



STATE OF CONNECTICUT
OFFICE OF THE STATE TREASURER

**Unclaimed Property Division
Calendar Year Ending December 31, 2018**

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 of property: **wages, salary, commissions, 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 – in the last year of dormancy.
- 4) Presumption of Abandonment date is **December 31, 2018**
- 5) Even if due diligence letters are sent after one year, the owners must be notified via first class mail in the **last year of dormancy**, as per the instructions above to be considered abandoned as of December 31, 2018.
- 6) Due Diligence Letters must be mailed on **Company letterhead** via first class mail. Return receipt requested, or certified mail is not necessary.