Lutovio J. Iuliano, et al. v. Worldwide Flight Services, Inc., et al.
c/o Apex Class Action LLC
PO Box 54668
Irvine, CA 92619

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«City», «State» «Zip»

COURT APPROVED NOTICE OF CLASS ACTION AND PAGA SETTLEMENT

AND HEARING DATE FOR FINAL COURT APPROVAL

(*LUTOVIO J. IULIANO, et al. v. WORLDWIDE FLIGHT SERVICES, INC., et al.,*

Case No. 34-2023-00337627, Sacramento County Superior Court)

The Sacramento Superior Court for the State of California authorized this Notice. Please read carefully as your rights may be affected. You are not being sued.

You may be eligible to receive money from an employee Class Action Lawsuit ("Action") against Defendant WFS Express, Inc. ("Defendant") for alleged wage and hour violations. The Action was filed by Plaintiffs Lutovio J. Iuliano ("Iuliano"), Terry Snipes ("Snipes"), and Robert Winiecki ("Winiecki"), (collectively, "Plaintiffs"), employees of Defendant, and seek payment of (1) back wages and other relief for a class of non-exempt, hourly employees who were employed by Defendant during the Class Period (February 20, 2020, to and including January 23, 2026) ("Class Members"); and (2) penalties under the California Private Attorney General Act ("PAGA") for all Class Members who worked for Defendant during the PAGA Period (January 31, 2022, until January 23, 2026) ("Aggrieved Employees").

The proposed Settlement has two main parts: (1) a Class Settlement requiring Defendant to fund Individual Class Payments, and (2) a PAGA Settlement requiring Defendant to fund Individual PAGA Payments and pay penalties to the California Labor and Workforce Development Agency ("LWDA").

Based on Defendant's records and the Parties' current assumptions, your Individual Class Payment is estimated to be $«Est_Class_PMT» (less withholding) and your Individual PAGA Payment is estimated to be $«Est_PAGA_PMT». The actual amount you may receive likely will be different and will depend on a number of factors. (If no amount is stated for your Individual PAGA Payment, then according to Defendant's records you are not eligible for an Individual PAGA Payment under the Settlement because you didn't work during the PAGA Period.)

The above estimates are based on Defendant's records showing that you worked «Class_Workweeks» Workweeks during the Class Period and you worked «PAGA_Pay_Periods» Pay Periods during the PAGA Period. If you believe that you worked more Workweeks during either period, you can submit a challenge by the deadline date. See Section 4 of this Notice.

The Court has already preliminarily approved the proposed Settlement and approved this Notice.

The Court has not yet decided whether to grant Final Approval of the Settlement. Your legal rights are affected whether you act or not act. Read this Notice carefully. You will be deemed to have carefully read and understood it. At the Final Approval Hearing, the Court will decide whether to finally approve the Settlement and how much of the Settlement will be paid to Plaintiffs and Plaintiffs' attorneys ("Class Counsel"). The Court will also decide whether to enter a Judgment that requires Defendant to make payments under the Settlement and requires Class Members and Aggrieved Employees to give up their rights to assert certain claims against Defendant.

If you were employed as a non-exempt employee of WFS Express, Inc. during the Class Period, you have two basic options under the Settlement:

1. **Do Nothing**. You don't have to do anything to participate in the proposed Settlement and be eligible for an Individual Class Payment (and an Individual PAGA Payment). As a Participating Class Member, though, you will give up your right to assert Class Period wage claims against WFS Express, Inc.
2. **Opt-Out of the Class Settlement**. You can exclude yourself from the Class Settlement (opt-out) by submitting the written Request for Exclusion or otherwise notifying the Administrator in writing. If you opt-out of the Settlement, you will not receive an Individual Class Payment. You will, however, preserve your right to personally pursue Class Period wage claims against Defendant. (Please Note: If you are an Aggrieved Employee, you remain eligible for an Individual PAGA Payment. You cannot opt out of the PAGA portion of the proposed Settlement.)

Defendant will not retaliate against you for any actions you take with respect to the proposed Settlement.

SUMMARY OF YOUR LEGAL RIGHTS AND OPTIONS IN THIS SETTLEMENT

You Don't Have to Do Anything to Participate in the Settlement. If you do nothing, you will be a Participating Class Member, eligible for an Individual Class Payment and an Individual PAGA Payment (if any). In exchange, you will give up your right to assert the wage claims against Defendant that are covered by this Settlement (Released Claims).

