

Arizona Department of Revenue
Unclaimed Property Reporting Manual

SAMPLE DUE DILIGENCE LETTER

Owner Name
123 Main Street
City Name, State, Zip

Re: (Property Description or Account No.)

Our records indicate that we are holding unclaimed property in the amount of \$_____ due to the person listed above. The owner may claim this property by contacting us at the address and/or phone number listed below.

Holder Information:

Company Name
Address
Phone Number

If we do not hear from the owner before (insert the last day that the company can remove items for refund reporting and remitting to the State), Arizona law requires us to submit this property to the Arizona Department of Revenue, Unclaimed Property Unit by November 1 of each year.

Sincerely,

(Company's Contact Name)
Street Address (Include Number)
City, State, Zip Code

PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS

Printed Owner Name

Owner Signature

Action to be taken (PLEASE CHECK ONE)

Reissue Check (original is/is not enclosed)

Update Account (passbook is/is not enclosed)

Close Account and Send Check (passbook is/is not enclosed)

Other (explain)