**Section 760.750 Entrance Conference**

a) Once an examination is assigned and written notice of an examination is provided to the person subject to examination, an entrance conference will be scheduled with the auditor and representatives of the person subject to examination. A representative of the administrator may, but is not required, to participate in an entrance conference. If the person subject to examination refuses to schedule an entrance conference with the auditor, the auditor shall inform the administrator of that refusal.

b) During the entrance conference, the auditor shall, to the extent practicable:

1) identify of the types of property that will be subject to the examination and the time period covered by the examination;

2) discuss an examination work plan, a tentative schedule, and any potential scoping issues;

3) provide contact information for both the auditor and the administrator;

4) if a draft has not been presented prior to the entrance conference, provide the person subject to examination a draft confidentiality agreement;

5) notify the person subject to examination of his or her ability to request an informal conference with the administrator pursuant to Section 15-1008 of the Act;

6) advise the person subject to examination that the administrator and not the auditor makes determinations concerning that person's liability under the Act and that interpretations of the Act are made by the administrator;

7) request records and materials necessary to proceed with the next steps of the examination;

8) explain the requirement to provide a due diligence notice to the apparent owner of property presumed abandoned; and

9) explain that, unless otherwise agreed to in writing by the administrator, the person subject to examination shall remit to the auditor any unclaimed property identified during the examination that is owed to the State of Illinois.