You Can Opt-Out of the Class Settlement but not the PAGA Settlement. The Opt-out Deadline is January 4, 2027. If you don't want to fully participate in the proposed Settlement, you can opt-out of the Class Settlement by sending the Administrator a written Request for Exclusion. Once excluded, you will be a Non-Participating Class Member and no longer eligible for an Individual Class Payment. Non-Participating Class Members cannot object to any portion of the proposed Settlement. See Section 6 of this Notice.

You Cannot Opt-out of the PAGA Portion of the Proposed Settlement. Defendant must fund the Individual PAGA Payments to all Aggrieved Employees, and the Aggrieved Employees must give up their rights to pursue Released Claims (defined below).

Participating Class Members Can Object to the Class Settlement but not the PAGA Settlement. Written objections must be submitted by January 4, 2027. All Class Members who do not opt-out ("Participating Class Members") can object to any aspect of the proposed Settlement. The Court's decision whether to finally approve the Settlement will include a determination of how much will be paid to Class Counsel and Plaintiffs who pursued the Action on behalf of the Class. You are not personally responsible for any payments to Class Counsel or Plaintiffs. Other than the PAGA portion of this Settlement, you can object to any aspect of this Settlement. See Section 7 of this Notice.

You Can Participate in the Final Approval Hearing. The Court's Final Approval Hearing is scheduled to take place on February 5, 2027. You don't have to attend, but you do have the right to appear (or hire an attorney to appear on your behalf at your own cost), in person, by telephone, or by using the Court's virtual appearance platform. Participating Class Members can verbally object to the Settlement at the Final Approval Hearing. See Section 8 of this Notice.

You Can Challenge the Calculation of Your Workweeks/Pay Periods. Written Challenges Must be Submitted by January 4, 2027. The amount of your Individual Class Payment and PAGA Payment (if any) depends on how many Workweeks you worked at least one day during the Class Period and how many Pay Periods you worked at least one day during the PAGA Period, respectively. The number of Workweeks and number of Pay Periods you worked according to Defendant's records is stated on the first page of this Notice. If you disagree with either of these numbers, you must challenge it by January 4, 2027. See Section 4 of this Notice.

1. WHAT IS THE ACTION ABOUT?

Plaintiffs are former WFS Express Inc. employees. The Action accuses Defendant of violating California labor laws by failing to claims premised on the failure to pay all minimum wages and overtime compensation including, but not limited to, time spent working off-the-clock (including time responding to work communications, going through security, waiting in line to clock in or out, and in executing regular tasks/duties); failure to provide off-duty meal periods and rest breaks where employees are free to leave the premises or premium payments; failure to provide records; failure to provide and maintain complete and accurate itemized wage statements including failure to list the correct employer on wage statements; split shift violations; failure to keep complete and accurate payroll records; untimely payment of wages during employment and at the time of termination; failure to pay wages, including overtime wages at the regular rate; failure to pay meal period penalties at the regular rate; failure to pay rest break penalties at the regular rate; failure to pay paid sick leave at the regular rate; and failure to provide supplemental paid sick leave. Based on the same claims, Plaintiffs have also asserted a claim for civil penalties under the California Private Attorneys General Act (Labor Code §§ 2698, et seq.) ("PAGA"). Plaintiffs are represented by attorneys ("Class Counsel") in the Action.

Defendant strongly denies violating any laws or failing to pay any wages and contends it complied with all applicable laws.

2. WHAT DOES IT MEAN THAT THE LAWSUIT HAS SETTLED?

So far, the Court has made no determination whether Defendant violated any laws. In the meantime, Plaintiffs and Defendant hired an experienced, neutral mediator in an effort to resolve the Lawsuit by negotiating an end to the case by agreement (settle the case) rather than continuing the expensive and time-consuming process of litigation. The negotiations were successful. By signing a lengthy written Settlement Agreement ("Agreement") and agreeing to jointly ask the Court to enter a Judgment ending the Lawsuit and enforcing the Agreement, Plaintiffs and Defendant have negotiated a proposed Settlement that is subject to the Court's Final Approval. Both sides agree the proposed Settlement is a compromise of disputed claims. By agreeing to settle, Defendant does not admit any violations or concede the merit of any claims.

