Your rights and responsibilities

Your rights:
- Simple and prompt process for filing reports and claims.
- Timely, fair, and equitable treatment.
- Accurate written information on reporting instructions, and reasons for assessment.
- Confidentiality of business and financial information.

Your responsibilities:
- Registering your business to report any unclaimed property your business is holding.
- Knowing your reporting obligations and seeking instructions when you are uncertain.
- Keeping accurate and complete business records.
- Filing and paying reports in a timely manner.
- Ensuring the accuracy of your report.
- Notifying the Department and submitting your final report when closing a business.

If you need help understanding your rights and responsibilities, please contact us.

The Department of Revenue’s Unclaimed Property auditors (both in-house and contracted) specialize in unclaimed property audits. In order to ensure an objective and professional audit of your business, this office maintains strict standards and schedules for inspection of records. You can find more information about our processes on our website at dor.wa.gov.

Contact:
State of Washington
Department of Revenue
Unclaimed Property Section
PO Box 34053
Seattle, WA 98124-1053
ucp.dor.wa.gov
360-534-1502

For assistance or to request this document in an alternate format, visit dor.wa.gov or call 360-705-6705. Teletype (TTY) users may use the Washington Relay Service by calling 711.
What to Expect
The auditor will contact you to schedule an opening conference. At this meeting, we will:
- Review how the law applies to your business.
- Discuss the audit plan.
- Agree upon an audit start date.
This meeting may be held at your place of business or at your accountant’s, attorney’s, or other representative’s office.

Preparing for an audit
It is your responsibility to gather the records the auditor requested and have them available for the first audit meeting. You will be asked to describe your organization’s structure and the location of your records. The auditor will give you a list of records you need to provide him or her by the audit start date. You may be asked to appoint a liaison for the auditor to contact during the audit process.

Audit Period
The audit period is usually for the past five years, plus the current year. Remember, most property is aged three years before it is reported, so property from the oldest report may be 10 years old.

Records
The records request may include the following:
- Recent general ledger trial balance.
- Chart of accounts.
- Payroll records.
- General ledger transaction detail information and/or general journals.
- Prior unclaimed property reports and related accounting records.
- Monthly bank reconciliations and outstanding check lists for all disbursement accounts including payroll and accounts payable.
- Employee benefit plan information.
- Accounts receivable aged trial balance or accounts receivable credit balances.
- Policies on handling of old checks, credit balances and small balance write-offs.
- Unclaimed stock ownership interest and/or dividends.
- Customer refunds/credit notices.

Electronic Records
The auditor will accept electronic records, when available. Electronic records can improve accuracy of the audit and minimize the time it takes to complete.

Confidentiality
The information you provide is confidential and not available to the public. However, the Department has information sharing agreements with other states and may share information about the property that is due to those states.

During an audit
The time it takes to complete your audit depends on the size and type of your business. Your auditor:
- Observes your operation to get a better understanding of your business activities and accounting records.
- Reviews your records.
- Provides you with information and instructions for future unclaimed property reporting.
After reviewing all the information, the auditor will present you with preliminary findings. You will be given the opportunity to research those findings and propose adjustments.
The auditor will schedule a closing conference prior to finalizing the audit.

Finalizing an audit
Following the closing conference, the auditor will issue a final audit report. It may contain findings, management advisories and future reporting instructions. If the final audit report has findings, you have 30 days to file an unclaimed property report that includes payment with any applicable interest and penalties.

We are committed to working with you in a professional and cooperative manner.

If you disagree with the audit
The Unclaimed Property section makes every effort to resolve issues surrounding unclaimed property audits. If an issue cannot be resolved, you many file a petition for review (RCW 63.29.193) or may appeal directly to the superior court of Thurston county (RCW 63.29.194).