



UNCLAIMED PROPERTY REPORTING INSTRUCTIONS 2007

Susan
Combs

Texas Comptroller
of Public Accounts

TEXAS
UNCLAIMED PROPERTY
Reporting Instructions

May 2007

Susan Combs
Texas Comptroller

PAYMENT AND DELIVERY

If your annual unclaimed property liability is more than \$100,000, wire transfer is the preferred method of payment. Please provide your financial institution with the following information when wiring your funds:

FINANCIAL INSTITUTION (SHORT NAME): TX COMP AUSTIN

ROUTING NUMBER: 114900164

ACCOUNT NAME: COMPTROLLER OF PUBLIC ACCOUNTS -
TREASURY OPERATIONS

ACCOUNT NUMBER TO CREDIT: 463600002

REFERENCE: (i.e., HOLDER NAME AND CONFIRMATION NUMBER)

FOR FURTHER CREDIT INFORMATION: UNCLAIMED PROPERTY

Checks should be made payable to:

Texas Comptroller of Public Accounts-Unclaimed Property

Reports and remittances should be mailed to:

Texas Comptroller of Public Accounts
Unclaimed Property Division
Post Office Box 12019
Austin, Texas 78711-2019

Physical address for courier delivery of report:

Texas Comptroller of Public Accounts
Unclaimed Property Division
111 East 17th Street
Austin, Texas 78774

FOR QUESTIONS OR ASSISTANCE,
CONTACT THE HOLDER REPORTING SECTION AT

up.holder@cpa.state.tx.us
or call us toll-free at
1-800-321-2274, extension 6-6246

Mail or deliver tangible property to:

Texas Comptroller of Public Accounts
Unclaimed Property
ATTN: SAFE DEPOSIT BOX
208 East 10th Street, Room 232A
Austin, Texas 78701-2436

FOR TANGIBLE PROPERTY QUESTIONS OR ASSISTANCE,
CONTACT THE SAFE DEPOSIT BOX SECTION AT

unclaimed.auction@cpa.state.tx.us
or call us toll-free at
1-800-321-2274, extension 3-0988

Texas Comptroller of Public Accounts Unclaimed Property Holder Reporting Section

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Chapter One:

General Information

What is Unclaimed Property?

Unclaimed property can be any financial asset that has been abandoned by the owner for periods of time ranging from one to fifteen years. The property type determines the length of the abandonment period. Common types of unclaimed property include:

- Payroll (one-year abandonment period)
- Uncashed dividend or cashier's checks (three years)
- Stocks, bonds, mutual fund accounts (three years)
- Utility deposits, and other refunds (three years)
- Bank accounts and safe deposit box contents (five years)
- Insurance proceeds (three years)
- Demutualization proceeds (one year)
- Mineral interests or royalty payments (three years)
- Court deposits, trust funds, escrow accounts (three years)
- Money orders (seven years)
- Traveler's checks (15 years)

All financial institutions, businesses, government entities, and organizations that are holding unclaimed property belonging to Texas residents must file an unclaimed property report with the Texas Comptroller's office by November 1 of each year. Organizations that have determined they are not holding abandoned property are not required to file a zero report.

How to Use this Manual

Copies of this manual can be printed from our web site at:

<http://www.window.state.tx.us/up/forms.html>

The **General Information** chapter gives an overview of unclaimed property reporting. The **Property Specific Reporting** chapter discusses, in detail, some of the more common types of unclaimed property.

The **Preparing Your Report** chapter gives step-by-step instructions for completing the property report and includes sample forms and instructions. The last chapter of the manual contains **Reference Tables** that will be helpful when preparing your reports. On the last page, you will find a

quick reference chart that lists the general categories of unclaimed property and the **legal references** for each type.

If you have questions not answered in this manual, please contact the Holder Reporting Section at 512/936-6246 or toll-free at 1-800-321-2274. E-mails can be sent to:

up.holder@cpa.state.tx.us

Reporting Methods

Reports with 10 or more records should be filed electronically. Texas uses the electronic reporting format developed by the National Association of Unclaimed Property Administrators (NAUPA). Files must be prepared in the NAUPA 2 record layout, regardless of the delivery method used.

Your report may be submitted using any of the delivery methods listed below.