The Court preliminarily approved the proposed Settlement as fair, reasonable, and adequate, authorized this Notice, and scheduled a hearing to determine whether to finally approve the Settlement.

3. WHAT ARE THE IMPORTANT TERMS OF THE PROPOSED SETTLEMENT?

Defendant **Will Pay $2,700,000.00 as the Gross Settlement Amount (Gross Settlement).** Defendant has agreed to deposit the Gross Settlement into an account controlled by the Administrator of the Settlement. The Administrator will use the Gross Settlement to pay the Individual Class Payments, Individual PAGA Payments, Class Representative Service Payment, Class Counsel's attorney's fees and expenses, the Administrator's expenses, and penalties to be paid to the California Labor and Workforce Development Agency ("LWDA"). Assuming the Court grants Final Approval, Defendant will fund their respective portions of the Gross Settlement not more than 14 days of the Effective Date. The Judgment will be final on the date the Court enters Judgment, or a later date if Participating Class Members object to the proposed Settlement or the Judgment is appealed.

Court Approved Deductions from Gross Settlement.

At the Final Approval Hearing, Plaintiffs and/or Class Counsel will ask the Court to approve the following deductions from the Gross Settlement, the amounts of which will be decided by the Court at the Final Approval Hearing: Up to **$945,000.00** (**35**% of the Gross Settlement) to Class Counsel for attorneys' fees and up to **$45,000.00** for their litigation expenses. To date, Class Counsel have worked and incurred

expenses on the Action without payment; Up to $**15,000.00** as an Enhancement Award to each of the Plaintiffs for filing the Action, working with Class Counsel and representing the Class, and providing a broad general release of claims beyond those claims being released by class members. A Class Representative Service Payment will be the only monies Plaintiffs will receive other than Plaintiffs' Individual Class Payment and any Individual PAGA Payment; Up to **$54,990.00** to the Administrator for services administering the Settlement; Up to $**135,000.00** for PAGA Penalties, allocated 75% to the LWDA PAGA Payment and 25% in Individual PAGA Payments to the Aggrieved Employees based on their PAGA Period Pay Periods. Participating Class Members have the right to object to any of these deductions. The Court will consider all objections.

Net Settlement Distributed to Class Members. After making the above deductions in amounts approved by the Court, the Administrator will distribute the rest of the Gross Settlement (the "Net Settlement") by making Individual Class Payments to Participating Class Members based on their Class Period Workweeks.

Taxes Owed on Payments to Class Members. Plaintiffs and Defendant are asking the Court to approve an allocation of 10% of each Individual Class Payment to taxable wages ("Wage Portion"), 10% of each Individual Class Payment to be interest on unpaid wages, and 80% to statutory penalties ("Non-Wage Portion"). The Wage Portion is subject to withholdings and will be reported on IRS W-2 Forms. Defendant will separately pay their respective portion of employer payroll taxes it owes on the Wage Portion. The Individual PAGA Payments are counted as penalties and interest rather than wages for tax purposes. The Administrator will report the Individual PAGA Payments and the Non-Wage Portions of the Individual Class Payments on one or more IRS 1099 Forms.

Although Plaintiffs and Defendant have agreed to these allocations, neither side is giving you any advice on whether your Payments are taxable or how much you might owe in taxes. You are responsible for paying all taxes (including penalties and interest on back taxes) on any payments received from the proposed Settlement. You should consult a tax advisor if you have any questions about the tax consequences of the proposed Settlement.

Need to Promptly Cash Payment Checks. The front of every check issued for Individual Class Payments and Individual PAGA Payments will show the date when the check expires (the void date). If you don't cash it by the void date, your check will be automatically canceled, and the monies will be deposited with the California Controller's Unclaimed Property Fund in your name. If the payment represented by your check is sent to the Controller's Unclaimed Property Fund, you should consult the rules of the Fund for instructions on how to retrieve your money.

Requests for Exclusion from the Class Settlement (Opt-Outs). You will be treated as a Participating Class Member, participating fully in the Settlement, unless you notify the Administrator in writing, not later than January 4, 2027, that you wish to opt-out. The easiest way to notify the Administrator is to send a written and signed Request for Exclusion by the Response Deadline. The Request for Exclusion should be a letter from you or your representative setting forth your name, present address, telephone number, and a simple statement electing to be excluded from the Settlement. Excluded Class Members (i.e., Non-Participating Class Members) will not receive Individual Class Payments but will preserve their rights to personally pursue wage and hour claims against Defendant.

