper Reference</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

«Company»

RECORD(S) REQUEST

To: _____ Date: _____

From: _____ Needed By: _____

Records Requested:

_____ Holder located records requested.

_____ Holder could not locate records requested.

_____ Holder did not search for records requested.

The _____ has the authority to examine the records of any person with respect to holding, reporting, paying or delivering property that is subject to State(s) unclaimed property. Where records are not available or have been destroyed, it is permissible to estimate the holder's liability to the State(s) based upon the current information available from the holder.

Due to records not located or record areas not searched, an estimate will be performed as follows:

The above information has been presented and explained to me on _____

Signature

Authorized Official

Title

Date

«Company»
HOLDER INFORMATION

<u>TABLE OF CONTENTS</u>	<u>WORKING PAPER REFERENCE</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____
11) _____	_____
12) _____	_____
13) _____	_____
14) _____	_____
15) _____	_____
16) _____	_____
17) _____	_____
18) _____	_____
19) _____	_____
20) _____	_____
21) _____	_____

«Company»

UNCLAIMED PROPERTY REPORT ANALYSIS

SOURCE: _____

PURPOSE: To determine if Reports of Unclaimed Property are properly completed in accordance with State Unclaimed Property Laws.

OPINION: _____

Audit Findings: YES _____ NO _____ W/P Ref. _____

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
1. Prepare an analysis of reports previously filed.	_____	_____	900
2. Determine the states to which the holder files reports.	_____	_____	902
3. Review the holders files and related working papers used to prepare past reports to the state.			
(a) Examine previously filed unclaimed property reports and back-up information for completeness and accuracy.	_____	_____	_____
(b) Agree the owner names, addresses and amounts on unclaimed property reports directly to holder records.	_____	_____	_____
(c) Determine if statutory reductions taken are lawful.	_____	_____	_____
(d) Determine if any service charges have been applied against unclaimed property or if any			

property has been charged off completely. If service charges are taken report such to auditor completing the affected section.

«Company»

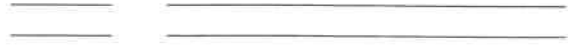
UNCLAIMED PROPERTY REPORT ANALYSIS(CONT)

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
4. Test dates of last transaction or dates property became payable, demandable, returnable or redeemable.	_____	_____	_____
5. Test for compliance with <u>Texas vs. New Jersey</u> rules.	_____	_____	_____
6. Test for compliance with the aggregation limit. (Amounts less than \$50.00)	_____	_____	_____
7. Determine if holder sends notices to owners prior to reporting funds.	_____	_____	_____
8. Recommendations (Acct. procedures, procedures for reporting to the state, and system inadequacies.)	_____	_____	_____

STATES FILED TO BY «Company»

<u>STATE</u>	<u>YES</u>	<u>YEAR FIRST REPORT FILED</u>
ALABAMA		
ALASKA		
ARIZONA		
ARKANSAS		
CALIFORNIA		
COLORADO		
CONNECTICUT		
DELAWARE		
DISTRICT OF COLUMBIA		
FLORIDA		
GEORGIA		
GUAM		
HAWAII		
IDAHO		
ILLINOIS		
INDIANA		
IOWA		
KANSAS		
KENTUCKY		
LOUISIANA		
MAINE		
MARYLAND		
MASSACHUSETTS		
MICHIGAN		
MINNESOTA		
MISSISSIPPI		
MISSOURI		
MONTANA		
NEBRASKA		
NEVADA		
NEW HAMPSHIRE		
NEW JERSEY		
NEW MEXICO		
NEW YORK		
NORTH CAROLINA		
NORTH DAKOTA		
OHIO		
OKLAHOMA		
OREGON		
PENNSYLVANIA		
PUERTO RICO		
RHODE ISLAND		
SOUTH CAROLINA		
SOUTH DAKOTA		
TENNESSEE		
TEXAS		
UTAH		
VERMONT		
VIRGIN ISLANDS		
VIRGINIA		
WASHINGTON		
WEST VIRGINIA		

WISCONSIN
WYOMING



«Company»

GENERAL LEDGER REVIEW

REF.

1. Chart of Accounts 1001

2. Document General Ledger Accounts reviewed as deemed necessary:

Possible accounts to be reviewed: _____

Miscellaneous/Other Income _____

Write Off Accounts _____

Suspense Accounts _____

Stale dated/Dormant Accounts _____

Adjustment/Offset Accounts _____

3. Review Journal Entries as deemed necessary:

«Company»

OUTSTANDING CHECKS & DRAFTS
Two Party Instruments

SOURCE: _____

PURPOSE: To determine if outstanding checks that are deemed unclaimed are reported in accordance with the Unclaimed Property Laws.

OPINION: _____

Audit Findings: Yes _____ No _____ W/P Ref. _____

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
1. Obtain a list of all open and closed bank accounts.	_____	_____	_____
2. Obtain a copy of the latest bank reconciliations for all disbursement accounts:	_____	_____	_____
a. Agree balances to the general ledger (GL) and the bank statement (A).	_____	_____	_____
b. Trace total outstanding checks to the bank reconciliations(T).	_____	_____	_____
c. Age and schedule outstanding checks through audit cut-off date.	_____	_____	_____
3. Review the last bank reconciliation for all closed disbursement checking accounts prior to closing.	_____	_____	_____
a. Trace total outstanding checks to the bank reconciliation.	_____	_____	_____
b. Determine disposition of outstanding checks when account was closed.	_____	_____	_____
c. Age and schedule outstanding checks as deemed necessary.	_____	_____	_____

«Company»

OUTSTANDING CHECKS & DRAFTS
Two Party Instruments

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
4. Review liability accounts to which outstanding checks are transferred:			
a. Test debit entries to determine their nature.	_____	_____	_____
b. Age and schedule outstanding checks as deemed necessary.	_____	_____	_____
5. Analyze selected accounts to determine whether any outstanding checks have been written-off or reversed. (See 1000 for possible accounts to review.)	_____	_____	_____
a. Age and schedule outstanding checks as necessary.	_____	_____	_____
6. Document holder's check voiding policy.	_____	_____	_____
a. Test a sample of voided checks.	_____	_____	_____
7. Document how "Returned by Post Office checks are handled.	_____	_____	_____
8. Document the availability of names and last known addresses of owners of unclaimed property.	_____	_____	_____
9. Recommendations (Acct. procedures, procedures for reporting to the state, and system inadequacies.)			

«Company»

CREDIT BALANCES

Accounts Receivables, Payables, Etc.

SOURCE: _____

PURPOSE: To determine if credit balances that are deemed unclaimed are reported in accordance with the Unclaimed Property Laws.

OPINION: _____

Audit Findings: Yes _____ No _____ W/P Ref. _____

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
1. Obtain a list of all categories of credit balances generated by the holder.	_____	_____	_____
2. Review a listing of credit balances to:			
a. Evaluate aging procedures. Date of oldest credit should be documented.	_____	_____	_____
b. Test debit entries to determine their nature.	_____	_____	_____
c. Schedule credit balances held past the statutory time period and reportable as deemed necessary.	_____	_____	_____
3. Document holders policy for handling small credit balances.	_____	_____	_____
4. Analyze income accounts to determine whether credit balances have been taken into income.	_____	_____	_____
5. Review related expense accounts to determine whether credit balances are used to offset expenses.	_____	_____	_____
6. Schedule credit balances written off.	_____	_____	_____
7. Document availability of names and last known addresses of owners of unclaimed property.	_____	_____	_____

8. Recommendations (Acct. procedures, procedures for reporting to the state, and system inadequacies).

«Company»

Stock, Dividends, Underlying & UNDELIVERABLE Shares,

Bond Principal & Interest

SOURCE:

PURPOSE: To determine if stock, dividends, underlying shares, undeliverable shares, Bond principal & interest deemed unclaimed are reported in accordance with the Unclaimed Property Laws.

OPINION:

Audit Findings: YES _____ NO _____ W/P REF. _____

I. Preliminary Examination Steps:

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
1. Research outside sources such as Capital Changes Reports prior to commencing the examination. Analyze the history of the holder, i.e., classes of stock outstanding, stock splits, stock dividends, mergers, acquisitions, spin-offs, etc.	_____	_____	_____
2. If the company uses an outside transfer agent submit a records request to the company and have them request the records identifying unexchanged and/or undeliverable stock certificates.	_____	_____	_____
3. Obtain a list of matured or called debt (bonds, debentures or notes) for the holder and/or merged companies.	_____	_____	_____

II. Mergers

N/A

1. Evaluate and document the systems and procedures and internal controls used to report this property.
 - a) Request a copy of written procedures if available.