- Internet
- Diskette
- CD Rom
- Magnetic Tape Cartridge (3480 or 3490)
- Magnetic Tape Reel (9-track)
- Form 53-105

Unclaimed Property Reporting Software and Internet Filing

Free software is available to assist you in creating your report in the required NAUPA 2 format. The software can be downloaded from the Internet by clicking on the word **download**, found at http://www.window.state.tx.us/up/up_disk.html. The current version is 3.0, released in July 2004. After installing the software, you can key enter your unclaimed property records, or you can import existing data into the software from another source such as a spreadsheet or mainframe flat file.

After completing the report, the software gives you the option of filing on diskette or over the Internet. For diskette reporting, you copy the file to a diskette and submit it to the Comptroller's office with your payment and the Holder Report and Payment form 53-119.

If you select Internet, the software automatically opens your web browser and takes you to the location on our web site where the file may be securely transmitted. Holders using other unclaimed property software should transmit their file through our web site at: https://ftp.cpa.state.tx.us/uncprop/holder_sft.html. After the transmission is complete, you receive an automatic e-mail that assigns a confirmation number to your report. **This confirmation number must be included with your payment, whether you pay by check or by wire.**

Version 3.0 includes extensive Help screens, and a User Guide can be printed from our web site at: <http://www.window.state.tx.us/up/forms.html>. Telephone support is also available by calling the Holder Reporting Section at 512/936-6246 or toll-free at 1-800-321-2274.

To use the software, you need an IBM-compatible PC with at least a 166Mhz (300Mhz recommended) running Windows 98 or higher. Minimum memory requirements are 32 MB of RAM and 20 MB of hard drive space. You will need a 1.44 MB disk drive if you plan to submit your completed report on diskette.

To order the program software on CD Rom or diskette, contact us by e-mail at up.holder@cpa.state.tx.us or call the Holder Reporting Section at 512/936-6246. Our toll-free number is 1-800-321-2274.

Other Electronic Reporting Methods

Unclaimed property reports can also be submitted on CD Rom, 9-track magnetic tape reel, 3480 cartridge, or 3490 cartridge. If you are reporting for more than one company or sending large files (e.g., reports with more than 500 owners), an Internet transmission is the preferred method of delivery. Regardless of the method you select, you must first arrange your data in the NAUPA 2 format as explained in the previous section of this chapter.

To order the file layout and field definitions that your technical staff will need for tape reporting, contact us by phone in the Holder Reporting Section or e-mail us at up.holder@cpa.state.tx.us. The specifications can also be printed from our website at: <http://www.window.state.tx.us/up/forms.html>.

Reporting Manually

You may prepare your report on the Texas Comptroller's paper reporting forms (53-105 and 53-119) if you have fewer than 10 names to report each year. Sample forms and instructions are included in Chapter Three of this manual. However, electronic reporting is still preferred even when you have fewer than 10 names.

Your Responsibilities as a Holder

Filing Deadlines and Extensions

The deadline for filing your report and remitting your property is November 1 of every year.

Unclaimed property should not be reported until it has reached the required abandonment period, as of June 30 each year. You must hold property until the appropriate abandonment period has run and include it in your next remittance to the state. The abandonment period is determined by the property type (see Chapter Four of this manual).

Property that is due November 1 may be remitted any time after the annual cut-off date of June 30. Prompt filing of your report is crucial, so that efforts to locate the missing owners are not delayed. Refer to page 7 for information concerning interest and penalty on late reporting.

Customer Contact

There are two criteria for reporting property as abandoned: one, three, or five years without customer contact **and** the whereabouts of the owner are unknown. The fact that mail is **not** returned to you by the Post Office does not, by itself, qualify as contact with that owner. When reviewing your records for abandoned property, look for the **last documented communication or other contact with the owner** or the last debit or credit generated **by the owner** on **any** property, not merely the property that is “inactive.” Contact with the owner may be established by mail, e-mail, or by phone, but phone contact must be documented in writing with the date and time of the conversation.

Aggregate Reporting of Property Less Than \$50

Individual owner records of less than \$50 may be reported in the aggregate. You may combine any amounts under \$50 **by property type** and provide a single total for each property type. Do not combine different property types into one aggregate record. **Mineral interests must never be aggregated.**

The Property Type Code used on an aggregate record **should always end in “99”** (e.g., AC99 or IN99). In the description field of an aggregate record, list the number of properties that you combined for the aggregate entry, and the property type. For example, an AC99 record with “15 AC01” entered in the description field indicates 15 checking accounts are aggregated on one record.

