

Stale Dated Check- Timeline

July 15:

- OSPS distributes the E701-030-A Outstanding Checks to be Purged from Check Recon report to agency payroll.

July 15 – September 15:

- Agency payroll uses report to identify current state employees and vendors, and works with them to either redeem the outstanding check or to cancel and reissue. Checks for current employees or vendors cannot be forwarded to the Department of State Lands as unclaimed property.
- Agency payroll sends written notification to payees who are not current employees or vendors at the last known address. The notice must include written warning that the property will be sent to State Lands if no response is received by October 1.
 - o Document steps taken to contact payee on the E701-300-A report.
 - o Complete due diligence efforts by September 15.

October 1:

- Request any check rewrites from OSPS by October 1.
 - o If agency has the check, use the OSPS 99.23 Cancel an OSPS Issued Check form.
 - o If agency does not have the check and wants to stop pay and reissue the check, use the C-27 Stop Payment Notification form.
 - o If agency does not have the check, and does not wish to place a stop pay, use the OSPS 99.03 Lost check Replacement form.
 - o Send all forms to OSPS.
- Send due diligence documentation to OSPS by October 1.

October 31:

- OSPS will perform due diligence on centrally paid checks and forward the list of unclaimed property to State Lands by October 31

NOTES

Current State Employees – Do not list checks for current state employees as unclaimed property. Contact the employee.

If the employee does not redeem the check(s), request a replacement check from OSPS.

- If the agency has the check, use the OSPS.99.23 Cancel an OSPS Issued Check form
- If the agency does not have the check, use the C-27 Stop Payment Notification or the OSPS.99.03 Lost Check Replacement form.

Due Diligence – OAR 141-045-0010(7) defines due diligence as the degree of effort holders of unclaimed property take to find the rightful owner of property before the holder sends the property to State Lands. ORS 98 requires us to do due diligence for checks for \geq \$100. OSPS recommends that agency payroll make at least one attempt to contact payees of checks for $<$ \$100.

Due diligence examples include:

- Verify that the payee has not contacted agency payroll about the outstanding check(s)
- Send a letter to the last known address, include a specific statement that the state will turn the funds over to State Lands if the payee does not respond by October 1
- Verify the payee is not a current state employee or vendor
- Use telephone books and on-line searches to verify the address and/or telephone number.