_____	_____	_____
_____	_____	_____

IV. Cash and Stock Dividends

N/A

1. Evaluate and document the systems, procedures and internal controls used to identify and report this property. _____

2. Obtain or construct a five year dividend and cash-in-lieu of fractions payment history. (i.e., dates paid and dollar amounts per share) _____

3. Request a printout or schedule of outstanding dividend checks by payee. It may be necessary to have the company contact their paying agent for these records. _____
 - a) Review outstanding dividend check and cash-in-lieu of fractions history and identify those payees with five year history of non-negotiated checks. _____
 - b) List the shares belonging to these payees as potentially reportable shares. _____
 - c) List outstanding dividends and cash-in-lieu paid on these shares, through the current period as potentially reportable. (63-1) _____

V. Principal and Interest on Debt Issues

N/A

1. Evaluate and document the systems, procedures and internal controls used to identify and report this property. _____

2. Review the long-term liabilities section of the general ledger. Identify and record current bond issues outstanding. Discuss the outstanding issues with relevant personnel to determine if any calls or serial maturities have taken place during the audit. Request a list of bond issues for which the trust

department is paying agent and which have begun serial redemption or have had calls.

	<u>Initial</u>	<u>Date</u>	<u>Reference</u>
3. If the company uses an outside agent submit a records request to the company and have them request the records identifying bond and interest transactions.	_____	_____	_____
4. If the company is its own paying agent, review a current reconciliation and balance unpaid items to control totals.	_____	_____	_____
5. Account for debt redemption's, calls, maturities, and the disbursement of interest payments for registered and bearer debt instruments. (Until the early 1960's, most debt securities were issued in bearer form.)	_____	_____	_____
6. Review pertinent sections of the bond or debenture indenture agreements requiring the trustee to:			
a) Return outstanding and undeliverable interest checks or proceeds from unrepresented coupons or uncashed checks to the holder after a stipulated period of time.	_____	_____	_____
b) Registration requirements of the security by the issuer of the owner.	_____	_____	_____
7. Review currently open and closed principal and interest control accounts for:			
a) Unreported property.	_____	_____	_____
b) Property service charged or charged off.	_____	_____	_____
8. Prepare a schedule of all principal and interest held in excess of the statutory holding period.	_____	_____	_____

ASUS

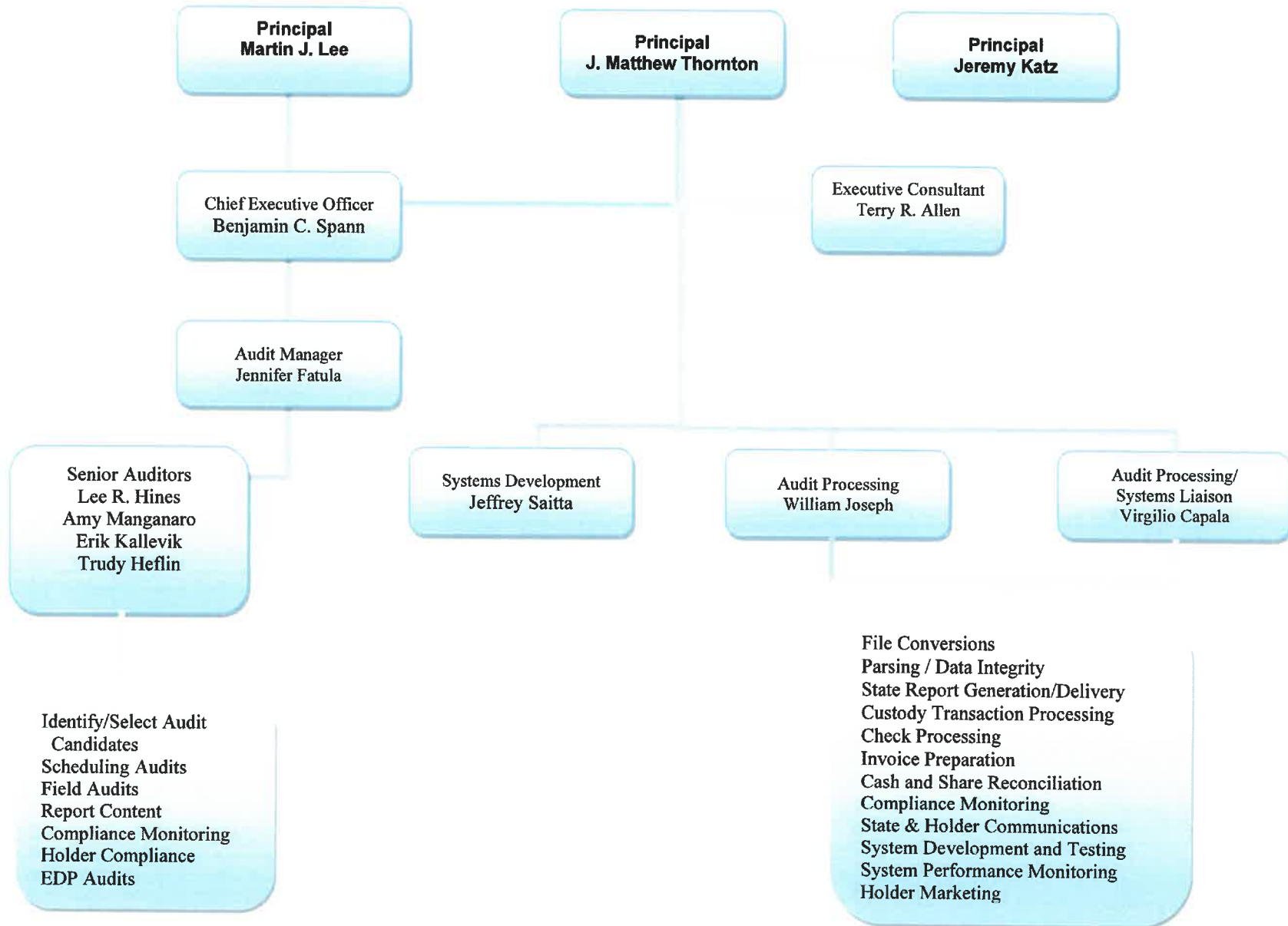
AUDIT SERVICES, U.S., LLC

EXHIBIT

D

AUDIT SERVICES US, LLC

Organizational Chart



ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

E

HOLDER PROFILE

Company Name: XXXXX Corporation	Name of TA: Sun Trust Bank Atlanta
Address: XXXXX XX Parkway Duluth, GA 30096	Address: PO Box 4625, MC 0258 Atlanta, GA 30302
Telephone: (770) XXX-XXXX	Telephone: (800) 568-3476
Fax: (770) XXX-XXXX	Fax:
Contact Person: XXXXXXXXX	Contact Person: Customer Relations
Title: Senior VP & CFO	
Web Address: www.com	
State of Inc.: DE	Com. Stock O/S: 72.3 million
FEI: 56-XXXXXXX	Revenue: \$2,922.7 million
SIC:	No. of Employees: 11,300

Company Locations: CA, GA, IA, IN, KS, ME, MN, ND, NJ, NY, PA, TX, VA, WI

Company Profile:

XXXX is a leading manufacturer and distributor of agricultural equipment and related replacement parts throughout the world. The company is the third largest US farm equipment maker, and sells a full range of agricultural equipment, including tractors, combines, hay tools, sprayers, forage equipment and implements. The Company's products are widely recognized in the agricultural equipment industry and are marketed under the following brand names:

The Company distributes its products through a combination of approximately 8,200 independent dealers and distributors, associates and licensees. In addition, the Company provides retail financing in North America, the United Kingdom, France, Germany, Spain and Brazil.

Accounting Firm: KPMG

Additional Remarks:

We do / do not wish to participate in this examination.

Authorized Signature

ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

F

SAMPLE AUTHORIZATION/ENGAGEMENT LETTER
(State Letterhead)

[Date}

[Individuals Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear Mr. (Last Name);

The [Department] of the State of (the "State"), pursuant to authority granted to it under [Statute], has scheduled an examination of your books and records for the purpose of determining compliance with the Unclaimed Property Law. The examination of [Company] will include all relevant property subject to unclaimed property reporting under [Statute], and will involve the parent company, subsidiaries, divisions and affiliates.

The examination will be conducted by Audit Services (ASUS) as our authorized agent. ASUS has been directed to analyze all unclaimed property in order to determine that portion that should be subject to the custodianship of the State. A representative of ASUS will contact you to schedule a mutually convenient date to begin the review of your records. You will be advised of the records and personnel, and possible third parties, which need to be accessible for the examination. At the conclusion of the examination, please process all reportable unclaimed property records through ASUS.

The [Department] reserves the right to impose interest, penalties and examination costs permitted under the Law for failure to report or deliver abandoned property.

If you should have any questions, please contact Ms. Jennifer Fatula, Audit Manager, at (774) 263-3463 or jfatula@auditservicesus.com.

Sincerely,

[Agency]
[Title]

ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

G

The Audit Services System

Overview of Data Processing Environment & System Architecture

The **Audit Services System** provides the processing which produces client reports to state unclaimed property departments. Our processing software stands alone and is designed for the specific purpose of processing unclaimed property data for compliance reporting. As such we do not require interface with any other vendors or software in the course of providing our services. The **Audit Services System** is located offsite in Pearl River, New York and it operates on an IBM AS400 platform.

