

## Appendix 3

## SAMPLE DUE DILIGENCE LETTER

DATE, 20XX

OWNER NAME  
OWNER ADDRESS  
CITY, STATE ZIP

RE: (DESCRIBE PROPERTY)

**NOTICE: The State of Wisconsin requires us to notify you that your property may be transferred to the custody of the state's unclaimed property administrator if you do not contact us before [insert date 30 days after notice, but before the report due date]**

Our records indicate you appear to be the owner of the funds or property listed below. No transaction or other activity has been noted for a significant amount of time.

*INSERT: Full description of funds or property held, such as check or account number, date of the item or last transaction date, dollar amount or estimated value, etc. Include any additional information which would assist the owner in identifying the property.*

If we do not hear from you by DATE, 20XX, the law requires us to remit these funds or property to the Wisconsin Department of Revenue – Unclaimed Property Unit by November 1st. After the property is remitted to the department, the funds or property may be sold by the department. Additionally, you will have to file a claim from the Wisconsin Department of Revenue to receive your property.

If you have an interest in the funds or property, and wish to prevent the funds or property from being reported as unclaimed property to the Wisconsin Department of Revenue, please sign this notice and return it to:

Holder Name  
Mailing address  
City, State Zip  
Phone Number  
Fax Number

Please sign below to acknowledge ownership of the above listed funds or property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joint Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Joint Owner Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Print Email Address