

From: Lynch, Leslie <Leslie.Lynch@ryan.com>

Sent: Thursday, April 5, 2018 6:16 PM

To: Beers, Laura; Controllers Office; Carroll, Jackie

Cc: Lynch, Leslie

Subject: PA Luzerne County - Request for List of Uncashed/Unclaimed/Stale Dated Checks

Hello,

I am requesting a list of outstanding, uncashed, stale dated checks and/or unreconciled payments issued by Luzerne County, with regard to accounts payable, property tax and vendor over-payments, refunds or credits. We only need checks made out to corporations/businesses (not individuals) for amounts over \$100. Please include check number and amount, payee name, and issue date.

Additionally, can you provide answers to the following questions, or direct me to someone who can?

- 1 – Are such checks ever escheated to your state's unclaimed property office, and if so, under what circumstances?
- 2 – If checks are retained by your office, are they ever forfeited by the payee? If so, under what circumstances?
- 3 – Will you provide us with any forms and/or instructions a payee would need in order to claim checks?
- 4 – How often and when is the list of checks updated? (Examples: upon request; the beginning of every month, annually in March, quarterly in March, June, September, and December, etc.)

If an Open Records form and/or payment is required, please send forms/details, and I will process as quickly as possible.

Information will not be resold and will only be used to perform a forensic review on outstanding disbursements for corporate clients currently under contract with us; we do not solicit anyone or work with individuals. Electronic files in Excel format are preferred. Records can be sent to me at

leslie.lynch@ryan.com. This information is being requested under the Freedom of Information Act. If you have any questions or need any additional information, do not hesitate to contact me.

Thank you in advance for your assistance.

Thanks,

Leslie

Leslie Lynch

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