



## DISCLOSURE AND NOTICE OF INTENT TO ENTER THE MARYLAND SELF-AUDIT PROGRAM PURSUANT TO THE MARYLAND DISPOSITION OF ABANDONED PROPERTY ACT

[ \_\_\_\_\_ ], a business entity formed under the laws of the State of \_\_\_\_\_, and certain subsidiaries and affiliated entities as set forth herein, (collectively “Holder”), hereby agrees:

- To report to the Comptroller of Maryland (the “COM”) through the COM’s authorized Contractor, Faegre, Drinker, Biddle & Reath LLP (the “Contractor”) all past due unclaimed property identified through a complete self-audit of its books and records starting in transaction year 2014. The Contractor represents the COM, and the self-audit is being conducted on behalf of the Comptroller of Maryland. All past due unclaimed property identified in the self-audit must be reported and remitted directly to the COM. Reporting shall be performed in accordance with the [Maryland Unclaimed Property Holders Reporting Manual](#).
- To disclose to the COM or its agent all subsidiaries or related entities, including Employer/ Tax Identification Number (EIN), state of domicile, and state of incorporation, including the corporate structure of the holder.
- To perform due diligence in accordance with Md. Code. Ann., Commercial Law, § 17-308.2 prior to reporting and remitting the property directly to the COM.
- To provide an assertion as to the completeness of the records provided and reason for missing/ unavailable records.
- To report and remit all past due unclaimed property identified in the self-audit within one (1) year of the execution of this agreement with the Comptroller of Maryland. Any use of a third party to gather records or file a report or to otherwise meet the Holder’s responsibilities under this program will be done at the expense of the Holder. The report must be filed in the NAUPA II format using approved electronic reporting software, with the reported and remitted amount fully reconciling. If known, the report must contain the name, last known address, Social Security number and any other account information that is available and useful in determining rightful ownership of the account.
- To be compliant with the Maryland Disposition of Abandoned Property Act, Md. Code. Ann., Commercial Law, § 17-301, et seq. from this point forward. This includes, but is not limited to, performing an annual review of all financial records for abandoned and unclaimed accounts and filing a complete and accurate unclaimed property report by April 30<sup>th</sup> for insurance companies and by October 31<sup>st</sup> for all other companies.
- Confirmation the Holder is currently not being examined or is scheduled for such an examination.



7 St. Paul Street, Room 320, Baltimore, Maryland 21202

Phone Baltimore Metro Area 410-767-1700 Toll-Free from Elsewhere 1-800-782-7383 (MD)

Maryland Relay 711 TTY 410-767-1967 Email: [upholder@marylandtaxes.gov](mailto:upholder@marylandtaxes.gov)

Website: [www.marylandcomptroller.gov](http://www.marylandcomptroller.gov) Email: [unclaim@marylandtaxes.gov](mailto:unclaim@marylandtaxes.gov)



<b>1. Company Information of Holder's Principal Place of Business</b>	
a. Full Company Name	
b. Doing Business As (DBA)	
c. Industry	
d. Business Description	
e. Principal Address	
f. City	
g. State	
h. Zip (5 Digit)	
i. Federal Employer ID Number (FEIN)	
j. State of Incorporation	
k. Year of Incorporation	
l. Contact Name	
m. Contact Title	
n. Contact E-mail	
o. Contact Phone (including extension)	
<b>2. All Business Entities and Subsidiaries included in your Self-Audit</b>	
Identify by name and FEIN.	





**COMPTROLLER of MARYLAND**  
S E R V I N G   T H E   P E O P L E

**Brooke E. Lierman**  
*Comptroller*

**Mahesh Seegopaul**  
**Director**  
*Unclaimed Property Division*

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<b>3. Holder Transfer Agent (if applicable)</b>	
a. Full Company Name	
b. Principal Address	
c. City	
d. State	
e. Zip (5 Digit)	
f. Contact Name	
g. Contact Title	
h. Contact E-mail	
i. Contact Phone (including extension)	
<b>4. Property Types and Scope Included in Self-Audit</b>	



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Website: [www.marylandcomptroller.gov](http://www.marylandcomptroller.gov) Email: [unclaim@marylandtaxes.gov](mailto:unclaim@marylandtaxes.gov)



**COMPTROLLER of MARYLAND**  
S E R V I N G   T H E   P E O P L E

**Brooke E. Lierman**  
*Comptroller*

**Mahesh Seegopaul**  
**Director**  
*Unclaimed Property Division*

Signatures

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*Holder Name*

*Comptroller of Maryland*

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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