If an owner files a claim for an amount under \$50 which you reported in the aggregate, the state will contact you for verification that the owner’s property was included in your aggregate total. To reduce the need for this verification, you may provide a separate list with your report, containing the names and amounts remitted for each owner.

Combining Properties Owed to the Same Owner

Owners who are owed more than one amount of the **same property type** should be listed on your report only once. Accumulate all the amounts due the owner during the applicable reporting period into one total. Provide the beginning and ending dates on which the amounts were payable.

Payment and Delivery

If your annual unclaimed property liability is more than \$100,000, wire transfer is the preferred method of payment. Please provide your financial institution with the following information when wiring your funds:

FINANCIAL INSTITUTION (SHORT NAME): TX COMP AUSTIN

ROUTING NUMBER: 114900164

ACCOUNT NAME: COMPTROLLER OF PUBLIC ACCOUNTS -
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Texas Comptroller of Public Accounts
Unclaimed Property Division
Post Office Box 12019
Austin, Texas 78711-2019

Our physical address for courier delivery of reports is:

Texas Comptroller of Public Accounts
Unclaimed Property Division
111 East 17th Street
Austin, TX 78774

Computer Printouts

Do not submit computer printouts. They will be returned to you with a request that you file electronically.

Reporting Forms

If you need reporting forms, photocopy the blank forms in Chapter Three of this manual. Forms may also be printed from our web site at <http://www.window.state.tx.us/up/forms.html>.

Provide Your Tax ID and Current Address

It is your responsibility to keep this office advised of your current address and any changes related to the contact person, department, or branch responsible for filing your reports. All correspondence should include your Federal Employer Identification Number (tax ID number). Your telephone number, e-mail address, and FAX number are also helpful.

Retention of Records

All holders are required to retain unclaimed property records for 10 years after the property was reportable. You may be contacted by the state to verify previously reported information.

Interest and Penalty on Late Remittances

A person who fails to pay or deliver property on time shall pay interest from the date the property should have been paid until the date it is received in our office. File a report immediately if you determine you are holding property that should have been delivered to the state of Texas in previous years. The Comptroller's office will calculate the interest and penalty for you and forward a bill for any amount owed.

Penalty for late filing is based on the postmark date of your remittance or the date your wire payment is received. Interest on property that should have been reported in previous years is based on the last contact date of each late property.

Notice to Owners

We encourage you to make reasonable efforts to locate owners early in the abandonment period. The only property you should remit to Texas is that for which the whereabouts of the owners are truly unknown. Expenses for maintaining properties and locating owners may not be deducted from your remittance.

The Comptroller's office is responsible for providing notification to the owners of unclaimed property. We publish the names of missing owners in the calendar year following our receipt of the annual holder reports. We also maintain a searchable database of missing owners on the Internet at <http://www.window.state.tx.us/up/search.html>.

It is important that you keep records of owners' **last-known addresses**, even though mail may have been returned by the post office. The information could later be used to assist claimants in verifying ownership of their property if the addresses are included on your report.

Once property has been delivered to the state, there is no time limit by which the owners must file a claim for its return. The option also exists for **you** to pay the claimants directly and then file for reimbursement from the Comptroller's office.

Filing for Reimbursements and Refunds

Reimbursements

In this process, a holder pays an owner or reinstates the account and then files a claim with the state for reimbursement. We encourage you to use the reimbursement process for those customers and owners demanding immediate payment or reinstatement of their accounts. In most instances, we can process a reimbursement faster than an owner claim, and the owner will not be charged our 1 – 1.5% processing fee.

Submit a completed Holder Reimbursement 53-115 (see next page) and **proof of payment** for each owner you paid. Use the Holder Claim Form Supplement 53-117 to list additional properties. The forms are available on the next two pages of this manual and can also be found on our web site at: <http://www.window.state.tx.us/up/forms.html>.

You can also initiate the reimbursement process by e-mail at unclaimed.property@cpa.state.tx.us or by phone at 1-800-531-5441, extension 6-4125. Be prepared to provide the information requested on the Holder Reimbursement Request Form 53-115 when you call or write.

