

**WORKSHOP REGISTRATION**

Please send completed Registration Form to:

*Department of Financial Services  
Bureau of Unclaimed Property  
Attn: Theodore Williams  
5920 Arlington Expressway Ste 316  
Jacksonville, Fl 32211*

**Space is limited. Please register by**

**6//12/09**

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

# Attending: \_\_\_\_\_

If you have any questions, please call:

*Bureau of Unclaimed Property  
Theodore Williams  
Phone (904) 723-2141*

*E-Mail: Theodore.Williams@FLDFS.com*

*Department of Financial Services  
Bureau of Unclaimed Property  
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5920 Arlington Expressway Ste 316  
Jacksonville, Fl 32211*



**ALEX SINK  
CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA**

Florida Department of Financial Services

**UNCLAIMED  
PROPERTY  
WORKSHOP 2009**

*June 18, 2009  
Jacksonville, FL*

*Unclaimed Property:  
Information You  
Should Know*

*Provider No. 0003450*

*CPE Course No. 0004969*

## **WORKSHOP AGENDA**

The Florida Department of Financial Services is presenting an Unclaimed Property Workshop to inform and assist business entities on issues relating to unclaimed property as prescribed by Chapter 717, Florida Statute. The workshop will consist of a four-module presentation, with each followed by a dedicated question and answer section.

The workshop will be conducted from 9:00 a.m. to 12:00, and will include one break.

### **INTRODUCTION**

See and hear about the history of unclaimed property and unclaimed property laws. We will also look at examples of different types of unclaimed property, common definitions, as well as the ultimate disposition of property. A review of recent changes in unclaimed property laws will also be presented.

### **HOLDER RESPONSIBILITY AND COMPLIANCE**

You will learn about all the fundamental responsibilities you have as a holder of unclaimed property. This will include developing unclaimed property policies and procedures, identifying unclaimed property, performing due diligence, filing annual reports, remitting property and maintaining adequate records. The session will review Florida dormancy

periods and aging of property, along with providing information pertaining to search tools to assist in performing due diligence.

### **REPORTING UNCLAIMED PROPERTY**

This session explores the reporting process of unclaimed property. You will learn how and when to report utilizing paper and electronic reporting methods. We will discuss in detail the Florida reporting forms and NAUPA electronic reporting format. Information will be provided regarding reciprocal reporting of incidental unclaimed property. We will also look at landmark cases that unclaimed property administrators and experts use to determine which state is entitled to unclaimed property.

### **UNCLAIMED PROPERTY AUDITS AND VOLUNTARY DISCLOSURE**

This session will consist of an overview of the audit process and voluntary compliance. The discussion will include audit selection, type of financial records required for an audit and the formal audit report. In addition, we will discuss Florida's program to encourage voluntary compliance. The discussion will continue with a summary highlighting a proactive approach to unclaimed property compliance.

**DATE:** June 18, 2009

**TIME:** 9:00 a.m. – 12:00

Registration begins at 8:30 a.m.

### **LOCATION:**

*Front Auditorium  
Emmett S. Roberts Bldg  
5920 Arlington Expressway  
Jacksonville, Fl 32211*

***\*No fee to participate.***



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STATE OF FLORIDA**

Florida Department of Financial Services

*For additional information visit our website:*

[www.fltreasurehunt.org](http://www.fltreasurehunt.org)