

CITY OF DIAMONDHEAD
ACCOUNTS PAYABLE CLEARING FUND
5000 DIAMONDHEAD CIRCLE
DIAMONDHEAD, MS 39525

HANCOCK BANK
Member FDIC / hancockbank.com

4936
85-368/655
23

04/05/2017

AMOUNT

\$

\$1,000.00

PAY
TO THE
ORDER
OF:

---One Thousand Dollars and 00/100 Cents---

Kasey Nicole Carper
PO Box 2091
Aransas Pass, TX 78336-

[Signature]
[Signature]
AUTOMATIC SIGNATURE

⑈004936⑈ ⑆065503681⑆ 045913128⑈

CITY OF DIAMONDHEAD

ACCOUNTS PAYABLE CLEARING FUND

4936

VENDOR: Kasey Nicole Carper

04/05/2017

Chk #: 4936

DATE INVOICE # P.O. #

DESCRIPTION

AMOUNT

3/16/2017 3/16/2017

Court Refund - case dismissed

1,000.00

CHECK TOTAL

1,000.00



Glenn Hegar
Texas Comptroller of Public Accounts



Unclaimed Property

How to File

Let's say you're reconciling accounts and performing reviews to close your books. You realize you have uncashed checks and/or financial assets (property) you owe a Texas vendor, client, customer or employee (the property owner). **You are a Holder.**

The first step in reporting unclaimed property is to determine if the property is abandoned. To do that, you'll need to figure out if you've had communication or other business dealings with the property owner during the *abandonment period*. This period varies according to the property type [comptroller.texas.gov/programs/unclaimed/property-types.php].

Next, you should send notices to property owners. The notice should state that you are required to deliver the property to the Comptroller's office by July 1 if they do not claim their property.

Finally, you are required to submit the owner's money and/or financial assets along with the owner information in a report to our office. Check out our [Reporting Instructions](#) .

Don't have anything to report this year? File a negative report.

Need Help?

- [Searching and Claiming \[mailto:unclaimed.property@cpa.texas.gov\]](mailto:unclaimed.property@cpa.texas.gov)
- [Property Auctions \[mailto:unclaimed.auction@cpa.texas.gov\]](mailto:unclaimed.auction@cpa.texas.gov)
- [Holder Reporting \[mailto:up.holder@cpa.texas.gov\]](mailto:up.holder@cpa.texas.gov)