- **Importing Corporate Property Records**

The **Audit Services System** has a dynamic import function that allows the mapping of fields on an imported file into the system. The **Audit Services System** is compatible with data received in all standard electronic (spreadsheet or text file) formats.

We would ideally receive an electronic file of inactive/outstanding accounts and checks from each division or subsidiary entity of the Company for which we are auditing, processing and reporting, in either a MS Excel Worksheet (.xls), MS Access Database (.mdb), or ASCII Text File (.txt) format. The fields included in the data records will have been agreed upon during pre-implementation discussion. Data in hardcopy form or in nonstandard electronic formats typically requires our staff to directly enter or further convert the files before importation.

The file may be delivered to ASUS via 1.44 MB 3.5" disk, 100/250 MB Zip Disk, 650/700 MB CD, email attachment or electronically, depending on file size and security considerations. ASUS is capable of receiving a file of any size via internet connectivity.

- **System Updates for State Compliance**

The **Audit Services System** is constantly updated to meet changing state and corporate requirements. Our AUDIT SERVICES Data Analyst tracks all state documentation of reporting deadlines, property type and dormancy period data on an ongoing basis. ASUS maintains contact with all state unclaimed property administrators and will be advised of any new data requirements. Should there be an update in mandatory data requirements or reporting deadlines from a particular state, ASUS updates the system and informs the staff when the information is made public. The time frame to comply with the new data request will vary depending on when ASUS receives the information. In the past, anticipated changes have normally been communicated by states on a timely basis.

AUDIT SERVICES Process Quality Control and Review

ASUS management is responsible for the development and maintenance of the **Audit Services System**, maintenance of the internal network, and maintenance of applications essential to data processing, including updates of the operating system and applications ensuring security of client data. The **Audit Services System** is fully protected from unauthorized access to state and corporate data residing on the system. ASUS has established a firewall between the system site servers and the Internet. Access to the ASUS local network and applications is likewise prevented by the lack of external connectivity. Security monitoring is therefore limited to monitoring internal access to the system and data. Internal access to the system and client state data is controlled and monitored by the ASUS network administrator. All data is archived separately and backed up on tape daily. Back-up tapes are stored off-site. In the event of a significant outage, system service will normally be restored within 24 hours.

All system implementation and maintenance is authorized by ASUS management and supervised by the ASUS processing administrator. In order to ensure accuracy, the **Audit Services System** is tested thoroughly whenever an upgrade or fix is implemented. System tests may include both live and fabricated data testing procedures. All testing is done in-house at ASUS. No client state or third-party interaction for testing is necessary.

Periodic internal reviews include ad hoc reporting to client states and response to inquiries by holders and states to determine the consistency of the data archived with the data submitted. Environmental controls are evaluated regularly as a function of maintenance and improvement of the system.

It is ASUS policy never to share client data with anyone outside of ASUS unless explicitly instructed to do so by the client state.

Compliance Reporting on Required Forms

The **Audit Services System** is compliant with the reporting requirements of all 50 states and 4 jurisdictions. Most states accept a common reporting format, known as the "NAUPA format", established in 1995. Some States still accept a paper report on their own prescribed form but with limitations. Most states also accept reports in an electronic format. Some states (such as California and Oklahoma) have unique reporting and remittance requirements. The **Audit Services System** automatically produces the electronic and paper-reporting formats each state requires. ASUS provides the flexibility of reporting by multiple entities or reporting by the parent for multiple entities. When ASUS submits a report by the parent for multiple entities all entities covered by the report are identified to the states.

ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

H

Audit Services U.S., LLC

Work in Progress Report for the State of West Virginia

For the Month of June 2017

FEIN	HOLDER NAME	UNEXCHANGED COMPANY	ST INC	ST HQ	START DATE	CUTOFF DATE	TYPE	COMMENTS
12-3456789	ABC COMPANY	XYZ COMPANY	DE	NY	09/01/13	06/30/13	MERGERS AND ACQUISITIONS	

ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

I

Martin J Lee

212 W 35th St; 16th Floor
New York, New York 10001
(212) 594-5487 ext.222

EXPERIENCE

- 05/04 – Present** **Audit Services U.S. (New York, New York)**
Principal / Chief Operating Officer
- Responsible for conducting all daily business relating to Audit Services U.S..
 - Manage all aspects of day to day operations, including securities and cash custody services, securities trading, processing unclaimed property and delivery of property to all state's.
- 07/01 - 05/04** **ACS / UNCLAIMED PROPERTY RECOVERY & REPORTING, INC. (New York, New York)**
Operations Manager
- Provide all aspects of unclaimed property services to individual corporations, financial institutions and the states - legal and practical advisory and consulting, physical processing operations and full systems support and analysis.
 - Manage all escheatment operations for UPRR including both initial compliance and annual filings for various transfer agents as well as general ledger filings for notable private corporations.
- 04/98 – 07/01** **Equiserve Inc. (Jersey City, New Jersey)**
Senior Managing Director – Systems & Data Processing
- Managed all applications programming, database administration, data center operations, Lan/Wan and all data and voice communications.
 - Managed staff of 250 full time employees and consultants
 - Managed \$45 million expense and \$30 million capital budgets.
 - Relocated two Data Centers; one from Chicago to Columbus, Ohio and the other from Boston to Kansas City, Missouri.
 - Consolidated multiple telecomm facilities (Northern Telecomm/Lucent) into one integrated Lucent G3R network. Consolidated multiple Data Comm facilities into one switched TCP/IP Network. Expense savings/avoidance of \$1.5 million annually.
- 07/90 – 04/98** **First Chicago NBD Inc. (Jersey City, New Jersey) (07/93 – 04/98)**
Vice President /System & Data Processing
- Managed staff of 122 full time employees and consultants
 - P&L responsibility for \$24 million expense budget
 - Relocated Data center from New York to Chicago. Savings to First Chicago \$1.7 Million
 - Implemented a customer service front-end OS/2 based application providing more efficient and timely customer service.
 - Installed Automated Work Distributing and Imaging software for use in our Customer Service facility.
- Vice President / Investor Services (07/90 – 07/93)**
- Managed all Investor Services products including Dividend Reinvestment, Employee Plans, Stock Option Administration and Sales
 - Managed the purchase and sale of all securities (\$1.5 billion) for First Chicago including maintaining the broker relationship, monitoring buying and selling performance and allocating daily trades across a database consisting of 5 million shareholders.
- 04/83 – 07/90** **J.P. Morgan & Co. (New York, New York)**
Vice President / Operations
- Managed all Corporate Trust Operations for J.P. Morgan including all trustee services, coupon and municipal bond services, term note services (i.e Comm Paper, Medium Term Notes, VRDB's), Foreign operations (i.e. Eurobonds, EuroClear Depository etc.), and All Operations support functions.
 - Managed staff of 217 full time employees and an expense budget of \$20 Million.

EDUCATION

Iona College

Bachelors of Business Administration in Accounting (1973)

Masters of Business Administration in MIS (1982)

J. Matthew Thornton

h

PRINCIPAL / DIRECTOR OF OPERATIONS AUDIT SERVICES, U.S., L.L.C.

QUALIFICATIONS PROFILE

An accomplished Project Manager, Senior Consultant and Operations Manager in the Finance industry with an excellent track record of delivering the strategies and leadership that result in on-time, on-budget project fulfillment. Prior Project Management Professional (PMP) certification with an MBA in Strategic Planning.

- ◆ Able to oversee and manage all phases of the project lifecycle, from initiation to close-out.
- ◆ Skilled in unifying diverse, cross-functional teams to increase performance and achieve goals.
- ◆ Exceptional leadership and coaching skills, with a hands-on, participative management style.
- ◆ Excellent presenter, communicator, problem solver, negotiator and consensus builder.

Areas of Expertise:

- | | | |
|--------------------------------|------------------------------|---------------------------------|
| ◆ Project Planning & Execution | ◆ Team Building & Leadership | ◆ Strategic Planning |
| ◆ Business Process Design | ◆ Coaching & Mentoring | ◆ Financial Planning & Analysis |
| ◆ Technology Solutions | ◆ Client Needs Fulfillment | ◆ Operations Management |
| ◆ New Program Deployment | ◆ Contract Administration | ◆ Strategic Partnerships |

PROFESSIONAL EXPERIENCE

AUDIT SERVICES U.S., L.L.C. Principal / Director of Operations

2004 – Present

Managing member of Audit Services, U.S., L.L.C. responsible for day to day operations including data conversion, generation of all state reports and invoices, quality management and improvement efforts and the management of Audit Services' trust accounts. Also responsible for all systems development and testing projects and ensuring Audit Services' systems are in compliance with state reporting requirements.

ACS – UPRR, INC. Vice President

2002 – 2004

Responsible for the due diligence and escheatment programs for both the MetLife and John Hancock Demutualizations. Under these programs more than \$2.5 Billion was either returned to owners or escheated to various states. Also responsible for the Maximum Ownership Return program that targeted the return of property to high value shareholders for ACS-UPRR's corporate actions customers.

