



Returning Company Equipment and Assets

Visit a local shipping vendor offering Federal Express (Fed Ex) services. Utilize a vendor who also provides packaging services---this will ensure contents are properly packed to avoid damage during shipping.

Please request the vendor to use the company's account (recipient to bear the expense for shipping). The vendor should apply the packaging and shipping fees directly to the company's Federal Express account. You should not incur any out-of-pocket expenses for returning company property. If the vendor cannot assist, please contact the People Center at 1-800-874-0174 for assistance.

- DST's FedEx account number: 2090-4321-1
- Include \$1,000 insurance when sending a laptop
- ***Ship equipment **GROUND******* do not use express or priority
- Clean equipment prior to shipping
- Ship within 5 days of termination date

Please send it to:

SS&C Technologies, Inc.
Attn: Enterprise Services
7201 E 64th Court
Kansas City, MO 64133.

NOTE: You must email your former manager with the tracking number of the shipment.

Example of items that may need to be returned to the company:

- Laptop with all components (i.e., Keyboards, monitors, bag, battery, disc drive, power pack, cords, etc.)
- Software
- Printers and/ or fax machines that belong to the company
- Clients assets or badges
- RSA Token
- Cell Phone
- Blackberry
- Corporate Credit Card/Phone Card (please cut before sending)
- Building Access (all locations) & ID Card
- Client and/ or DST documentation or software
- Chairs and VariDesk loaned out while working from home. Please reach out to Becky Mack via email at becky.mack@sscinc.com to arrange the return of the assets to the same building it was picked up.