

WORKSHOP REGISTRATION

Please send completed Registration Form to:

*Department of Financial Services
Bureau of Unclaimed Property*

*Attn: Aldon Asher
400 W. Robinson St. Suite N-401
Orlando, FL 32801*

Fax (407)481-5664

Space is limited. Please register by

8/12/2010

Name: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Telephone: _____

Fax: _____

Email: _____

Attending Workshop 1 _____

Attending Workshop 2 _____

Attending Workshop 3 _____

If you have any questions, please call:

*Bureau of Unclaimed Property
Aldon Asher
Phone (407)835-4426
Email: Aldon.Asher@fldfs.com*

*Department of Financial Services
Bureau of Unclaimed Property
400 W. Robinson St. Suite N-401
Orlando, Florida 32801*



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

Florida Department of Financial Services

**UNCLAIMED
PROPERTY
WORKSHOPS
2010**

*August 19, 2010
Orlando, FL*

*Unclaimed Property:
Information You
Should Know*

Provider No. 0003450

CPE Course No. 0004969

The Florida Department of Financial Services (Department) will be presenting three workshops on August 19, 2010.

The first workshop will inform and assist business entities on issues relating to unclaimed property as prescribed by Chapter 717, Florida Statute. The workshop will be conducted from 9:00 a.m. to 12:00 p.m., and will include one break.

The second workshop is a training session to assist entities on how to use the recently released unclaimed property reporting system UPEXchange, which is endorsed by the National Association of Unclaimed Property Administrators (NAUPA). The workshop will be conducted from 1:00 p.m. to 2:30 p.m.

The third workshop is a training session to assist financial institutions in remitting contents of safe deposit boxes to the State. The workshop will be conducted from 2:30 p.m. to 4:00 p.m.

WORKSHOP 1

This workshop will consist of a three-module presentation, with each followed by a dedicated question and answer section. We will discuss the unclaimed property law and landmark court cases that state administrators and experts use to determine to which state the unclaimed property is to be reported.

You will learn about all the fundamental responsibilities you have as a holder of unclaimed property. This will include identifying unclaimed property, reviewing dormancy periods, performing

due diligence, filing annual reports and remitting property.

Finally, you will be provided an overview of the audit process and we will discuss Florida's program to encourage voluntary compliance.

WORKSHOP 2

This workshop will consist of an interactive demonstration of the UPEXchange reporting system followed by a dedicated question and answer session. UPEXchange by ETM, the only unclaimed property software officially endorsed by NAUPA, is available at no charge at www.fltreasurehunt.org under the Reporting Unclaimed Property link. It is a software-as-a-service offering (SaaS) which makes it accessible from anywhere, with any standard web browser, and with no software to install or maintain.

ETM provides a variety of training and support tools within UPEXchange:

- An online User Guide
- Interactive tutorials
- Pre-recorded training videos
- A knowledgebase of frequently asked questions and answers
- Complete product support

WORKSHOP 3

This workshop will provide guidelines for financial institutions including:

- How to identify dormant safe deposit boxes
- What steps to follow when inventorying safe deposit boxes.

- Guidelines for the safe delivery of contents to the State
- How the State handles the inventory

DATE: August 19, 2010

TIME:

9:00 a.m. – 12:00 p.m. **WORKSHOP 1**

Registration begins at 8:30 a.m.

1:00 p.m. – 2:30 p.m. **WORKSHOP 2**

Registration begins at 12:45 p.m.

2:30 p.m. – 4:00 p.m. **WORKSHOP 3**

Registration begins at 2:15 p.m.

LOCATION:

The Florida Hotel and Conference Center at The Florida Mall
1500 Sand Lake Road
Orlando, FL 32809

_____ I will be attending Workshop 1

_____ I will be attending Workshop 2

_____ I will be attending Workshop 3

**No fee to participate.*



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STATE OF FLORIDA

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For additional information visit our website:

www.fltreasurehunt.org