MELLON INVESTOR SERVICES, L.L.C. Vice President

1997 – 2002

Senior Operating Executive credited with pioneering use of Project Management principles throughout organization with 1,500 employees and \$250 million in annual revenues, with frequent lead role in multimillion-dollar, high-profile projects that transcended product lines and departments. Coordinated client, vendor, and organizational activities to facilitate on-time, on-budget project fulfillment. Forged strategic alliances with key domestic and international financial institutions.

...Continued...

**AMERICAN MANAGEMENT SYSTEMS, INC.
Business Systems Consultant / Project Manager****1995 – 1997**

Consulted with client companies to provide expertise and feasible solutions for broad range of technology projects and disciplines. Visited clients on-site to build strong relationships, assess clients' needs, coordinate activities, and direct team members; reported project status to client and employer. Successfully employed project management methodologies to meet client requirements.

**FIRST NATIONAL BANK OF CHICAGO
Product Manager (1994 – 1995); Strategic Planning Analyst (1993);
Manager, Financial Planning & Analysis (1989 – 1992)****1989 – 1995**

Built distinguished record of achievement and advancement through increasingly responsible positions. Scope of responsibility encompassed project management, staff training and development, financial planning and analysis, internal consulting, strategic planning, product management, business development, and general management functions.

EDUCATION & CREDENTIALS

MBA in Management/Strategic Planning – Fordham University Graduate School of Business**BBA in Finance** – University of Massachusetts at Amherst**Project Management Professional (PMP) Certification** – Project Management Institute (through 2005)

Jeremy D. Katz

Select Accomplishments

- Awarded \$60 million total contract value new business
- Developed qualified new business pipeline in excess of \$300 million total contract value
- Achieved annual revenue and profit objectives, nearly doubling annual revenue
- Secured acquisition of solution provider key to new business development

Awards

- ACS/Xerox Team Excellence Award - 2005
- ACS/Xerox Leadership Excellence Award - 2006
- ACS/Xerox President's Club Award - 2007
- ACS/Xerox President's Club Award - 2009

Experience

Audit Services US, LLC, Partner, New York, NY (Dec. 2016 - Present)

Joined firm as Partner to lead significant expansion of existing unclaimed property compliance service offerings, as well as to develop new solutions involving advanced compliance analytics. Transitioned unclaimed property practice established at PRA to Audit Services.

PRA Government Services, LLC, Vice President, State Government Solutions, White Plains, NY (Sep. 2014 - Nov. 2016)

Created and implemented a state government focused sales and marketing program designed to leverage PRA's core competencies in tax/revenue auditing, discovery, collections and revenue administration.

Xerox (formerly Affiliated Computer Services, Inc. (ACS)) State Government Enterprise Solutions Group, White Plains, NY (Jan. 1995 - Sep. 2014)

Chief Operating Officer, Xerox State Business Process Solutions (January 2012 - September 2014)

Direct all aspects of business development, program implementation, ongoing operational and relationship management, and have P&L accountability for \$60 million plus line business. Lead operational management team responsible for 300 individuals to ensure that all quarterly and annual financial, growth and operational objectives are accomplished. Drive growth and profit objectives through the acquisition of new business, as well as maximize growth opportunities within existing accounts, review business processes to ensure that profit is maximized and to maintain or exceed required and expected service levels, and serve as the executive interface with government agency

leadership. Initiate and manage all lobbying activities, media relations, consulting/partnership/teaming arrangements and trade organization participation. Develop budgets, forecasts, financial models, reports and conduct management presentations to senior executive leadership.

Vice President, Government Business Development and Sales (May 2003 - January 2012)

Managed national government relations initiatives, sales and new product development in State Treasurer, Comptroller, Finance, Tax and Revenue marketplace. Key accomplishments included the implementation of a formalized account management and sales program, the launch of highly successful compliance and revenue solution and the re-launch and enhancement of an existing web-based eligibility solution. These initiatives resulted in a contract renewal rate of greater than 95% and increased market penetration in two key services areas by more than 25%. Total contract value for renewals and new business was several hundred million dollars.

Responsible for creating a formalized sales program and managed a team responsible for selling services relating to: revenue enhancement and discovery, statutory compliance/audit, web-based customer support applications, securities custody, claims processing and call center/customer care programs. Sales efforts have focused on business process outsource and information technology-related solutions, including: finance and tax applications, cloud-based computing, infrastructure management, enterprise print management and application development and maintenance.

Other responsibilities included: serving as high-level client relationship manager and advising on all matters relating to sales initiatives, proposal development, contract negotiations and client problem resolution. Directed national lobbyist, consultant and community outreach activities in support of sales and legislative objectives.

Vice President of State Government Relations (Jan. 1998 to May 2003)

Served as relationship manager with state program administrators, treasurers, and other government officials. Communicated services and initiatives to state officials in order to identify client business needs and grow existing accounts to full potential. Secured and negotiated contracts with client states. Managed media relations program and served as spokesperson on behalf of company to print, radio and television media. Monitored industry-related legislation and coordinated all lobbying efforts. Wrote content for newsletters, trade journals and other communications materials. During this time period and the time period listed below as Director of Marketing, market penetration increased from 30 to 50 states and revenue doubled. Total contract value was in the tens of millions.

Director of Marketing (Jan. 1995 - Jan. 1997)

Wrote and implemented company's marketing and communications plan. Created service literature, public information pieces and sales presentations. Developed and managed a proprietary sales database to improve and measure the effectiveness of marketing initiatives, create revenue forecasts and rank prospects. Maintained active relationships

with members of press and trade associations. Issued frequent press releases and communications pieces to national, regional and trade publications, resulting in appearances in hundreds of publications, generating thousands of sales leads.

The Onyx Group, Alexandria, VA, Business Manager (Jan. 1994 - Jan. 1995)

Contract administrator and liaison with all federal and state government clients. Developed and maintained system for collecting data used for billing projections, staffing requirements and project management. Managed project group to develop and market multi-media information system for regional business development organization.

***United States Treasury Department, Internal Revenue Service,
Headquarters Office of Strategic Business Planning
Washington, DC Planning Analyst (May 1991 - Jan. 1994)***

Worked with analysts and functional representatives to develop IRS' strategic business plan. Compiled and analyzed data related to strategic management process. Wrote sections of business review reports used by IRS' senior executives. Performed research and analysis for development of performance measurement system. Developed statements of work for management consulting contracts and served as a Contracting Officer Technical Representative.

Education

University of Maryland, College Park, Maryland, BA, August 1990
Major: Government and Politics Minor: English

Johns Hopkins University, Baltimore, Maryland, Graduate course work in Marketing Management, International Marketing, Public Relations and Information Systems Planning.

Board Memberships

- Served 3 year term on the National Association of State Treasurer's Corporate Affiliate's Board.
- Served two 2 year terms on National Association of State Treasurer's Foundation Board.
- Served as lead faculty advisor for National Institute of Public Finance Treasury Management Program.

Benjamin C. Spann

Talented Management professional with exceptional Computer and Communication Skills

- Over 25 years of Unclaimed Property experience.
 - Familiar with UPS2000, UPMS and HRS software.
 - Consistent record of increased collections/refunds.
 - Knowledgeable in all aspects of Unclaimed Property.
 - Former NAUPA Regional Vice President.
 - Self motivated team player/builder..
 - Excellent presentation/communication skills.
 - Recipient of Multiple NAUPA awards.
-

PROFESSIONAL EXPERIENCE

Audit Services, U.S., LLC, New York, NY 2013 - Present
Chief Executive Officer

Louisiana Department of the Treasury, Baton Rouge, LA 2000 – 2012
Director of Unclaimed Property

- Increased collections from \$21 million to \$60 million per year.
- Increased refunds from \$8 million to \$25 million per year.
- Involved in the implementation of a digital imaging system.
- Testified at Louisiana Legislative Committee hearings.
- Responsible for \$2 million dollar annual budget.
- Responsible for audit reviews and audit selections.
- .

Louisiana Department of Revenue, Baton Rouge, LA 1986 – 2000
Director of Unclaimed Property

- Authored Louisiana's first comprehensive Unclaimed Property law revision.
- Organized and implemented the Unclaimed Property Division.
- Increased collections from \$3 million to \$21 million per year.
- Increased refunds from \$290,000 to \$8 million per year.
- Served as sole I/T Division support for UPMS software.
- Developed and operated the NAUPA bulletin board system prior to the internet.
- Developed and operated the first NAUPA website.