After we receive your request and proof of payment to the owner, we will mail a reimbursement check to you in approximately three weeks.

Refunds

Refunds are made to holders who have overpaid their unclaimed property reports because of accounting errors or other mistakes made during the preparation of reports. In many cases, the refunds are not associated with specific owners' records.

For fastest service, contact our Research and Correspondence Section by phone at 1-800-531-5441, extension 6-4125. They will initiate the refund process for you. When you call, be prepared to provide the information requested on the Holder Refund Request Form 53-116 found at the end of this chapter. You can also complete the form found on our web site at:

<http://www.window.state.tx.us/up/forms.html>.

The processing of your refund takes approximately three weeks after you have satisfactorily documented your overpayment.

TEXAS UNCLAIMED PROPERTY HOLDER REIMBURSEMENT REQUEST FORM

(For Property Returned to Owner)

<p style="text-align: center;">COMPTROLLER OF PUBLIC ACCOUNTS Unclaimed Property Division Claims Section Post Office Box 12019 Austin, TX 78711-2019</p>	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

HOLDER INFORMATION		
Holder Name:	Tax ID Number:	
Mailing Address:		
City:	State:	ZIP Code:
E-mail Address:	Fax Number (Area Code and Number): ()	
Department:	Phone (Area Code and Number): ()	Extension:

PROPERTY INFORMATION						
Report Year:	Report Amount:	Property Type:	Aggregate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Amount:	Claim Amount:	Number of Shares:
Owner Name as Indicated on Report:				Additional Owner as Indicated on Report:		
Owner Address:						
Property Description:						

Please provide proof of payment for each owner included on the Reimbursement Form and supplemental pages. Please attach a copy of the cleared check showing the owner's endorsement or proof of the account being reactivated.

INDEMNIFICATION AND AFFIDAVIT OF OFFICER

Upon payment by the Comptroller of Public Accounts of the reimbursement described above, (Co. Name) _____ agrees to indemnify and hold harmless the Comptroller, its employees, and agents from all losses, suits, actions, or claims arising from or related to any other party who hereafter asserts or attempts to establish a right to payment of the above described funds.

COMPTROLLER INDEMNIFICATION IS EFFECTIVE WHEN SIGNED.

Signature _____ Title _____ Date _____

If you have any questions regarding Unclaimed Property, you may call 1-800-321-2274. The Austin number is 512/463-3040. If you are calling from a Telecommunications Device for the Deaf (TDD), the toll free number is 1-800-248-4099, or in Austin, 512/463-4621. Our fax number is 512/936-6224; toll free fax number is 1-888-908-9991.

TEXAS UNCLAIMED PROPERTY
HOLDER CLAIM FORM SUPPLEMENT

(to be used with the Holder Refund Request Form or the Holder Reimbursement Request Form)

HOLDER INFORMATION	
Holder Name:	Tax ID Number:

PROPERTY INFORMATION						
Report Year:	Report Amount:	Property Type:	Aggregate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Amount:	Claim Amount:	No. of Shares:
Owner Name as Indicated on Report:				Owner Address:		
Property Description:						

PROPERTY INFORMATION						
Report Year:	Report Amount:	Property Type:	Aggregate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Amount:	Claim Amount:	No. of Shares:
Owner Name as Indicated on Report:				Owner Address:		
Property Description:						

PROPERTY INFORMATION						
Report Year:	Report Amount:	Property Type:	Aggregate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Amount:	Claim Amount:	No. of Shares:
Owner Name as Indicated on Report:				Owner Address:		
Property Description:						

PROPERTY INFORMATION						
Report Year:	Report Amount:	Property Type:	Aggregate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Amount:	Claim Amount:	No. of Shares:
Owner Name as Indicated on Report:				Owner Address:		
Property Description:						

TEXAS UNCLAIMED PROPERTY HOLDER REFUND REQUEST FORM


(For Property Reported in Error)

COMPTROLLER OF PUBLIC ACCOUNTS
Unclaimed Property Division
Claims Section
Post Office Box 12019
Austin, TX 78711-2019

HOLDER INFORMATION		
Holder Name:	Tax ID Number:	
Mailing Address:		
City:	State:	ZIP Code:
E-mail Address:	Fax Number (Area Code and Number): ()	
Department:	Phone (Area Code and Number): ()	Extension:
Reason property was reported in error: _____ _____ _____		

PROPERTY INFORMATION					
Report Year:	Report Amount:	Property Type:	Aggregate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Amount:	Number of Shares:
Owner Name as Indicated on Report:					
Owner Address:					
Property Description:					

Based upon my personal knowledge, the information provided and set forth above on this form is true and correct.

