

**WORKSHOP REGISTRATION**

Please send completed Registration Form to:

[Denise.torres@myfloridacfo.com](mailto:Denise.torres@myfloridacfo.com)

or

Department of Financial Services  
Division of Unclaimed Property  
Attn: Denise Torres  
11201 N McKinley Drive  
Tampa, FL 33612

**Space is limited. Please register by**

**January 6, 2017**

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

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

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

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

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

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

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

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

If you have any questions, please call:

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

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



**CHIEF FINANCIAL OFFICER  
JEFF ATWATER  
STATE OF FLORIDA**

Department of Financial Services  
Division of Unclaimed Property

*UNCLAIMED  
PROPERTY  
WORKSHOP 2017*

*January 13, 2017  
Tampa, 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 10:00 a.m. to 1:00 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 electronic reporting methods, specifically our Online Reporting application. 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:** January 13, 2017

**TIME:** 9:30 a.m. – 12:30 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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*For additional information visit our website*

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