You cannot opt-out of the PAGA portion of the Settlement. Class Members who exclude themselves from the Class Settlement (Non-Participating Class Members) remain eligible for Individual PAGA Payments and are required to give up their right to assert PAGA claims against Defendant based on the PAGA claims alleged in the Action.

The Proposed Settlement Will be Void if the Court Denies Final Approval. It is possible the Court will decline to grant Final Approval of the Settlement or decline to enter a Judgment. It is also possible the Court will enter a Judgment that is reversed on appeal. Plaintiffs and Defendant have agreed that, in either case, the Settlement will be void; Defendant will not pay any money, and Class Members will not release any claims against Defendant.

Administrator. The Court has appointed a neutral company, Apex Class Action, LLC (the "Administrator"), to send this Notice, calculate and make payments, and process Class Members' Requests for Exclusion. The Administrator will also decide Class Member Challenges over Workweeks, mail and re- mail settlement checks and tax forms, and perform other tasks necessary to administer the Settlement. The Administrator's contact information is contained in Section 9 of this Notice.

Participating Class Members' Release. After the Judgment is final and Defendant have fully funded the Gross Settlement including funding the payment of employer payroll taxes, Participating Class Members will be legally barred from asserting any of the claims released under the Settlement. This means that unless you opted out by validly excluding yourself from the Class Settlement, you cannot sue, continue to sue, or be part of any other lawsuit against WFS Express, Inc. or related entities for wages based on the Class Period facts and PAGA penalties based on the facts, as alleged in the Action and resolved by this Settlement.

Participating Class Members Release: The Class Members Release includes all claims that were alleged or reasonably could have been alleged, based on the factual allegations in the Operative Complaints, PAGA Actions, and/or PAGA Notices and include, but are not limited to, claims premised on the failure to pay all minimum wages and overtime compensation including, but not limited to, time spent working off-the-clock (including time responding to work communications, going through security, waiting in line to clock in or out, and in executing regular tasks/duties); failure to provide off-duty meal periods and rest breaks where employees are free to leave the premises or premium payments; failure to provide records; failure to provide and maintain complete and accurate itemized wage statements including failure to list the correct employer on wage statements; split shift violations; failure to keep complete and accurate payroll records; untimely payment of wages during employment and at the time of termination; failure to pay wages, including overtime wages at the regular rate; failure to pay meal period penalties at the regular rate; failure to pay rest break penalties at the regular rate; failure to pay paid sick leave at the regular rate; failure to provide supplemental paid sick leave; violations of California Labor Code §§ 201, 202, 203, 204, 204(b), 210, 226, 226.3, 226.7, 246, 351, 432, 510, 512, 516, 551, 552, 558, 1174, 1174(d), 1174.5, 1175, 1194, 1194.2, 1197, 1197.1, 1198, 1198.5, 2800, 2802; any and all allegations and claims pled in the PAGA Notices and the Operative Complaints; and related violations of the applicable California Wage Orders including Wage Orders 4-2001, and 9-2001 and California Code of Regulations, Title 8, section 11000 et seq. Excluded from the definition of the Released

Class Claims are claims for vested benefits, wrongful termination, unemployment insurance, disability, social security, workers' compensation claims, FEHA-related claims for retaliation, discrimination or harassment, and any claims outside the Class Period.

Aggrieved Employees' PAGA Release. After the Court's Judgment is final, and Defendant has paid their respective share of the Gross Settlement and separately paid their respective share of the employer-side payroll taxes, all Aggrieved Employees will be barred from asserting PAGA claims released in the Settlement against Defendant, whether or not they exclude themselves from the Settlement. This means that all Aggrieved Employees, including those who are Participating Class Members and those who opt-out of the Class Settlement, cannot sue, continue to sue, or participate in any other PAGA claim against Defendant or their related entities based on the facts alleged in the Action and resolved by this Settlement.