Louisiana Department of Revenue, Baton Rouge, LA 1976 – 1986
Auditor

- Field Audit Assignment Control and Audit Selection.
- Developed the Department's first computerized audit tracking system.
- Performed Louisiana Oil & Gas Severance Tax audits
- Performed Louisiana Income and Corporation Franchise Tax audits
- Performed Louisiana General Sales Tax audits

Cycle Specialties, Ruston, LA
Sales & Parts Specialist

1974 – 1975

- Sold new & used motorcycles
- Sold new parts for motorcycles

EDUCATION

BS in Accounting, Louisiana Tech University, Ruston, LA (1975)

COMPUTER SKILLS

Windows Operating Systems (98/NT/2000/XP), Linux, OS/2, Word, Excel, Access, Crystal Report Writer, FoxPro, PowerPoint, Publisher, Pro-1099, web design and SQL

LICENSES

FAA private aircraft pilot license (not current)

AWARDS AND HONORS

2008 NAUPA Lifetime Achievement Award
NAUPA President's Award
NAUPA Appreciation Award

ADDITIONAL INFORMATION

Database Administrator for Broadmoor High School Class of 1971 reunion committee.
Webmaster for a non-profit car club.
Volunteer at St. James Episcopal Church.
Panelist at numerous NAUPA conferences.
Testified before numerous Louisiana Legislative committee hearings.
Louisiana Treasury representative speaking at numerous conferences, radio shows, television shows and public appearances.

R. Terry Allen

Summary of qualifications

Audit Services, U.S., LLC New York, NY

Executive Consultant – September, 2013 to Present

Chief Executive Officer - January, 2000 to August, 2013

- Responsible for overseeing all facets of State Contracts
- Resolution of issues involving unresponsive holders
- Marketing and coordinating company operations
- Participate in selecting and conducting new audits
- Hiring and training of new auditors and staff
- Managing national voluntary compliance program

Education

1966 - 1969 N.C. State University Raleigh, NC

Economics/BA

1969-1971 N.C. State University Raleigh, NC

Public Administration/Masters

1981 University of North Carolina Chapel Hill, NC

Government Executives Institute

Professional experience

1981-1999 NC Dept. of State Treasurer Raleigh, NC

Administrator – Unclaimed Property Program

- Responsible for operations of Escheat and Unclaimed Property Program
- Establish policy, rules and regulations
- Recommend legislative changes and lead North Carolina in adopting the 1995 Uniform Unclaimed Property Act
- Address professional and civic groups on issues dealing with unclaimed property law

1971-1980 NC Dept. of State Treasurer Raleigh, NC

Research & Planning Officer – Retirement Systems Division

- Recommend legislative changes
- Develop statistical data
- Design and implement cost efficient programs

Additional professional activities

National Association of Unclaimed Property Administrators (NAUPA)

- Served as President (1989-90), Secretary and Regional VP
- Served as President of States Clearinghouse of Unclaimed Treasurers (SCOUT) in 1999.
- Committee chairman of State/Federal Relations Committee, State National Audit Program (SNAP) and Nominating Committee

Affiliations

- Served in Marine Corps Reserve and NC Army National Guard (25 years, Retired First Sergeant)
- Deacon - Greenwood Forest Baptist Church

References

- Furnished upon request

JENNIFER FATULA



EXPERIENCE

Kelmar Associates, LLC, Wakefield, MA | 2006 – 2017

Senior Manager, 2013 – 2017

Manager, 2010 – 2012

Senior Associate, 2008–2009

Associate, 2006–2007

Through a steady progression of entry level to managerial roles including Associate, Senior Associate, Manager and Senior Manager, became an unclaimed property industry expert and leader in developing a team operating under industry best practice standards. Kelmar is recognized as a leader in unclaimed property consulting to client states.

As Senior Manager, responsible for overseeing and ensuring the completion and accuracy of several unclaimed property audits conducted by engagement team managers. A selection of key responsibilities include:

- Lead and manage a professional staff of 15+ auditors including 4 direct reports;
- Control quality and consistency of the assignments in accordance with Firm processes and guidelines;
- Oversee 28+ unclaimed property engagements at any given time on behalf of 35+ client states;
- Develop and implement internal technical training aimed at optimizing productivity with a focus on high quality deliverables;
- Communicate, both verbally and written, with Managing Directors, Firm principals and Client States to update on engagements status and issues;
- Ad hoc projects to enhance Firm standards including department representative for SSAE-16 audit

Blount Fine Foods, Inc., Fall River, MA | 2005 – 2006

Logistics Department Assistant

Maintained warehouse inventory using AS/400; sort, filed, organized and reconciled shipped orders; entered truck bills into Access system for tracking and payment; scheduled trucking pick-up appointments

Nova Biomedical Corporation, Waltham, MA | 2005

Purchasing Assistant – Internship

Assisted buyers by entering purchase orders, filing, and ordered office supplies; organized and maintained files (paper and electronic); researched discrepancies between orders and shipments; analyzed supplier delivery times and quality to be presented to the buyers

EDUCATION

Bentley University, Waltham, MA | 2002 – 2006

Bachelor's Degree, Corporate Finance & Accounting

COMMUNITY

- Volunteer, Pan Mass Challenge
- Volunteer, Buzzards Bay Coalition, Swim
- Participant/Fundraiser, Buzzards Bay Coalition, Watershed Ride

SKILLS AND ABILITIES

- Proficient in Microsoft Office; Outlook, Excel, Word and PowerPoint. Experienced with Access;
- ACL trained and certified
- Detail oriented, organized, strong written and verbal communication, team player

Lee R. Hines

Summary of qualifications

1999-Present Audit Services, U.S., L.L.C. New York, NY
Certified Public Account
Certified Public Manager

Executive Vice President, Director of Audits

- Development of Audit Programs
- Participate in selecting and conducting new audits
- Hiring and training of new auditors and staff
- Marketing and coordinating company operations to other states

Education

1966 – 1969 Campbell University Buies Creek, NC

Business Administration/BA

1977-1979 N.C. State University Raleigh, NC

Additional accounting courses

Professional experience

1983-1999 NC Dept. of State Treasurer Raleigh, NC

Audit Manager – Unclaimed Property Program

- Strategically plan, implement and manage the selection and comprehensive audit of in and out of state organizations related to compliance with the Escheat and Unclaimed Property Program
- Organize and participate in Unclaimed Property seminars across the United States
- Submit articles to professional organizations throughout North Carolina and other states regarding unclaimed property.
- Address professional and civic groups on issues dealing with unclaimed property law

1975-1983 NC Dept. of Revenue Raleigh, NC

Foreign Corporate Income and Franchise Tax Auditor

- Performed administrative duties over corporations doing business in North Carolina
- Performed out of state audits at the corporate headquarters of multinational corporations doing business in North Carolina

1969-1975 NC Dept. of Revenue Raleigh, NC

**Additional
professional
activities**

Sales and Use Tax Auditor

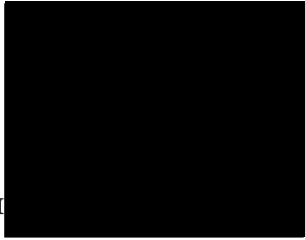
- Administered North Carolina sales and use tax laws of North Carolina.
- Performed in house audits on companies doing business in North Carolina

**National Association of Unclaimed Property
Administrators (NAUPA)**

- Served on audit agenda committee and regional audit training committee. Chaired 1985 and 1990 annual conference audit agenda committee.
- Served on SNAP, Reciprocal Audit Task Force and Professional Development committees and the Contract Vendor policies and guidelines subcommittee.
- Audited Financial Statements in 1993 and 1995.
- Participate in joint audits and reciprocal audits in cooperation with other states.

Amy Manganaro

AUDIT MANAGER



PROFESSIONAL PROFILE

I am a hard-working and dedicated employee with a passion for working with unclaimed property. My career began out of college in the financial industry and later evolved to general accounting and ultimately to unclaimed property. I work very well with others in a team setting but work equally as well independently. I consider the ideal job to be one that challenges me every day and one where I am constantly learning, evolving, and bettering myself as an employee.

SKILLS

Attention to Detail
Time Management
Dependability
Team Leadership
Project Planning
Accountability
Improving Efficiency
Customer Service
Creativity
Resource Management
Computer Skills

EXPERIENCE

AUDIT MANAGER

Audit Services U.S., LLC/January 2017-Current

Lead unclaimed property examinations on behalf of state clients in order to ensure compliance with state regulations.

- Prepare and maintain document requests submitted to holders for audits.
- Analyze documentation received from holders related to all general ledger activity in order to prepare audit workbooks.
- Communicate with holders, holder advocates, and holder counsel on regular basis related to audit status and documentation.
- Train new employees on audit tracking systems.
- Manage all aspects of approximately 15 examinations at a given time.
- Utilize interactive audit tracking system to provide audit status and pertinent audit information to fellow team members.

EDUCATION

MASTER'S DEGREE

Business Administration
Trevecca Nazarene University
Nashville, TN
2005 – 2007

BACHELOR OF ARTS

Business Administration
Concentration: Accounting
Minor: French
Eastern Nazarene College
Quincy, MA
1995 – 1999

LEAD EXAMINER

PRA Government Services/January 2016-January 2017

Conduct audits of holders in multiple industries and establish procedures and protocols for unclaimed property audit department.

- Establish audit requests, training materials, policies and procedures for department.
- Participate in weekly status calls providing management with updates on examinations.
- Assist team members with Contractor-Assisted Self Audits (CASA)
- Lead examinations of holders and participate in all aspects of the audit from Opening Conferences to workbook preparation and remediation review.
- Attend National Association of State Treasurers (NAST) conference in New Orleans, LA.

