



**Voluntary Disclosure Program Request Form**

Form should be completed for the business entity (Holder) requesting participation in North Carolina’s Voluntary Disclosure Program (VDP). Unless explained otherwise, ‘Holder’ participating in the VDP should be the Parent Entity, as well as, any Subsidiaries or Divisions.

**1. HOLDER INFORMATION**

Holder Name: _____	
Holder ID (if known): _____	FIN: _____
Address: _____	
City: _____	State: _____ Zip: _____
Contact: _____	Phone: (____) _____
Title: _____	State of Incorporation: _____
Email: _____	Date of Incorporation: _____

If applicable, please provide Organizational Chart showing Parent Entity, as well as, Subsidiaries and/or Divisions, along with FIN for each if different than Parent.

**2. HOLDER QUESTIONS**

- a. Is the Holder currently under audit by a member of the UPD Compliance and Audit Team or by one of the UPD Vendor Auditors? **Yes**  **No**
- b. Has the Holder been notified by a member of the UPD Compliance and Audit Team or by one of the UPD Vendor Auditors that they will be audited? **Yes**  **No**
- c. Has the Holder participated in North Carolina’s VDP in the past? **Yes**  **No**

**3. REASON(S) FOR VDP REQUEST (CHECK ALL THAT APPLY)**

<input type="checkbox"/> First Time Remitter To North Carolina
<input type="checkbox"/> Audited By A Statutory Authority And Past Due Property Was Identified
<input type="checkbox"/> Past Due Property Not Included On Prior Year Filings Due To Clerical Error
<input type="checkbox"/> Reports Were Not Filed For Years Past Due Property Was Identified
<input type="checkbox"/> Ceased Or In The Process Of Ceasing Operations
<input type="checkbox"/> Other: _____

Provide narrative as to why past due property was not previously reported to UPD:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. REPORT INFORMATION**

If known, please provide:

Estimated or total amount of past due property to be reported: \$ \_\_\_\_\_

Estimated number of items to be reported: \_\_\_\_\_

Last Transaction Date for oldest property to be reported: \_\_\_\_\_

**5. PROPERTY TYPE**

Brief description of the type(s) of property to be reported.

\_\_\_\_\_

**6. REQUIRED HOLDER DOCUMENTARY EVIDENCE**

**Statutory Authority Audit** - A Holder requesting entry into the VDP due to an audit by a statutory authority, such as State Bar Association, Insurance Commission, or Government agency, or who has undergone any other external independent audit, must provide a copy of the official audit engagement letter and/or audit findings related to unclaimed property.

**Ceased or in the Process of Ceasing Operations.** - A Holder who has terminated, or who is terminating business operations, must provide an official document(s) indicating such.

**7. CONTACT**

Holder contact regarding unclaimed property, if different than contact listed in Section 1:

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**8. HOLDER AUTHORIZATION OF THIRD PARTY, IF APPLICABLE**

Check here if Holder is using a Third Party and authorizes them to communicate on Holder's behalf regarding all matters related to this VDP request.

Third Party (Advocate, CPA firm, etc.) contact:

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**9. SIGNATURE**

Holder Contact listed in Section 1:

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

Completed form and required documents, if applicable, should be emailed to [VoluntaryDisclosureProgram@nctreasurer.com](mailto:VoluntaryDisclosureProgram@nctreasurer.com).

If you have any questions, please call 919-814-4200, Option 3, or send email to address above.