Sign Here: 	Holder Signature:	Date:
	Print Name	Title

If you have any questions regarding Unclaimed Property, you may call 1-800-321-2274. The Austin number is 512/463-3040. If you are calling from a Telecommunications Device for the Deaf (TDD), the toll free number is 1-800-248-4099, or in Austin, 512/463-4621. Our fax number is 512/936-6224; toll free fax number is 1-888-908-9991.

Assisting Claimants

Unclaimed property owners may contact you **after** you have remitted property to the state. Please consider the reimbursement option for the quickest return of their funds and avoidance of our 1 – 1.5% processing fee. Refer to the previous section in this chapter titled Filing for Reimbursements and Refunds for more information.

When the reimbursement process is not appropriate, please direct potential claimants to contact our office for a claim form. (NOTE: We cannot provide claim forms to third parties. We must deal directly with the claimant.)

Search Online at:

<http://www.window.state.tx.us/up/search.html>

Call or write:

Texas Comptroller of Public Accounts
Unclaimed Property Division
P. O. Box 12019
Austin, TX 78711-2019
(512)936-4125
TOLL-FREE IN TEXAS
1-800-321-2274

How Claims are Processed

The Texas Comptroller is committed to processing and paying all unclaimed property claims within 90 days or less. Claimants are required to provide the state with sufficient proof and documentation to substantiate ownership and entitlement to payment. Proof provided by claimants is compared with owner information and property descriptions provided by **you**, the reporting company or institution.

When preparing your report, keep in mind that all available information that identifies owners and properties that you can list will help us **avoid** contacting you during the claims process. Social security numbers, last-known addresses, and property descriptions are three items used to verify ownership during the claims process.

Chapter Two:

Property Specific Reporting

Reporting Uncashed Checks and Other Amounts Owed

Wages and Uncashed Checks

Unclaimed wages have an abandonment period of one year. The one-year period applies to all methods of payroll distribution, including checks and payroll cards.

All other types of uncashed checks are considered unclaimed property after a period of three years. The abandonment period commences on the date of last contact with the payee or the check issue date. If an actual check was not issued, use the date the amount was payable to the owner. Reissuing a check does not change the date it should be remitted to the Comptroller's office. The abandonment period still begins on the **original** date the amount was owed to the missing owner.

Credit Balances

Credit balances that may or may not have been reduced to check form are also reportable as unclaimed property. The period of abandonment for this property type is three years and commences on the date of last contact with the company or individual. Balances owed to current customers should not be reported. However, if you have lost contact with customers, use the 'test' on the next page to determine if the credit balances should be included in your report.

Rebates and Discounts

Rebates and discounts that have not been refunded to customers are another type of unclaimed property with a three-year abandonment period. However, if the consumer never completes the requirements necessary to receive payment, (e.g., submit their request with a sales receipt by a specific date), the rebate or discount would not be considered unclaimed property.

Other Amounts Owed

All other types of accounts payable items have a three-year abandonment period. Uncashed vendor checks are the type most often reported. The Texas Property Code does not have an express provision that exempts "business to business" credits, but balances owed to **current** vendors should not be reported. You should only report those vendors with which you have had no contact for three years.

The Other Amounts Owed category also includes, but is not limited to, uncashed expense checks, customer overpayments, unrefunded overcharges, and any other miscellaneous outstanding checks.

For your November 1 report, use the following test to determine if a property is reportable:

As of the immediate past June 30

1. The property has remained unclaimed for at least three years (one year if wages).
2. The owner has not communicated, in writing or otherwise, regarding the account, during the abandonment period.
3. The location of the owner is unknown to you.

Owner contact may be established by mail, e-mail, or by phone. Telephone calls, however, must be documented in a log that states the dates and times you spoke directly with the payee.

No amounts may be written off to income or surplus.

