



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

ANDY DILLON
STATE TREASURER

Notice Regarding Unclaimed Property Voluntary Disclosure Program

December 1, 2011

ID #

To Whom It May Concern:

The Michigan Department of Treasury (Treasury) is providing businesses, local units of government, and other entities, which have not reported and remitted abandoned and/or unclaimed property to the State of Michigan as required by statute, a final opportunity to voluntarily comply with reporting requirements and avoid penalty and interest on voluntarily-remitted properties.

Under Michigan's Uniform Unclaimed Property Act, Public Act 29 of 1995 (the Act), entities holding property that has gone unclaimed beyond its statutory dormancy period, must report and remit those properties to Treasury by July 1st of each year. If an entity does not have unclaimed property to report, an *Attestation of Compliance with Unclaimed Property Reporting* (Form 4305) is to be filed with Treasury by July 1st. According to our records, your entity neither reported property nor submitted Form 4305 by July 1, 2011.

The Voluntary Disclosure Program will waive all penalty and interest on property voluntarily remitted pursuant to your enrollment in this program. To enroll, complete and return the enclosed *Michigan Unclaimed Property Voluntary Disclosure Agreement* (Form 4869) which includes information regarding your annual July 1 reporting responsibilities. If you are certain you do not have unclaimed property to report and remit, enrollment in the Voluntary Disclosure Program is not necessary; however, you must complete and return Form 4305. The deadline for submitting either of these forms is January 31, 2012.

Compliance with Michigan's Uniform Unclaimed Property Act is easy. The Manual for Reporting Unclaimed Property, including the aforementioned forms and instructions, is available at www.michigan.gov/unclaimedproperty. The Holder Reporting System (HRS), a free software package for creating unclaimed property reports on electronic media for submission, is also available on this Web site.

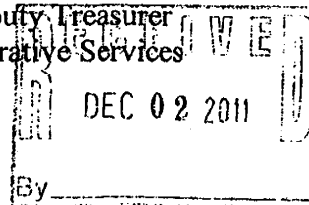
Be advised that Section 31(2) of the Act provides authorization for the State Treasurer to perform unclaimed property examinations. Unclaimed Property examinations will cover the last 10 reportable years. Penalties and interest will be assessed as authorized in the Act.

If you have any questions regarding your responsibilities as a holder of unclaimed property, call (517) 636-6940. Thank you for your assistance in returning unclaimed property to its rightful owners.

Sincerely,

Richard J. Darling

Richard J. Darling, Deputy Treasurer
Financial and Administrative Services



Michigan Unclaimed Property Voluntary Disclosure Agreement

Issued under authority of Public Act 29 of 1995.

PART 1: ENTITY INFORMATION

1. Legal Name of Entity	2. Federal Employer Identification Number (FEIN). If unassigned, enter TR or ME #.
3. Address (Number and Street, P.O. Box)	4. City, State, ZIP Code
5. Contact Name	6. Contact Telephone Number

PART 2: AGREEMENT INFORMATION

The entity listed above, hereafter referred to as the Holder, desires to be compliant with the Michigan Uniform Unclaimed Property Act (Act), being Public Act 29 of 1995, as amended. Accordingly, the Holder would like to voluntarily comply with the Act by reporting and remitting previously unreported unclaimed property due to the State of Michigan and to participate in Michigan's Unclaimed Property Voluntary Disclosure Program. To participate in this program, the Holder agrees to the following terms and conditions:

