



STATE OF CONNECTICUT
OFFICE OF THE STATE TREASURER

**Unclaimed Property Division
Calendar Year Ending December 31, 2013**

2013 - Due Diligence Instructions

Instructions:

- 1) Due diligence letters must be sent to all owners **irrespective of the dollar amount**.
- 2) Per CT General Statutes, due diligence letters must be sent by first class mail to owners at their last-known address **within 180 days** before presumption of abandonment is to take effect for the following property types: **wages, salary, or other compensation and utility deposits or refunds**.
- 3) Per CT General Statutes, due diligence letters **for all other property types** must be sent by first class mail to owners at their last-known address **within one year** before presumption of abandonment is to take effect.
- 4) Even if due diligence letters are sent after one year, the owners must be notified via first class mail, as per the instructions above to be considered abandoned as of December 31, 2013.
- 5) Due Diligence Letters must be mailed on **Company letterhead** via first class mail. Return receipt requested, or certified mail is not necessary.

Revised: October 2013