

2025 Unclaimed Property Questionnaire  
Complete & Email to [smartin@ka-cpa.com](mailto:smartin@ka-cpa.com) by October 1, 2025.

Date:

Company Name:

Company Address:

Company Phone:

Federal Employer Identification Number (FEIN):

Primary Contact & Email:

State Unclaimed Property Account # (if known):

**Please answer the following questions.**

Yes    No

		1. Have you reviewed your accounts receivables for credits during the dormancy period? a. If yes, and patient has not claimed their credit, include on the Property Owner List.
		2. Have you discovered any of the following items? a. Uncleared paychecks your payroll provider has issued from your bank account or for which the payroll company has credited back to your account? b. Voided checks written in the last 5 years that are still owed to a vendor? If yes, and property has not been claimed, include on the Property Owner List.
		3. Do you have unclaimed property to report <sup>1</sup> ?
		4. Would you like Kaucher & Associates to prepare your unclaimed property report due 11/1/25?

**Special Project Fee: Negative Reporting: \$65, Preparation and/or Online Reporting: \$100 per hour.**

**NOTE: A “Property Owner List” is attached to help you compile the required information.**

<sup>1</sup> What is unclaimed property? Unclaimed property is intangible property that is not in the possession of its owner. Examples of unclaimed property include dormant bank accounts, uncashed checks (including paychecks), unclaimed insurance proceeds, forgotten utility deposits, uncashed dividend checks and unexchanged shares of stock. Generally, if the property in question has not had any activity within a certain period of time, and the holder is unable to locate the property owner, it is considered abandoned and must be reported to the respective state’s unclaimed property program. These outstanding liabilities cannot simply be written off and posted to revenue, there are specific regulations that must be followed.

