

# SAMPLE DUE DILIGENCE LETTER

Notification letters must be sent for all property over \$100, safe deposit boxes and securities. Letters must be sent no more than 120 days or less than 60 days before the report is filed. For November 1st reports this is between July 4th and August 31st. Please be aware, it can take several weeks for all of our reports to be loaded during busy deadline times. If an owner calls you after the deadline in the letter please make them aware that the funds may not be immediately available from our office.

July 4, YEAR

(Owner Name)  
(Owner Last Known Address)

Re: (DESCRIBE UNCLAIMED PROPERTY)  
Reference #

We are holding unclaimed property of at least \$100 due to the person identified above. The owner may claim this property by completing and mailing the form below or by contacting us at the address and/or phone number listed below:

Holder Name  
Holder Contact  
Mailing Address  
City, State Zip  
Phone Number

If you do not contact us before (INSERT LAST DATE THE HOLDER CAN REFUND PROPERTY BEFORE REPORTING TO THE STATE), the law requires us to submit this property to the Office of the Kansas State Treasurer.

Contact Name  
Contact Phone Number

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**PLEASE COMPLETE , SIGN AND RETURN THIS FORM TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS**

Name \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ACTION TO BE TAKEN (CHECK ONE)**

- Reissue Check       Update Account       Close Account and Send Check       Other (explain)

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For more information on due diligence, please call our office. Letters are not required to be sent to an address that your records disclose to be inaccurate. Our office does track the percentage of due diligence failures filed by your company (the percent of claimants still living at the reported address).

**Contact our office for more information (785)291-3173 or [lisa@treasurer.ks.gov](mailto:lisa@treasurer.ks.gov)**