



Date: September 14, 2015
Account/Vendor: 123456
Company: Type:
Check Number: 00001234
Check Date: 08/01/2014
Check(s) Total Amount: \$5,000.00

John Smith
123 MAIN
PLEASANT VIEW, TN, 37146

THE STATE OF TN REQUIRES US TO NOTIFY YOU THAT YOUR UNCLAIMED PROPERTY MAY BE TRANSFERRED TO THE STATE IF YOU DO NOT CONTACT US.

Dear John Smith

Our records indicate that you are the owner of the uncashed check(s) listed above. Due to the issue date, the check(s) is(are) classified as unclaimed funds and state laws require us to report and pay to the state any unclaimed funds. If you are the above-named payee and wish to claim these funds, please *complete, sign below and return this notice*. Upon receipt of your response and proper identification, we will reissue a check for the monies that are due you. If you are not the above-named payee but believe you have an interest in these funds, you must provide documents (will, death certificate, etc.) which indicate you are entitled to receive these funds. This letter and identification may be mailed, e-mailed, or faxed to the address listed below. The fax number is private and will only be seen by the person listed below.

Please maintain a copy of the completed form for your records. If prompt response is not received, such check(s) will be reported as unclaimed funds and transferred to the State of last known address to whom all further claims must be directed.

I wish to hereby establish my rightful ownership of the check(s) as noted above. I have enclosed the proper identification. (Individuals: copy of drivers license, social security number, or notarized signature. Business entities: Federal ID number and business card of person completing form.)

Name _____ Address _____

City _____ State _____ Zip Code _____ Phone # _____

SS# or Federal Tax ID _____ Owner#(1) _____

(1) If claiming oil and gas royalties (Property Type "OG" listed in the upper right corner), owner # is required (minimum of 9 digits).

E-mail: _____

Signature _____ Date _____

Please return this letter and your proof of identification in the envelope provided or mail to:

ConocoPhillips Company; ATTN: Cheryl Kidd

315 S. Johnstone, Station W ; Bartlesville, OK 74004

Phone: (918) 661-4403 Fax: (918) 662-1818 E-mail: RSCConocoPhillipsUnclaimedProperty@cop.com

*New Jersey claimants, under New Jersey's Uniform Unclaimed Property Act we are required to make a diligent attempt to renew contact. After date of reporting, please contact New Jersey Department of the Treasury Unclaimed Property at PO Box 214 Trenton, NJ 08695-0214 Attn: Claim Section or by calling 609-292-9200 or email nj.unclaimedproperty@treas.state.nj.us. *North Carolina claimants, if satisfactory proof of claim is not presented by the owner to ConocoPhillips Company by October 1st of the current year, the property will be placed in the custody of the Treasurer, to whom all further claims shall be directed. Please do not contact the state until after January 1st in order to allow the state time to process the unclaimed property report.