

WORKSHOP REGISTRATION

Please send completed Registration Form to:

*Department of Financial Services
Bureau of Unclaimed Property
Attn: Denise Torres
11201 N McKinley Drive
Tampa, FL 33612
Fax (813) 558-1259*

Please register by:

July 10, 2009

Name: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Telephone: _____

Fax: _____

Email: _____

If you have any questions, please call:

*Bureau of Unclaimed Property
Denise Torres
Phone (813) 975-6234*

*Department of Financial Services
Bureau of Unclaimed Property
Attn: Denise Torres
11201 N. McKinley Drive
Tampa, Florida 33612*



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

Florida Department of Financial Services

**UNCLAIMED
PROPERTY
WORKSHOP 2009**

*July 16, 2009
Tampa, FL*

*Unclaimed Property:
Information You
Should Know*

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 9:30 a.m. to 12:00 p.m., 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: July 16, 2009

TIME: 9:30 a.m. – 12:00 p.m.
Registration begins at 9:00 a.m.

LOCATION:

Auditorium

Department of Transportation

11201 N. McKinley Drive

Tampa, FL 33612

**No fee to participate.*



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STATE OF FLORIDA

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For additional information visit our website

www.fltreasurehunt.org