

# Vermont Compliance Program Process



1. A “holder” (company, business, government agency or an association, organization, etc.) submits a request to participate in the Vermont Voluntary Compliance Program either through US Postal Service or e-mail ([tre.upcompliance@vermont.gov](mailto:tre.upcompliance@vermont.gov)) to the State of Vermont Office of the Treasurer, Unclaimed Property Division.

The request must contain the following:

- Business Name
    - Type of business
    - Primary location address
  - Mailing Address
  - List of All Subsidiaries (and all related entities) also to be Considered for the VCP
  - Federal Employer Identification Number for Each Entity Requesting Participation in the VCP
  - VCP Business Contact
    - Name
    - Title
    - Phone number
    - E-mail
2. The Unclaimed Property Division reviews the request.
  3. The UPD confirms eligibility for holder participation in the Voluntary Compliance Program and sends the Voluntary Compliance Agreement and General Business Questionnaire to the designated authorized contact. (If eligibility is denied, a letter advising of such is mailed to the contact.)
  4. The contact ensures the agreement and questionnaire are completed then signed by an authorized officer, partner or another designated representative.
  5. Holder returns completed Agreement and General Business Questionnaire to the UPD.
  6. The UPD examines the agreement and business questionnaire.
    - a. If approved, the agreement is signed by an authorized representative of UPD.
    - b. UPD sends the special *VCA Unclaimed Property Annual Compliance Report Coversheet and Verification Checklist* containing the report due date at the top.
  7. The holder completes the requisite review of books, due diligence mailings and the unclaimed property report.
  8. Holder returns the report with the completed *VCA Unclaimed Property Annual Compliance Report Cover Sheet and Verification Checklist* by the indicated due date to avoid assessment of any penalties and interest.