



**Missing Distributee Program** – When lump sum check distribution from a pension plan goes uncashed, a benefit is still due to the participant. However, if taxes are withheld, paid, and reported to the taxing authorities under a prior tax year a Default/Missing Participant IRA is not an option due to the fact that a taxable distribution has taken place. The funds are non-qualified. PenChecks will assist Plan Providers (Custodians), Administrators, Sponsors and Participants in resolving these accounts by attempting to locate the missing distributee and/or eventual escheatment of funds to the proper state authority. The Missing Distributee Service includes the following services:

- ✓ Perform an address search for the participant and update the address if necessary
- ✓ Notify the payee of the unpaid benefit and request payee fill out the proper paperwork to claim the benefit
- ✓ PenChecks validates the identity of any located missing distributee; upon validation, PenChecks will pay out the missing distributee
- ✓ If missing distributee is unresponsive, the funds will be escheated to state of last known residence
- ✓ PenChecks will register the Missing Distributee with the National Registry of Unclaimed Retirement Benefits, an online searchable database to help participants locate their missing retirement accounts

To take advantage of PenChecks Missing Distributee Program, follow these steps:

1. Sign the PenChecks Missing Distributees, LLC Plan Sponsor or Institutional Agreement (whichever applies) and fax or email signed agreement to 619-462-1766 or [info@penchecks.com](mailto:info@penchecks.com)
2. Complete the Missing Distributee Template. Send template to [info@penchecks.com](mailto:info@penchecks.com)
3. Send funds to PenChecks Missing Distributee Account

**CHECK**

Payable To: ***PenChecks Missing Distributees, LLC***  
Mail To: PenChecks, Inc, P.O. Box 2669, La Mesa, CA 91943-2669  
Memo / Reference: FBO Plan Name OR Name of Participant

**WIRE / ACH**

Bank: California Bank & Trust  
Bank ABA/Routing#: 122232109  
Bank Account#: 2010327411  
Memo / Reference: FBO Plan Name OR Name of Participant

If you have any questions regarding the Missing Distributee Service, please call our Client Service Center toll free at 800-541-3938.