BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration

Office of State Uniform Payroll

October 31, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-17

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Aged Outstanding Checks Considered Abandoned Property

Attached is the Abandoned Property report listing the outstanding ISIS HR payroll checks issued for your agency prior to June 30, 2007.

These checks are no longer negotiable by the employee or the agency (can not be voided and reissued). **They are now considered abandoned property** under R.S. 9:151 - 9:181, can no longer be cleared through OSUP bank accounts, and will be remitted to State Treasurer's Unclaimed Property for proper disposition. Any claims against these dollars must be made through:

State Treasurer, Unclaimed Property Division
PO Box 91010
Baton Rouge, LA 70821-9010
Toll-Free in Louisiana 1-888-925-4127
or (225) 219-9400 in Baton Rouge or Out-of-State
http://www.treasury.louisiana.gov

These reports, along with any unclaimed checks, should be kept in an agency file for reference and audit purposes. **DO NOT FORWARD UNCLAIMED CHECKS TO OSUP**. Per R.S. 9:173, the retention schedule for unclaimed checks shall be ten years after the filing date, October 31, 2008. For more information on retention schedules, contact your State Archives representative.

Agencies may be contacted by employees requesting a written letter of verification of address at the time the unclaimed wages were paid and/or verification of place of employment. This may be required by Unclaimed Property to release the funds.

If there are any questions, please contact Brandy Boyd at (225) 342-5354 or Brandy.Boyd@la.gov.

JWC:BPB/ral

Attachment: (Agency Specific)