AUDIT SUPERVISOR
Xerox/January 2015-January 2016

SENIOR AUDITOR
Xerox/June 2012-January 2015

Lead unclaimed property audits on behalf of state clients. Manage audit staff on projects in order to move audits toward conclusion in a timely and effective manner while producing thorough results for our clients.

- Provide management with pertinent data analysis in order to perform scoping exercises on potential audit candidates.
- Maintain 25+ active audits at any given time either independently or with assigned staff to examinations.
- Lead examination of holders of many types of industries with areas of audit focus in general ledger activity, rebates and life insurance.
- Participate in opening conferences and regular status calls with holders.
- Provide updates to clients on a monthly basis regarding status of examinations.
- Draft detailed audit reports of processes performed and present them to holders and/or state clients.
- Train new staff members on processes and procedures.

UNCLAIMED PROPERTY MANAGER
ACCOUNTING SUPERVISOR

Optum Insight (f/k/a AIM Healthcare)/August 2002-June 2012

Responsible for all escheatment processes related to three holders. Additionally, responsible for two full-time employees and one contractor related to accounting responsibilities while working remotely from home.

- Prepare escheatment accounting entries, reconciliation of accounts, due diligence letters, and state reports for three holders.
- Attend Unclaimed Property Professionals Organization (UPPO) annual conferences.
- Lead accounting processes related to two lines of business including daily reconciliations and month-end close processes.
- Manage full-time employees and maintain all associated tasks including annual performance reviews and evaluations.

- Produced, analyzed and presented Financial Reports to both the Controller and Chief Accounting Officer: Accounts Payable, Expense Accruals, Domestic and International Bank Reconciliation, Income Statement Analysis and any other ad hoc reports that were requested on a monthly basis.
- Assisted in implementing a new T&E process to enforce Forrester's T&E policy, saving the company thousands of dollars per week.

First Act, Incorporated, Boston, MA

2007-2009

Accounting/Finance Manager

- Produced many of the Financial Reports for First Act: Accounts Receivable, Accounts Payable, Inventory, Prepaid and Accrual, Depreciation, Bank Reconciliation and Cash Flow.
- Prepared tax reporting documents (sales tax, corporate tax and 1099 reporting).
- Supervised the Accounts Payable department, to ensure vendors were paid on a timely basis.
- Coordinated with departments to provide a monthly financial review and create the annual budget.
- Worked with auditors to mitigate risk within the accounting and finance departments.
- Streamlined the monthly reporting process by 20% through automating excel reports and cutting repetitive processes through organization and communication among team.

KPMG International, Boston, MA

2005-2007

Senior Associate - Internal Audit & Regulatory Compliance

- Supported corporate internal controls by mitigating risk and abiding by government regulations while satisfying organizational goals and objectives.
- Analyzed business processes to identify high risk controls, audit planning, development of audit programs, and testing of internal controls of critical business areas (such as finance, billing, accounting, external reporting (10K, 10Q), investment management, Sarbanes Oxley 404 compliance, marketing, HR, etc...) for companies in the Financial Services, Commercial Banking, Wealth Management, Consumer Goods, Telecommunications & Equipment Rental industries.
- Evaluated results of test work, developed recommendations to mitigate residual risks and/or improve efficiency of the operation, and delivered recommendations to management.

State Street Corporation, Boston, MA

2004-2005

Assistant Controller

- Assisted the Senior Money Market Controller, within the Global Treasury division, by creating the financial reports for State Street Corporation.
- Created, analyzed and audited the Money Market's daily, monthly and quarterly reports which were distributed to various Directors, Vice Presidents and Executive Vice Presidents within State Street Global Markets and Global Treasury divisions.
- Streamlined financial reports by using Excel macros and formulas, which increased the accuracy of the reports while cutting the labor hours to create the Executive Committee financial reports by a third.
- Maintained the general ledger and worked with Sarbanes-Oxley Section 404 compliance, forecasting, budgeting and verifying invoices.

Auditor

2002-2004

- Auditing our client, General Electric Asset Management's accounts (custody and non-custody portfolios), to verify the integrity of their monthly financial records.
- Researched and reconciled exceptions: outstanding receivables and payables, failed trades, past due income, pending foreign exchanges and share discrepancies.
- Worked closely with the Quality Assurance team and IT department to communicate any issues identified and correct the financial portfolios.

Senior Portfolio Accountant

1999-2002

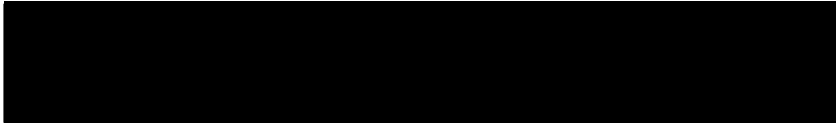
Portfolio Accountant

1998-1999

EDUCATION

B.S., Resource Economics with a concentration in Managerial Accounting
University of Massachusetts, Amherst, MA 1998

TRUDY STURLESE HEFLIN



PROFESSIONAL EXPERIENCE

- Heflin Energy, LLC / Trudy Heflin & Associates 1990-2007
Position: President/ Owner
Duties: Provided oil & gas accounting services to independent operators in the oil & gas business. This included general ledger reporting, accounts payable, joint interest billing, revenue distribution, well history reports, preparing 1099's to investors and all other accounting services requested by the client.
- Cameron Development Company/ M & A, Limited 1980-1990
Position: Treasurer/ Comptroller
Duties: Provided all oil & gas accounting services to Cameron Development Company and M & A, Ltd, an exploration company and investor in oil & gas wells.
- Revenue Recovery Group 1995-2005
Position: Auditor
Duties: Performed Sales/Use Tax audits for Parishes in Louisiana. The association with Revenue Recovery Group was as an consultant. The compensation was a percentage of audits I completed and the Parishes paid Revenue Recovery Group as per their contracts.
- Homemaker and Mother 1979-1980
Position: Homemaker and Mother
Duties: My only child was born on February 26, 1979. It was a high risk birth. Stayed home with him until he was one year old
- Louisiana Department of Revenue & Taxation – Lafayette, LA 1977-1979
Position: Revenue Agent
Duties: Performed Sales/Use tax audits, Corporate Income tax audits, Occupational License tax audits and Severance Tax audits. Audits were performed throughout the United States.
- South Louisiana Production Company/ Louisiana Intrastate Gas – Subsidiaries of Central Louisiana Electric Company 1975-1977
Position: Senior Oil & Gas Accountant
Duties: Accounting for Joint Interest Billing, Revenue Distribution, providing K-1 Income tax forms to investors in wells drilled and operated by South Louisiana Production Company. Provided review and control over all of Louisiana Intrastate Gas Pipelines to assure compliance with all Sales/Use Tax

Returns due to Louisiana Department of Revenue and Taxation and any local parishes the pipelines crossed. In charge of quarterly review and year end audits performed by Coopers & Lybrand, Certified Public Accountants. The reviews and audits were mandated by the Securities and Exchange Commission because both companies were Public Trading companies because both were subsidiaries of Central Louisiana Electric Company.

Louisiana Department of Revenue & Taxation – Houston, TX 1974-1975

Position: Revenue Agent

Duties: Performed Major Corporate Income Tax audits of many major oil & gas companies doing business in Louisiana. These audits included Texaco, Shell Oil Company, Apache Oil, Unocal and Amerada Hess (to name a few).

Louisiana Department of Revenue & Taxation – Shreveport, LA 1972-1974

Position: Revenue Agent

Duties: Performed Sales/Use Tax audits both in Shreveport, LA and Locations throughout the United States

EDUCATION

Graduate, Cathedral Carmel High School – 1968, Lafayette LA

BS Degree, University of Southwestern Louisiana - 1972, Lafayette LA

Major: Accounting. GPA in Accounting – 3.40. Overall GPA – 3.20.

Worked towards Master's Degree in Business Administration completed nine (9) out of thirty semester hours, but did not earn the advanced degree.

REFERENCES

David Withers
Monitor Drilling
105 Concord Dr.
Carencro, LA 70520
337/873-8048 (off.)
713/857-7093 (cell.)

John Rogers
T.K. Stanley
8708 Westview
Houston, TX 77055
713/984-2640 (off.& hm.)
713/822-7936 (cell.)

John Tanner
University of Louisiana
1322 E Dulles
Lafayette, LA 70506
337/482-6149 (off.)
337/255-7139 (cell.)

Rand Turner
Petrus Energy
333 N. Sam Houston Pkwy, E.
Suite 900 Houston, TX 77060
713/824-4229 (cell.)

