



## Report of Property Presumed Unclaimed Trust for Unlocatable Mineral Owners

Name of Holder \_\_\_\_\_ Name of Contact \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_ City, ST, Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

1. FEIN: _____	Extension No.: _____	2. Account ID: _____
3. Report Year: _____		4. Report No. _____. Your original report is considered Report No. 1. Please see instructions.
5. If you are no longer in business and want your account cancelled, check here. <input type="checkbox"/> Enter final date. _____		
		6. If your address has changed, check here. <input type="checkbox"/>

### Section I:



**If you are reporting property other than unclaimed mineral property, you are required to use Form UCH-1, Report of Property Presumed Unclaimed.**

Total number of mineral properties being reported \_\_\_\_\_

Amount remitted \$ \_\_\_\_\_

The amount remitted is for all items held and owing that have remained unclaimed, unpaid and are presumed abandoned/unclaimed. The amount remitted is the total from Section II, page 2. Please remit only one check and make it payable to Montana Department of Revenue.

I, the undersigned, declare under penalty of perjury, that to the best of my knowledge and belief, the following is a true and complete report of unclaimed property now in possession or under control of the holder, which is presumed unclaimed in accordance with Montana law, 70-9-801 through 70-9-829, MCA. Written notice has been sent to the apparent owner as prescribed under Montana law, 70-9-808(5), MCA.

Name of Officer or Holder Authorized to Sign Report (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mail this report and remittance to:  
Unclaimed Property, Montana Department of Revenue, PO Box 5805, Helena MT 59604-5805  
Questions? Call toll free (866) 859-2254 (in Helena 444-6900).

## Report of Property Presumed Unclaimed Trust for Unlocatable Mineral Owners

<b>Section II:</b>						
	Column 1 NAUPA property type code	Column 2 Date of last transaction/ date payable	Column 3 Amount due to the owner	Column 4 Owner's social security number or federal identification number	Column 5 Owner's name: list alphabetically by last name, first name, middle initial	Column 6 Last known mailing address: street, city, state, zip code
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
Amount remitted			\$			

## Report of Property Presumed Unclaimed Trust for Unlocatable Mineral Owners

### Instructions for Reporting Property

If you have questions, please call us toll free at (866) 859-2254 (in Helena 444-6900).

#### General Information

What is Unclaimed Property? Any financial asset for which an owner has not generated activity during a period of time (see reporting requirements below) is considered unclaimed property. These assets may include uncashed checks, savings, checking, payroll (wages, bonuses, commissions), credit balances, money orders, customer deposits, travelers checks, stocks and bonds (uncashed dividends, interest checks, underlying shares principle), insurance proceeds, certificates of deposit, and other intangible interests or benefits.

What is the Holder's Responsibility? The holder of unclaimed property is required to send written notice to the apparent owner of property with a value exceeding \$50, not more than 120 days or less than 60 days before filing the report.



**Please Note:** If you are reporting property other than unclaimed mineral property, you are required to use Form UCH-1, Report of Property Presumed Unclaimed. Form UCM-1 is used specifically for reporting mineral properties.

#### Important Reporting Information

- Retain a copy of the filed report for your records and mail the original, with your remittance, to us.
- We will allow a dormancy charge (service charge) to be deducted from property presumed abandoned only if a valid and enforceable written contract exists between the holder and the owner under which the holder may impose the charge. The dormancy charge may only be deducted if the holder regularly imposes the charge and it is not regularly reversed or otherwise canceled. (70-9-806, MCA)
- All property is required to be reported and remitted. However, the detail owner information is not required for items where the owner is unknown.

#### Filing Options

Electronic Filing: A holder report can be filed electronically through a secure file transfer process. To learn more, please go to [unclaimedproperty.mt.gov](http://unclaimedproperty.mt.gov).

Please follow these instructions when submitting your report electronically:

- The report is required to be in a text file. Do not provide your report in an executable file format, as a statewide policy for Montana will not allow us to accept this format from an external source.
- The text file is required to be in the current NAUPAll format, which may be obtained at <http://www.wagers.net/hrs>.
- Do not encrypt the file.
- Do not password-protect the file.

**Paper Filing: Please follow the instructions below.**

**Instructions for Page 1**

- Line 1 Enter your federal employer identification number (FEIN) on line 1. If you are filing for more than one location, please include your extension number for the specific location that is reporting.
- Line 2 If you know your Account ID, please provide it on line 2.
- Line 3 Enter the report year that applies to this report.  
Life insurance companies' report year is the period of January 1 through December 31, with the report due on or before May 1 of the following year.  
For all other holders, the report year is the period of July 1 through June 30, with the report due on or before November 1 of that year.
- Line 4 You may report more than once a year. In order to for us to correctly process the additional reports, please indicate the report number on line 4. Your original report is always considered report #1. When you file an additional report, it is important that you do not include property that you listed on a previous report.
- Line 5 If you are no longer in business and are filing a final report, check the box on line 5 and enter the date that your business ceased operations.
- Line 6 If your address has changed from the last report filed, check the box on line 6.

**Section I:**

- Enter the total number of mineral properties you are reporting.
- The amount remitted is for all items held and owing that has remained unclaimed, unpaid and is presumed abandoned. The amount remitted is the total from Section II, page 2. Make your check payable to Montana Department of Revenue.

**Instructions for Page 2**

You may photocopy page 2 of this report if additional space is needed. A computer printout is acceptable in place of Section II of this report. The printout is required to contain the same information in the same format as this report. If a printout is used, the print size is required to be at least a 10-point font. Attach a copy of the printout to page 1 of this report.

**Section II:**

- Please complete all columns.
- Column 1 Enter the NAUPA property type code for each property reported. A detailed list of NAUPA codes is included in these instructions for your convenience.
- Column 2 Enter the date of the last transaction or date payable for the property being reported.
- Column 3 Enter the amount due to each owner.
- Column 4 For each owner, enter the social security number or federal employer identification number.
- Column 5 In alphabetical order, list each owner by last name, first name, middle initial.
  - In the case of custodial or trustee accounts, list the owner's name first and the custodian's or trustee's name second.
- Column 6 For each owner, provide the last known mailing address, including street, city, state and zip code.

## NAUPA Adopted Standard Property Type Codes

The following codes have been endorsed by NAUPA for use by each state in the development of standard reporting; however, some states do not currently accept these codes. The State of Montana's agreement to utilize these codes is a step toward standardization in unclaimed property reporting.

<b>Mineral Proceeds and Mineral Interests</b>	
<b>Code</b>	<b>Description</b>
MI01	*Net Revenue Interest
MI02	*Royalties
MI03	*Overriding Royalties
MI04	*Production Payments
MI05	*Working Interest
MI06	Bonuses
MI07	*Delay Rentals
MI08	*Shut-in Royalties
MI09	*Minimum Royalties
MI99	Aggregate Mineral Proceeds

\* Please specify the date range on "periodic payments" if there are multiple amounts of the same property type being reported for a single property owner.