- (1) To accurately complete and file unclaimed property reports and remit payments for the current reporting year and the previous four reporting years by July 1, 2012. If estimates are involved in determining the amounts to be reported due to inadequate records, the Holder will also provide the calculations for any estimation techniques used.
- (2) To perform due diligence for unclaimed property items valued \$50 and greater as mandated by the Act.
- (3) To disclose all subsidiaries or entities including their FEIN, TR or ME numbers that are part of this agreement. Attach a list of entities.
- (4) To be fully compliant with the Act from this point forward. This includes, but is not limited to, performing an annual review of all financial records for abandoned and unclaimed property and filing a complete and accurate unclaimed property report each year. If there is no reportable unclaimed property, an *Attestation of Compliance with Unclaimed Property Reporting* (Form 4305) shall be filed by the reporting deadline (if required).
- (5) The unclaimed property reports will be filed using electronic reporting software in the nationally recognized National Association of Unclaimed Property Administrators (NAUPA) format.
- (6) Treasury does not waive its right to audit the Holder after July 1, 2012 or anytime after the submission of the unclaimed property reports filed under this voluntary disclosure program. An unclaimed property examination may cover up to the last ten reportable years and result in an assessment of penalty and interest.

PART 3: TREASURY AGREEMENT

Treasury agrees to the following terms:

- (1) To exclude the Holder in Unclaimed Property audit efforts through July 1, 2012.
- (2) Holders will not be assessed penalties and interest for property remitted voluntarily in compliance with this agreement and the Act.

PART 4: CERTIFICATION

By my signature below, I attest to the following:

- (1) I am an authorized representative of the Holder named above and have full authority to enter into and bind the Holder to the terms and conditions of this Voluntary Disclosure Agreement.
- (2) Agreement to all of the terms identified above.
- (3) I am aware of the unclaimed property types and dormancy periods under the Act.
- (4) The entity named above is not currently under examination or audit nor has it been notified by Treasury or by one of Treasury's contract auditors, of Treasury's intention to conduct an unclaimed property examination or audit.

Authorized Representative Name	Authorized Representative Title
Authorized Representative E-Mail Address	Authorized Representative Telephone Number
Authorized Representative Signature	Date

To obtain more information about filing unclaimed property reports including the Manual for Reporting Unclaimed Property, free holder reporting software, forms, Frequently Asked Questions and a Webcast, visit the "Reporting Unclaimed Property" section at www.michigan.gov/unclaimedproperty. Return completed form by January 31, 2012 to:

Michigan Department of Treasury
Unclaimed Property Division
P.O. Box 30756
Lansing, MI 48909

E-mail: TreasUPDReporting@michigan.gov

Call (517) 636-6940 if you have further questions.

Attestation of Compliance with Unclaimed Property Reporting (No Unclaimed Property to Report)

An authorized representative of an entity having no unclaimed property reportable under the Uniform Unclaimed Property Act (1995 PA 29, Michigan Compiled Law 567.221-567.265) must complete this form and file it with the Michigan Department of Treasury.

By my signature below, I attest to the following:

- I am an authorized representative of the entity named below.
- I am aware of the unclaimed property types and dormancy periods under the Uniform Unclaimed Property Act.
- The entity named below has no unclaimed property in its possession that has reached its legal dormancy according to the Act.
- I acknowledge that Section 31(2) of the Uniform Unclaimed Property Act provides authority to the State Treasurer to conduct an examination of the company's books and records.
- I am aware that an unclaimed property examination will cover up to the last ten reportable years and result in assessment of penalty and interest.

Entity Name [REDACTED]	Federal Employer Identification Number [REDACTED]	TR or ME Number (if applicable)
Address [REDACTED]		
City, State, ZIP Code [REDACTED]		Primary Business Activity LEGAL
Authorized Representative (print or type) [REDACTED]		Title of Authorized Representative [REDACTED]
E-mail Address of Authorized Representative [REDACTED]		Telephone Number of Authorized Representative [REDACTED]
Signature of Authorized Representative		Date

Visit the Michigan Department of Treasury Web site at www.michigan.gov/unclaimedproperty for more information on the Uniform Unclaimed Property Act. If you have questions, contact the Unclaimed Property Division at (517) 636-6940.

Return completed form to: Unclaimed Property Division
Michigan Department of Treasury
P.O. Box 30756
Lansing, MI 48909