



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2016.25

Changing Lives, Creating Futures

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Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: October 19, 2016

RE: Aged Outstanding Checks Considered Abandoned Property

A report of Abandoned Property listing the outstanding LCTCS payroll checks issued for your college from June 30, 2015 and prior has been saved to SharePoint.

These checks are no longer negotiable by the employee or the agency (cannot be voided and reissued). They are now considered abandoned property under R.S. 9:151 - 9:181, can no longer be cleared through LCTCS bank accounts, and will be remitted to the State Treasurer's Unclaimed Property Division for proper disposition. Any claims against these dollars must be made through:

State Treasurer, Unclaimed Property Division
PO Box 91010
Baton Rouge, LA 70821-9010
Toll-Free 1-888-925-4127 or (225) 219-9400 <http://www.treasury.state.la.us>

These reports, along with any unclaimed checks, should be kept in a file for reference and audit purposes. **DO NOT FORWARD UNCLAIMED CHECKS TO LCTCS.** Per R.S. 9:173, the retention schedule for unclaimed checks shall be ten years after the filing date, October 31, 2016.

Colleges may be contacted by employees requesting a written letter verifying the employee's address at the time the unclaimed wages were paid and/or verification of place of employment. This may be required by Unclaimed Property to release the funds.