The Aggrieved Employees' PAGA Release: The PAGA Release includes claims for civil penalties under the Private Attorneys' General Act of 2004, codified at California Labor Code § 2698, et seq., that were alleged or reasonably could have been alleged based on the factual allegations in the Operative Complaints, PAGA Actions, and/or PAGA Notices. Without limiting the foregoing, the Released PAGA Claims include, but are not limited to, claims premised on the failure to pay all minimum wages and overtime compensation including, but not limited to, time spent working off-the-clock (including time responding to work communications, going through security, waiting in line to clock in or out, and in executing regular tasks/duties); failure to provide off-duty meal periods and rest breaks where employees are free to leave the premises or premium payments; failure to provide records; failure to provide and maintain complete and accurate itemized wage statements including failure to list the correct employer on wage statements; split shift violations; failure to keep complete and accurate payroll records; untimely payment of wages during employment and at the time of termination; failure to pay wages, including overtime wages, at the regular rate; failure to pay meal period penalties at the regular rate; failure to pay rest break penalties at the regular rate; failure to pay paid sick leave at the regular rate; failure to provide supplemental paid sick leave; violations of California Labor Code §§ 201, 202, 203, 204, 204(b), 210, 226, 226.3, 226.7, 246, 351, 432, 510, 512, 516, 551, 552, 558, 1174, 1174(d), 1174.5, 1175, 1194, 1194.2, 1197, 1197.1, 1198, 1198.5, and 2802; any and all allegations and claims pled in the PAGA Notices and the Operative Complaints; and related violations of the applicable California Wage Orders including Wage Orders 4-2001, and 9-2001 and California Code of Regulations, Title 8, section 11000 et seq. Excluded from the definition of the Released PAGA Claims are claims for vested benefits, wrongful termination, unemployment insurance, disability, social security, workers' compensation claims, FEHA-related claims for retaliation, discrimination or harassment, and any claims outside the PAGA Period.

4. HOW WILL THE ADMINISTRATOR CALCULATE MY PAYMENT?

Individual Class Payments. The Administrator will calculate Individual Class Payments by (a) dividing the Net Settlement Amount by the total number of Workweeks worked by all Participating Class Members, and (b) multiplying the result by the number of Workweeks worked by each individual Participating Class Member.

Individual PAGA Payments. The Administrator will calculate Individual PAGA Payments by (a) dividing $33,750.00 by the total number of PAGA Pay Periods worked by all Aggrieved Employees and (b) multiplying the result by the number of Pay Periods worked by each individual Aggrieved Employee.

Workweek/Pay Period Challenges. The number of Workweeks you worked during the Class Period and the number of PAGA Pay Periods you worked during the PAGA Period, as recorded in WFS Express, Inc.'s records, are stated on the first page of this Notice. You have until January 4, 2027, to challenge the number of Workweeks and/or Pay Periods credited to you. You can submit your challenge by signing and sending a letter to the Administrator via mail, email, or fax. Section 9 of this Notice has the Administrator's contact information.

You need to support your challenge by sending copies of pay stubs or other records. The Administrator will accept WFS Express, Inc.'s calculation of Workweeks and/or Pay Periods based on WFS Express, Inc.'s records as accurate unless you send copies of records containing contrary information. You should send copies rather than originals because the documents will not be returned to you. The Administrator will resolve Workweek and/or Pay Period challenges based on your submission and on input from Class Counsel (who will advocate on behalf of Participating Class Members) and Defendant's Counsel. The Administrator's decision is final. You can't appeal or otherwise challenge its final decision.

5. HOW WILL I GET PAID?

Participating Class Members. The Administrator will send, by U.S. mail, one or more checks to every Participating Class Member (i.e., every Class Member who doesn't opt-out), including those who also qualify as Aggrieved Employees. The check(s) may combine the Individual Class Payment and the Individual PAGA Payment. **Non-Participating Class Members**. The Administrator will send, by U.S. mail, a single Individual PAGA Payment check to every Aggrieved Employee who opts out of the Settlement (i.e., every Non-Participating Class Member).

Your check will be sent to the same address as this Notice. If you change your address, be sure to notify the Administrator as soon as possible. Section 9 of this Notice has the Administrator's contact information.