William W. Joseph Jr.
 Email: wjoseph@auditservicesus.com

Education

9/5/00 – Present	William Paterson University Major: Computer Science	Wayne, NJ
10/13/97 – 3/11/99	Computer Learning Center, Inc Associate's Degree: Computer Programming	Paramus, NJ

Career Experience

7/7/04 – Present	Audit Services U.S., LLC Reports Processing Manager <ul style="list-style-type: none"> • Convert various input formats into NAUPA reporting format • Verify and correct supplied data to conform with NAUPA regulations • Generate State specific reports, coverletters, and forms • Create, verify and supply data diskettes containing NAUPA reports for each state • Troubleshoot and assist auditors and state employees with reporting questions and issues • Assist in ongoing devopment of company specific software • Verify holder information for claims 	New York, NY
0/9/03 – 7/6/04	Oltron, Inc: X-Ray and Digital Imaging Webmaster/Field Service Technician <ul style="list-style-type: none"> • Created and maintained corporate website using JavaScript and HTML • Repaired and refurbished X-Ray equipment throughout the New York metropolitan area • Integrated computer technology in the installation and calibration of X-Ray generators • Sustained verbal and written communications with clientele 	Carlstadt, NJ
9/27/01 – 9/7/03	Consultant Private Consultant <ul style="list-style-type: none"> • Composed customer database system to aid in the organization of Insurance company clients • Designed a parts/equipment inventory program using Visual Basic and Microsoft Access for an X-Ray imaging company • Employed artistic talents in the development and maintenance of web sites for online gaming communities • Constructed interactive portfolio software to highlight client's proficiency as an educator 	Wayne, NJ

7/6/98 – 9/26/01 Dunlop, Onderdonk & Wilson Corp. / Bollinger, Inc. Short Hills, NJ
Network Administrator / Information Systems Technician

- Administered and maintained Windows NT network
- Isolated computer system failures to the component level
- Diagnosed and repaired workstations and HP Laserjet printers
- Initiated reorganization of software and hardware components
- Assisted Help Desk with hardware and software concerns
- Supplied technical support to colleagues in operating system transition from DOS to Windows 98/2k platforms
- Educated personnel in the use of the agency management software, as well as, the Internet and Microsoft Outlook

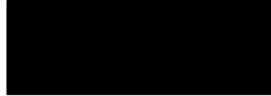
Computer Literacy

Programming Languages: Visual Basic, SQL, HTML, XML, XHTML, DHTML, Java, J++,
JavaScript, Visual C++, COBOL, JCL, CICS, FoxPro, and PHP

Software Packages: Windows (3.1-XP), MS Office (95 – 2k), Ebix.One AMS, Adobe
Photoshop, Illustrator, Macromedia Flash, Microsoft Developer
Studio, CorelDraw, Dreamweaver, 3D Studio Max, Frontpage,
Poser, DAZStudio

Organization Membership: Ebix.One Community, Microsoft Developer Network Member

VIRGILIO CAPALA JR.



EDUCATION

The Chubb Institute, Jersey City, New Jersey 1996
Diploma in Computer Programming

University of San Carlos, Cebu City, Philippines 1990
Completed 120 units toward BSECE
(Bachelor of Science in Electronics and Communication Engineering)

TECHNICAL SUMMARY

HARDWARE: IBM 3090, IBM Compatible PC

SOFTWARE:

Mainframe: COBOL, COBOL II, MVS/ESA, MVS/JCL, VSAM, IDCAMS, CICS,
DB2, OS UTILITIES, TSO/ISPF-PDF, EZTRIEVE
PC: Microsoft Office

CONCEPTS: Problem Analysis, Basic and Advanced Programming Design and Techniques in
Online and Batch Processing, Dumps Debugging and Management Utilities, File updating
and Manipulation (VSAM, Physical Sequential and DB2), System Maintenance

EXPERIENCE

Audit Services US, LLC, New York, New York 2013-Present
Escheatment Systems Analyst

Computershare, Jersey City, New Jersey 2012- 2013
Escheat Securities Analyst

BNY Mellon Shareowner Services, Jersey City, New Jersey 2012-2012
(Acquired by Computershare January/2012)
Escheat Securities Analyst

BNY Mellon Shareowner Services, Jersey City, New Jersey 2007-2012
(Merger of BNY and Mellon in July/2007)
Escheat Securities Analyst

Mellon Shareowner Services, Ridgefield Park, New Jersey 2004-2007
Escheat Securities Analyst

- In house consultant of Escheat system
- Identify system bugs and request system modifications
- Created a process using Eztrieve to identify escheatable accounts not pickup by the Mainframe program .(This was used to identify system gap)
- Created a system using Access database to identify escheatable CUSIPs using the various data pull from various reports/system
- Reformat reports into a one line data to import in excel for analysis

Mellon Shareholder Services, Ridgefield Park, New Jersey 2000-2004
(Acquired Chasemellon in Dec/2000)

Programmer

- Created a check payment system for Tobacco Settlement project.
- Part of the team that converted the check database from VSAM based to DB2
- Created an online application to view checks and create various check transactions
- Supports nightly batch process

Chasemellon Shareholder Services, Ridgefield Park, New Jersey 1997-2000

Programmer

- Y2K remediation – Expand the 6 digit to 8 digit date on the batch and online jobs
- Tested and debugged programs after file expansion

ARGI, Montvale, New Jersey 1996-1997

Programmer

- Convert name and address data from various layout into one standard format to create mail records

Margola Corporation, New York, New York 1991-1996

System Application Maintenance

- Maintain an accounting software (MAS90) with 16 users including one online user in NY-NJ office
- Trouble shoot, analyze & fix systems and terminal hang-up
- Write and generate customized reports using the Report Master (4GL software included in MAS90 program)
- Set-up password for individual user
- Set-up new forms for printing such as checks, sales order, invoices and shipping label
- Perform monthly and yearly period processing
- Write system modifications to programmer to modify the program to fit company needs

Radio Shack, New York, New York 1990-1991

Salesperson

- Certified Computer Sales Specialist
- Help customers solve computer related problems

Jeffrey L. Saitta



Software Developer

Education:

SUNNY at Farmingdale, NY
Computer Sciences

Hardware:

IBM S/3, 34, 36, 38, AS/400

Software Languages:

RPG/ III, IV, ILE, QRY, SQL

Business Experience:

Audit Services
212 W 35rd Street
New York, NY 10001

Dates: 5/2004 to present

Duties: Utilizing my 26 years of programming experience to develop and maintain all software used by ASUS's staff.

Working closely with staff designing new projects as well as maintaining and the improvement of existing systems.

Conversion of data received by transfer agent and formatted to the AS/400.

Tracking System

Due Diligence

Property Eligibility

Event Date Analysis

NAUPA State Filing

Reconciliation/Scheduling

Dividend Processing

Work In Process Analysis

Reporting and Inquiry Systems

Jeffrey L. Saitta

Unclaimed Property Recovery and Reporting

450 7th Avenue
New York, NY 10001

Dates: 1/1999 to 5/2004

Duties: Programmed major Recovery system to return unclaimed property to shareholder's before escheating those funds to appropriate states. Responsible for all new and existing programming needs for an Escheatment system.

Scotti Financial Data Services

163 Varick Street
New York, NY 10013

Dates: 2/1996 to 1/1999

Hired as consultant by CHASEMELLON Bank to redesign there Corporate Reorganization System. Programs developed enabled staff to process a shareholder claim from 13 days to 3. Daily duties included converting data files from transfer agent, debiting and crediting of stocks, printing checks and stock certificates.

ACS Financial Securities & Services

915 Broadway
New York, NY 10010

Dates: 9/1983 – 2/1996

Duties: Debiting/Crediting of publicly traded stocks and bonds.

ASUS

AUDIT SERVICES, U.S., LLC

EXHIBIT

J



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jacobson, Goldfarb & Scott, Inc 960 Holmdel Rd Bldg1 Holmdel NJ 07733-2138		CONTACT NAME: Andre Jones PHONE (A/C, No, Ext): (877) 547-4671 E-MAIL ADDRESS: ajones@jgsinsurance.com FAX (A/C, No): (732) 834-0233	
INSURED Audit Services U.S., LLC 212 West 35th St, Ste.1600 New York NY 10001		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Transportation Insurance Company	NAIC # 20494
		INSURER B: Continental Casualty Company	20443
		INSURER C: Hartford Underwriters Insurance	30104
		INSURER D: Navigator Ins co	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 17-18 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			B2099548438	3/1/2017	3/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			B2099548438	3/1/2017	3/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			B2099548472	3/1/2017	3/1/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A	13WECIQ4618	3/1/2017	3/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability Surety Bond			NY16MPL063975IV 70736227	7/12/2016 6/22/2016	7/12/2017 6/22/2017	Aggregate Limit \$ 5,000,000 Limit \$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is included as Additional Insured ONLY WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT as per attached form # SB146932E310611.

CERTIFICATE HOLDER

State of West Virginia
Office of the State Treasurer
Charleston, WV 25305

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Vincent Hager/NK

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – LIABILITY EXTENSION

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM

Coverage afforded under this extension of coverage endorsement does not apply to any person or organization covered as an additional insured on any other endorsement now or hereafter attached to this Policy.

