

## Compliance Assistance Program Commitment Form

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
FEIN/Social Security #: \_\_\_\_\_  
State of Incorporation: \_\_\_\_\_  
Date of Incorporation: \_\_\_\_\_  
Authorized Representative: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Date: \_\_\_\_\_

The purpose of this commitment form is to express the intent of \_\_\_\_\_ (the Company) to properly report and remit all unclaimed property due to the state for the years covered by the look back period and to develop procedures to ensure future compliance. The look back period (the time for which the holder is expected to review and report unclaimed property) for this program is a maximum of ten (10) years. The Company will fully comply with O.S. Title 60, Chapter 13 - Oklahoma Unclaimed Property Statutes and Chapter 80 - Oklahoma Unclaimed Property Administrative Rules by the agreed upon commitment date on this form. In return, the State Treasurer shall waive the assessment of the following penalties and interest according to O.S. 60 Section 680 for those years covered by the look back period:

- Failure to report/remit - 10% interest of the property value
- Willful failure to report or deliver - Civil penalty \$100 per day (\$5,000 maximum)
- Willful failure to pay or deliver - penalty 25% of the property value

Upon receipt of the completed commitment form signed by an authorized representative of the Company, the State Treasurer will expect the Company to begin to develop necessary procedures to achieve compliance with the Oklahoma Unclaimed Property statutes, including proper remittance and reporting of all unclaimed property due to the state for the years covered by the look back period. If compliance is achieved by the commitment date, no penalties and interest will be assessed by the Treasurer. Failure to comply with the terms of the Compliance Assistance Program Commitment Form by the agreed upon commitment date will result in the dismissal of the State Treasurer's willingness to waive the assessment of penalties and interest. It should be understood that this signed Compliance Assistance Program Commitment Form does not relinquish the Oklahoma State Treasurer's right to audit the Company.

Information related to filing unclaimed property can be obtained at [www.treasurer.state.ok.us](http://www.treasurer.state.ok.us). The Oklahoma State Treasurer's Unclaimed Property Division can be reached at (405) 521-4275 if you have questions. Please sign and date the form.

**Return to:** Oklahoma State Treasurer  
Unclaimed Property Division  
2401 NW 23<sup>rd</sup> Street, Suite 42  
Oklahoma City, OK 73107

Commitment Date (not to exceed one (1) year from the date of form) \_\_\_\_\_  
Reporting Years Included in Commitment \_\_\_\_\_  
Company Authorized Representative \_\_\_\_\_  
Date: \_\_\_\_\_  
State Treasurer Authorized Representative \_\_\_\_\_  
Date: \_\_\_\_\_