



**Pennsylvania Treasury Department
Voluntary Compliance Program
for
Reporting Unclaimed Property**

According to the Pennsylvania Abandoned and Unclaimed Property Act, 72 P.S. Section 1301.1 et. seq., all “holders” are required to file an unclaimed property report each year by April 15th. The term “holder” refers to any person, business, or organization that is in possession of unclaimed property. Unclaimed property is any financial asset that has been left with a holder, without activity or contact for at least one year or longer.

To be considered for admittance into the Voluntary Compliance Program, a holder must meet the following criteria:

- Holder is voluntarily coming forward because of identified non-reporting or underreporting of unclaimed property
- Holder is currently not under audit for past due unclaimed property reporting
- Holder has not been granted voluntary compliance in the past 10 years

Holder hereby agrees:

To complete an audit of its books and records for at least ten years prior to the current report year.

To disclose all subsidiaries or entities, including EIN’s, included in the compliance review.

To disclose in writing all, business positions, methodologies and estimation techniques (if applicable) and property types reviewed to determine the unclaimed property liability.

To disclose any methods of due diligence performed.

To file a report within ninety (90) days of the execution of this agreement directly with the Treasury Department. Any use of a third party to gather records or file a report will be done at the expense of the holder. The report must be filed using electronic reporting software, HRS Pro, or other approved reporting software, with the reported and remitted amount fully reconciling. The report will contain the name, last known address and Social Security Number (if known) and any other account information that is available and useful in determining rightful ownership of the account.

To be fully compliant with the Pennsylvania Unclaimed Property Law from this point forward. This includes, but is not limited to, performing an annual review of all financial records for abandoned and unclaimed accounts and filing a complete and accurate unclaimed property report on April 15th, each year (filing instructions and software are available on www.patreasury.org). If the holder has no reportable unclaimed property, a negative report will be filed by the reporting deadline.

The Treasury Department hereby agrees:

To waive all applicable penalties and interest, as permitted under Section 1301.24 and 1301.25 of the PA Unclaimed Property Law, for the reported property, if the property is reported within the terms of this agreement.

To relieve the holder of liability from claims on the property upon payment and delivery of the property according to Section 1301.14 of the PA Unclaimed Property Law.

To maintain confidentiality of this voluntary agreement and only disclose such information if compelled to do so by request under the Pennsylvania Right to Know Law.

Under this agreement

Treasury reserves the right to conduct an audit of the holder regardless of its admittance into the program. Treasury recognizes, however, that the holder has come forward on a voluntary basis to come into compliance with the unclaimed property, and will take this action into consideration when considering an audit of the holder’s books and records.

If any of the representations made by the holder in the agreement are false or misleading, the agreement becomes null and void and the holder becomes subject to penalties and interest from the time the property should have been reported, as permitted in Section 1301.14 of the PA Unclaimed Property Law.

Signatures

Executive Officer for Holder

Treasury Department Representative

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Completed forms, and all related information, should be mailed to the following address:

**Pennsylvania Treasury Department
Bureau of Unclaimed Property
PO Box 1837
Harrisburg, PA 17105-1837
Attn. VDA Program**

Holder Information

Company Name:

EIN Number:

Subsidiaries Included in Review:

Property Types to be Reviewed:

Contact Name:

Contact's Phone Number:

Contact's Email Address:

Company Mailing Address:

Remarks/Comments:

If applicable...

Holder Advocate:

Holder Advocate Contact Name:

Holder Advocate Contact Information (*email, address, etc.*):