

Preparing the Disbursement in SoftPro Select

IMPORTANT: The Dormant Solutions Group (DSG) should handle the escheatment process for all operations. Those operations wishing to process their own escheatment should contact the Dormant Solutions Group for coordination of the efforts to reduce duplication and errors. The applicable DSG email for your operation can be found by searching for "DSG-" in the Global Address List.

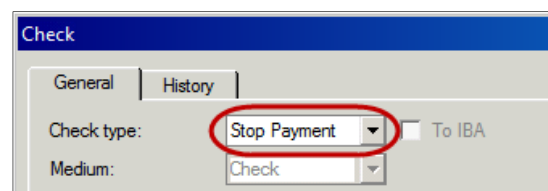
If you are processing the escheatment, you **must** complete the process outlined in the **MEMORANDUM: ESCROW ESCHATEMENT QUICK CHECK LIST AND REVIEW** from the Unclaimed Property Group (UPG) before creating the check for submission. If you have additional questions regarding the escheatment process, refer to the Unclaimed Property website or contact the Unclaimed Property Group at UnclaimedProperty@fnf.com

Once you have received approval from the Unclaimed Property Group, follow these steps to prepare the disbursement in SoftPro Select.

1. Open the corresponding Order

From the **Register**,

2. Double-click the disbursement to be escheated
3. From the **Check type** drop-down, select **Stop Payment**

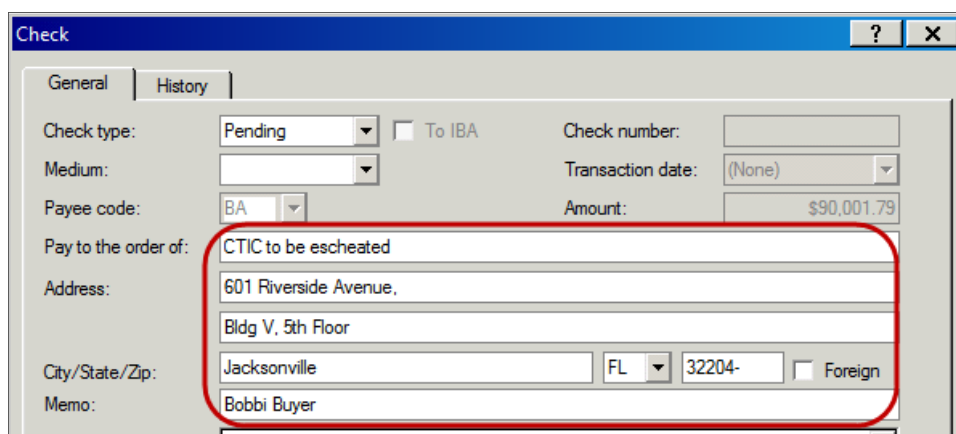


This creates a **Pending Disbursement** for the amount to be escheated.

4. Double-click the **Pending** check
5. From the **Pay to the order of** field, overwrite with the appropriate parent company name

If your parent company is,

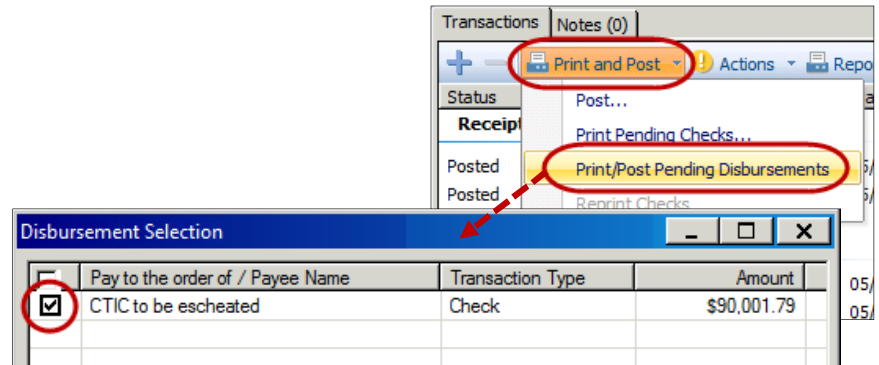
- CTIC – enter *CTIC to be escheated*
- FNTIC – enter *FNTIC to be escheated*
- FNF UTC – enter *FNF UTC to be escheated*
- FNTG – enter *FNTG Holdings to be escheated*



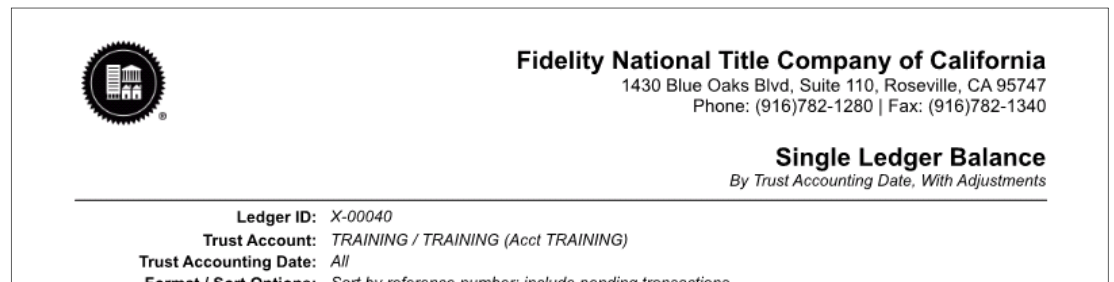
6. In the **Address** field, enter *601 Riverside Ave., Bldg. V, 5th Floor, Jacksonville, FL 32204*
7. In the **Memo** field, enter the **original** Payee name
8. Click the **OK** button

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9. Print and Post the check



10. Print a zero **Single Ledger Balance** report



11. Send by overnight mail to the appropriate lockbox as provided in the UPG approval email

Include in your submission the,

- › Signed Check
- › Signed Single Ledger Balance report
- › Copy of the UPG approval email