

UNCLAIMED PROPERTY RECORD OF ACTIONS

CHECK # 9977
PAYROLL OR CLAIMS: Payroll

Date of Issue: 12/14/2015

Amount: \$13.85

Fund Account #: 001-200-002-522-20-10-00

Title: Fire Contract Volunteer Reimb

Payee Name: Brandy R Demchuck
Address: PO Box 204
City/State/Zip Carson, WA 98610
Phone Number: 509-427-8290

RECORD OF ACTIONS

PHONE: 9/20/2016 Check still appears on Outstanding Check Report
9/20/2016 TTC; received automated voice mail greeting, did not leave message

LETTER: 9/20/2016 Letter & affidavit mailed to payee

Check Redeemed: _____
OR

Check Cancelled: _____ Resolution #: _____ Date: _____

Date Check Defined as Abandoned: 12/14/2015 10/24/2016 No Response - Add to 2017 UCP Report

Check abandoned on (date): 12/21/2017 Initials: cjc



CITY OF STEVENSON

7121 E Loop Road, PO Box 371, Stevenson, WA 98648

September 19, 2016

Brandy R Demchuck
PO Box 204
Carson, WA 98610

RE: Check #9977

Dear Ms Demchuck:

An audit of our records has revealed that Check #9977 in the amount of \$13.85 issued to Brandy R Demchuck on 12/14/2015 has never been presented for payment.

If you have the check, please cash or deposit it. If you never received or have lost this check, please complete the enclosed form and return it to the City of Stevenson. We would like to complete the cancellation resolution by the October 20, 2016 City Council meeting and would greatly appreciate having you promptly execute the affidavit. Notaries are available at City Hall at no charge if that is more convenient for you. The enclosed form must be returned in order for us to cancel the old check and issue a replacement.

We must hear from you before **Friday October 14, 2016** in order to issue a replacement check at the October 20th meeting. Each November an unclaimed property report is due, and we are legally required to send funds held for 2 years or longer to the Washington State Department of Revenue.

If you have any questions, please call 509-427-5970 or e-mail carla@ci.stevenson.wa.us. Thank you for your assistance.

Sincerely,

Carla J. Cosentino
Deputy Clerk

icjc
Enc. - Affidavit

