

Your E701-030-A OUTSTANDING CHECKS TO BE PURGED FROM CHECK RECON report which lists outstanding checks, issued prior to July 1, 2016, that have become stale-dated is now on your PDF reports menu. Please make sure you have the report dated 07/11/18. If you do not see this report under your Quarterly and Yearly Run menu, then you do not have any stale dated checks.

Prior to OSPS reporting these checks as Unclaimed Property to the Department of State Lands, state agencies must exercise due diligence in an effort to find the rightful owner of the check (reference ORS 98.352). Your goal is to contact the payee, request that they cash the check or assist them in completing a Lost Check Replacement Form.

Agencies Due Diligence Responsibilities

- Required for checks with a value of \$100 or more (highly recommend for all checks)
- Required for all current employees regardless of the amount of the check. (You cannot turn over to State Lands if a current employee or vendor/Agency)
- Make at least one attempt to contact the owner of the check no later than August 29, 2018
- You may not charge the check owner for your efforts

Effective Methods to Locate Payee if Not a Current Employee

- Phone directories
- Internet
- Letter to last known address
- State records

Retain Documentation of Your Effort

- Keep records of your search for 5 years
- Document phone calls to or from the payee
- Letters to or from the payee
- Returned mail

By August 31, 2018 complete your due diligence in attempting to locate the owner of the check. If a check needs to be cancelled/stopped and rewritten, please send OSPS the appropriate form prior to September 6, 2018. Also, no later than September 15 return a copy of your original list with notations regarding the results of your efforts.

If you have any questions regarding the list, appropriate forms, timelines or responsibilities please contact Vangie Barizo, OSPS Accountant at 503-373-0738 or by email to evangeline.barizo@oregon.gov.