

STEP	ACTIVITY	OWNER	DESCRIPTION	FALL		SPRING		SUMMER	
				OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE
1	Create Initial Escheatment List	Eisen	Eisen ingests client data and produces Initial Escheatment List. Eisen shares list with client.	7/1	8/31	11/1	12/31	3/1	4/30
2	Send Due Diligence Letters	Eisen	Eisen sends due diligence letters to account holders in states where required.	7/1	8/31	11/1	12/31	3/1	4/30
3	Process Due Diligence Responses	Eisen	Eisen processes responses via calls and mail. Eisen updates the Escheatment List.	7/1	9/30	11/1	1/31	3/1	5/31
4	[Optional] Conduct Extra Due Diligence	Client	Client establishes contact with account holders to remove them from the Escheatment List.	7/1	9/30	11/1	1/31	3/1	5/31
5	Confirm Final Escheatment List	Eisen	Eisen processes last responses and prepares the Final Escheatment List. Eisen shares list with client.	10/1	10/1	2/1	2/1	6/1	6/1
6	Finalize Balances, Empty Accounts & Remit Funds	Client	Client confirms final balance, empties accounts on the Final Escheatment List, and remits funds to Eisen.	10/1	10/14	2/1	2/14	6/1	6/14
7	Submit State Reports & Remittances	Eisen	Eisen submits finalized state reports and remittances to the respective states.	10/14	10/31	2/14	2/28	6/14	6/30
8	Provide Reconciliation Report	Eisen	Eisen provides a detailed reconciliation of the submitted reports and remittances.	11/1	12/15	3/1	4/15	7/1	8/15