1. ADDITIONAL INSURED – BLANKET VENDORS

WHO IS AN INSURED is amended to include as an additional insured any person or organization (referred to below as vendor) with whom you agreed, because of a written contract or agreement to provide insurance, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

1. The insurance afforded the vendor does not apply to:
 - a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - b. Any express warranty unauthorized by you;
 - c. Any physical or chemical change in the product made intentionally by the vendor;
 - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
 - g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
 - h. "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its

own acts or omission or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

- (1) The exceptions contained in Subparagraphs d. or f.; or
- (2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.
3. This provision 2. does not apply to any vendor included as an insured by an endorsement issued by us and made a part of this Policy.
4. This provision 2. does not apply if "bodily injury" or "property damage" included within the "products-completed operations hazard" is excluded either by the provisions of the Policy or by endorsement.

2. MISCELLANEOUS ADDITIONAL INSUREDS

WHO IS AN INSURED is amended to include as an insured any person or organization (called additional insured) described in paragraphs 2.a. through 2.h. below whom you are required to add as an additional insured on this policy under a written contract or agreement but the written contract or agreement must be:

1. Currently in effect or becoming effective during the term of this policy; and
2. Executed prior to the "bodily injury," "property damage" or "personal and advertising injury," but

Only the following persons or organizations are additional insureds under this endorsement and coverage provided to such additional insureds is limited as provided herein:

- a. Additional Insured – Your Work

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That person or organization for whom you do work is an additional insured solely for liability due to your negligence specifically resulting from your work for the additional insured which is the subject of the written contract or written agreement. No coverage applies to liability resulting from the sole negligence of the additional insured.

The insurance provided to the additional insured is limited as follows:

- (1) The Limits of Insurance applicable to the additional insured are those specified in the written contract or written agreement or in the Declarations of this policy, whichever is less. These Limits of Insurance are inclusive of, and not in addition to, the Limits of Insurance shown in the Declarations.
- (2) The coverage provided to the additional insured by this endorsement and paragraph F.9. of the definition of "insured contract" under **Liability and Medical Expenses Definitions** do not apply to "bodily injury" or "property damage" arising out of the "products-completed operations hazard" unless required by the written contract or written agreement.
- (3) The insurance provided to the additional insured does not apply to "bodily injury," "property damage," or "personal and advertising injury" arising out of the rendering or failure to render any professional services.

b. State or Political Subdivisions

A state or political subdivision subject to the following provisions:

- (1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent, or control and to which this insurance applies:
 - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistway openings, sidewalk vaults, street banners, or decorations and similar exposures; or
 - (b) The construction, erection, or removal of elevators; or
- (2) This insurance applies only with respect to operations performed by you or on your

behalf for which the state or political subdivision has issued a permit.

This insurance does not apply to "bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality.

c. Controlling Interest

Any persons or organizations with a controlling interest in you but only with respect to their liability arising out of:

- (1) Their financial control of you; or
- (2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for such additional insured.

d. Managers or Lessors of Premises

A manager or lessor of premises but only with respect to liability arising out of the ownership, maintenance or use of that specific part of the premises leased to you and subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

e. Mortgagee, Assignee or Receiver

A mortgagee, assignee or receiver but only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance, or use of a premises by you.

This insurance does not apply to structural alterations, new construction or demolition operations performed by or for such additional insured.

f. Owners/Other Interests – Land Is Leased

An owner or other interest from whom land has been leased by you but only with respect to liability arising out of the ownership, maintenance or use of that specific part of the land leased to you and subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to lease that land; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

g. Co-owner of Insured Premises

A co-owner of a premises co-owned by you and covered under this insurance but only with respect to the co-owners liability as co-owner of such premises.

h. Lessor of Equipment

Any person or organization from whom you lease equipment. Such person or organization are insureds only with respect to their liability arising out of the maintenance, operation or use by you of equipment leased to you by such person or organization. A person's or organization's status as an insured under this endorsement ends when their written contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded these additional insureds, the following additional exclusions apply:

This insurance does not apply:

- (1) To any "occurrence" which takes place after the equipment lease expires; or
- (2) To "bodily injury," "property damage" or "personal and advertising injury" arising out of the sole negligence of such additional insured.

Any insurance provided to an additional insured designated under paragraphs b. through h. above does not apply to "bodily injury" or "property damage" included within the "products-completed operations hazard."

3. The following is added to Paragraph H. of the BUSINESSOWNERS COMMON POLICY CONDITIONS:

H. Other Insurance

- 4. This insurance is excess over any other valid and collectible insurance naming the additional insured as an insured whether primary, excess, contingent or on any other basis unless a written contract or written agreement specifically requires that this insurance be either primary or primary and noncontributing.

4. LEGAL LIABILITY – DAMAGE TO PREMISES

A. Under B. Exclusions, 1. Applicable to Business Liability Coverage, Exclusion k. Damage To Property, is replaced by the following:

k. Damage To Property

"Property damage" to:

- 1. Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;
- 2. Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises;
- 3. Property loaned to you;
- 4. Personal property in the care, custody or control of the insured;
- 5. That particular part of any real property on which you or any contractors or subcontractors working directly or indirectly in your behalf are performing operations, if the "property damage" arises out of those operations; or
- 6. That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it.

Paragraph 2 of this exclusion does not apply if the premises are "your work" and were never occupied, rented or held for rental by you.

Paragraphs 1, 3, and 4, of this exclusion do not apply to "property damage" (other than damage by fire or explosion) to premises:

- (1) rented to you;
- (2) temporarily occupied by you with the permission of the owner, or
- (3) to the contents of premises rented to you for a period of 7 or fewer consecutive days.

A separate limit of insurance applies to Damage To Premises Rented To You as described in Section D – Liability and Medical Expenses Limits of Insurance.

Paragraphs 3, 4, 5, and 6 of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph 6 of this exclusion does not apply to "property damage" included in the "products-completed operations hazard."

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- B. Under B. Exclusions, 1. Applicable to Business Liability Coverage**, the last paragraph of 2. Exclusions is deleted and replaced by the following:

Exclusions **c, d, e, f, g, h, i, k, l, m, n, and o**, do not apply to damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner or to the contents of premises rented to you for a period of 7 or fewer consecutive days. A separate limit of insurance applies to this coverage as described in **Section D. Liability And Medical Expenses Limits Of Insurance**.

- C. The first Paragraph under item 5. Damage To Premises Rented To You Limit of Section D. Liability And Medical Expenses Limits Of Insurance** is replaced by the following:

The most we will pay under Business Liability for damages because of "property damage" to any one premises, while rented to you, or temporarily occupied by you, with the permission of the owner, including contents of such premises rented to you for a period of 7 or fewer consecutive days, is the Damage to Premises Rented to You limit shown in the Declaration.

5. Blanket Waiver of Subrogation

We waive any right of recovery we may have against:

- a. Any person or organization with whom you have a written contract that requires such a waiver.

6. Broad Knowledge of Occurrence

The following items are added to **E. Businessowners General Liability Conditions in the Businessowners Liability Coverage Form**:

- e. Paragraphs a. and b. apply to you or to any additional insured only when such "occurrence," offense, claim or "suit" is known to:

- (1) You or any additional insured that is an individual;
- (2) Any partner, if you or an additional insured is a partnership;
- (3) Any manager, if you or an additional insured is a limited liability company;
- (4) Any "executive officer" or insurance manager, if you or an additional insured is a corporation;
- (5) Any trustee, if you or an additional insured is a trust; or
- (6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

This paragraph e. applies separately to you and any additional insured.

7. Bodily Injury

Section F. Liability and Medical Expenses Definitions, item 3. "Bodily Injury" is deleted and replaced with the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the bodily injury, sickness or disease.

8. Expanded Personal and Advertising Injury Definition

- a. The following is added to **Section F. Liability and Medical Expenses Definitions**, item 14. **Personal and Advertising Injury**, in the **Businessowners General Liability Coverage Form**:

- h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person, but only if such discrimination or humiliation is based solely on either disparate impact (as opposed to disparate treatment) or vicarious liability, and:

1. Not done intentionally by or at the direction of:

- a. The insured; or
- b. Any "executive officer," director, stockholder, partner, member or manager (if you are a limited liability company) of the insured; and

2. Not directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person or person by any insured.

- b. The following is added to Exclusions, **Section B.:**

(15) Discrimination Relating to Room, Dwelling or Premises

Caused by discrimination directly or indirectly related to the sale, rental, lease or sub-lease or prospective sale, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured.

(16) Fines or Penalties

Fines or penalties levied or imposed by a governmental entity because of discrimination.

- c. This provision (**Expanded Personal and Advertising Injury**) does not apply if **Personal and Advertising Injury Liability** is excluded either by the provisions of the Policy or by endorsement.

9. Personal and Advertising Injury Re-defined

Section F. Liability and Medical Expenses Definitions, item 14, Personal Advertising Injury, Paragraph c. is replaced by the following:

- c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a

room dwelling or premises that a person or organization occupies committed by or on behalf of it's owner, landlord or lessor.

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