

10/01/2007

Name  
123 Main St  
Nowhere, St 12345

Our records indicate that you have not presented for payment our check issued to you as follows:

<u>Number</u>	<u>Issue Date</u>	<u>Amount</u>
1234	mm/dd/yyyy	\$555.55

**If we do not get the bottom portion of this letter back by (date), by law we must forward it to:**

**California office of the State Controller, Bureau of Unclaimed Property.**

You will then have to claim your payment directly with the state office instead of Central California Conference of SDA.

If the check has been lost or you failed to receive it, would you please complete the information below and return this letter to us. If a replacement check is in order, we will be glad to forward one to you.

Thank you for your assistance to this matter.

Sincerely,

Bonnie Manning  
Accounts payable Department  
Central California Conference of SDA

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*I hereby certify that to the best of my knowledge I have not cashed, deposited, assigned, or otherwise tendered for payment the check described above.*

*I therefore request a replacement check be mailed to my address as indicated herein.*

*I agree that if the original check is found, I will return it at once to Central California Conference of SDA.*

**Payee:**

[Check \*\*\*\* on date for \$amount]

Signature: ..... Date:.....  
Address: .....  
.....  
.....

Sample

Date:

Kathleen Connell  
California Office of the State Controller  
Bureau of Unclaimed Property  
P.O. Box 997188  
Sacramento, CA 95899-7188

Enclosed are items, un-cashed checks, which are now outstanding from the original issue date.

Payee: \_\_\_\_\_ Payee SSN/EIN: \_\_\_\_\_

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

Date Issue: \_\_\_\_\_ Amount: \_\_\_\_\_ Check No.: \_\_\_\_\_

Said unclaimed property is being forwarded to the Controller's Office, where it will be held in perpetuity until claimed by the owners or the owners' heirs.

As required, we have sent notices to the last known address of the owners, clearly stating that the property will be transferred to the State unless contact is made with us. We have made many attempts to contact/locate the individuals, to no avail. We have also advised that if they wish to claim said property they must contact your office directly.

Sincerely,

Shirley Meyers  
Payroll Manager