6. HOW DO I OPT-OUT OF THE CLASS SETTLEMENT?

Submit a written and signed letter with your name, present address, telephone number, and a simple statement that you do not want to participate in the Settlement. The Administrator will exclude you based on any writing communicating your request to be excluded. Be sure to personally sign your request, identify the Action as *LUTOVIO J. IULIANO et al. v. WORLDWIDE FLIGHT SERVICES, INC., et al., Case No. 34-2023-00337627, and include your identifying information (full name, address, telephone number, approximate dates of employment, and Social Security* number for verification purposes). You must make the request yourself. If someone else makes the request for you, it will not be valid. You must send your request to be excluded by January 4, 2027, or it will be invalid. Section 9 of the Notice has the Administrator's contact information.

7. HOW DO I OBJECT TO THE SETTLEMENT?

Only Participating Class Members have the right to object to the Settlement. Before deciding whether to object, you may wish to see what Plaintiffs and Defendant are asking the Court to approve. At least 16 court days before the Final Approval Hearing, Class Counsel and/or Plaintiffs will file in Court (1) a Motion for Final Approval that includes, among other things, the reasons why the proposed Settlement is fair, and stating (i) the amount Class Counsel is requesting for attorneys' fees and litigation expenses; and (ii) the amount Plaintiffs are requesting as a Class Representative Service Payment. Upon reasonable request, Class Counsel (whose contact information is in Section 9 of this Notice) will send you copies of these documents at no cost to you. You can also view them on the Court's website (https://www.saccourt.ca.gov/online-services/case-search).

A Participating Class Member who disagrees with any aspect of the Agreement or the Motion for Final Approval may wish to object, for example, that the proposed Settlement is unfair, or that the amounts requested by Class Counsel or Plaintiffs are too high or too low. The deadline for sending written objections to the Administrator is January 4, 2027. Be sure to tell the Administrator what you object to, why you object, and any facts that support your objection. Make sure you identify the Action *LUTOVIO J. IULIANO et al. v. WORLDWIDE FLIGHT SERVICES, INC., et al., Case No. 34-2023-00337627 and include your name, current address, telephone number, and approximate dates of employment with Defendant,* and sign the objection. Section 9 of this Notice has the Administrator's contact information.

Alternatively, a Participating Class Member can object (or personally retain a lawyer to object at your own cost) by attending the Final Approval Hearing. You (or your attorney) should be ready to tell the Court what you object to, why you object, and any facts that support your objection. See Section 8 of this Notice (immediately below) for specifics regarding the Final Approval Hearing.

8. CAN I ATTEND THE FINAL APPROVAL HEARING?

You can, but don't have to, attend the Final Approval Hearing on February 5, 2027, at 9:00 a.m., before Hon. Lauri A. Damrell, in Department 8B, at the Tani G. Cantil-Sakauye Courthouse located at 500 G St., Sacramento, California, 95814. At the Hearing, the Judge will decide whether to grant Final Approval of the Settlement and how much of the Gross Settlement will be paid to Class Counsel, Plaintiffs, and the Administrator. The Court will invite comments from objectors, Class Counsel, and Defense Counsel before making a decision. You can attend (or hire a lawyer to attend) either personally or virtually via Zoom link: https://saccourt-ca-gov.zoomgov.com/j/16184738886, or can join by phone: (833) 568-8864 / ID: 16184738886. Check the Court's website for the most current information.

It's possible the Court will reschedule the Final Approval Hearing. You should check the Court's website beforehand or contact Class Counsel to verify the date and time of the Final Approval Hearing.

9. HOW CAN I GET MORE INFORMATION?

The Agreement sets forth everything Plaintiffs and Defendant have promised to do under the proposed Settlement. You can telephone or send an email to Class Counsel or the Administrator using the contact information listed below or consult the Superior Court website by going to (https://www.saccourt.ca.gov/online-services/case-search) and entering the Case Number for the Action, Case No. 34-2023-00337627. You can also make an appointment to personally review court documents in the Clerk's Office at the Courthouse by calling (916) 874-5522.

DO NOT TELEPHONE THE SUPERIOR COURT TO OBTAIN INFORMATION ABOUT THE SETTLEMENT.

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10. WHAT IF I LOSE MY SETTLEMENT CHECK?

If you lose or misplace your settlement check before cashing it, the Administrator will replace it as long as you request a replacement before the void date on the face of the original check. If your check is already void, you should consult the Unclaimed Property Fund for instructions on how to retrieve the funds.

11. WHAT IF I CHANGE MY ADDRESS?

To receive your check, you should immediately notify the Administrator if you move or otherwise change your mailing address.