Property Type Codes and Property Descriptions

Select the property type code from Chapter Four that best describes the original property of the missing owner when preparing your report. Use the miscellaneous outstanding check code (MS16) only as a last resort when the nature of the uncashed check is truly unknown.

The list of property types below describes some of the more common types of unclaimed checks and miscellaneous amounts you may be holding for missing owners. Please refer to the table that begins on page 62 for the specific information required in the description field for each property type.

Cashier's checks (CK01) <i>(For Financial Institutions Only)</i>	CD interest checks (CK16) <i>(For Financial Institutions Only)</i>
Refunds due (MS11)	Royalty payments (MI02)
Customer overpayments (MS05)	Utility refunds (UT03)
Dividends (SC01,TR02)	Accounts Payable (MS08)
Insurance claim payments (IN01, IN02)	Wages; commissions (MS01, MS02)
Insurance death benefits (IN03)	Payment for goods or services (MS04)
Pension checks (CK11)	

Property Reported by Financial Institutions

Financial institutions include banks, savings and loans, state credit unions, and federal credit unions. Organizations such as federal land banks or personal finance companies are not included in this group for the purposes of this chapter.

Abandonment Periods

Property reportable by financial institutions has abandonment periods ranging from one to seven years.

Seven-Year Property: Money orders.

Five-Year Property: All types of checking and savings accounts, abandoned safe deposit box contents, and matured certificates of deposit.

Three-Year Property: Includes, but is not limited to, most types of uncashed checks; trust-related properties, investment and escrow accounts; all types of securities-related properties; sums payable under pension and profit-sharing plans; safekeeping properties; loan collateral; and miscellaneous types of unclaimed property such as accounts payable checks and unidentified deposits.

One-Year Property: Wages have an abandonment period of one year.

Customer Contact

There are **two** criteria for property to be reported as abandoned: there has been no customer contact during the applicable abandonment period **and** “the whereabouts of the owners are unknown.”

We encourage you to stay in touch with your customers. When there has been no documented contact or owner-generated activity for one year, consider mailing confirmation letters to the customers. Refer to the sample letter on the next page of this chapter. It can be easily adapted for use with other property types such as safe deposit box contents, certificates of deposit, or securities-related property.

If customers respond to your letters, you are excused from reporting their property to the Comptroller’s office for another one, three, or five years from the dates of their responses. Deposit accounts may not be service charged unless you have had contact with the owners during the past year.

Mail Not Returned by Post Office

The fact that mail is **not** returned to you by the Post Office does not, by itself, qualify as contact with that owner or activity on the account. When reviewing your records for abandoned property, look for the last documented communication with the owner, or the last debit or credit generated **by the owner** on **any** account or safe deposit box, not merely an account that is “inactive.” Contact with the owner may be established by mail, e-mail, or phone, but phone contact must be documented in writing with the date and time of the conversation.

Sample Confirmation Letter

Home Town Bank
100 Prairie Road • Homestead, Texas

June 15, 2004

Mr. or Mrs. Good Customer
212 Consumer Row
Homestead, TX 31789

Dear Mr. or Mrs. Customer:

It is the policy of Home Town Bank to review and update our account records periodically. Our last record of activity or direct contact from you on your saving/checking Account No. 387363738 is over one year old and needs to be brought current. Please check the appropriate box, sign in the space provided below, and return to us as soon as possible.

The above address information is correct for the account, and I am aware of the account.

Please change the account holder(s)' name(s) and/or address(es) to read as follows:

I wish to close the account. Please send a check for the close-out amount.

(Signature) *(Date)*

Your assistance is appreciated. Please contact our office if you have any questions or if we can be of assistance to you in any way.

Sincerely,

I.M. HELPFUL, Bank Officer

Other Methods of Verifying Whereabouts of Owners

Before mailing confirmation letters, remember there are other methods by which you may document your knowledge of the whereabouts of owners even though there has been no owner-generated activity. If your institution maintains any type of customer profile record for each account holder, the field for last contact date should be protected with very limited access. Designated employees should be notified in writing of current contact and be responsible for updating as appropriate.

Customer profiles that are properly updated and maintained are your best documentation of contact. Contact or activity on any one account should update the last contact date on all accounts.

Some other methods the Comptroller's office recognizes are:

- Cross-referencing of your records to show that the individuals have other active accounts with your institution if customer profiles are not available
- Signed W-9 Forms, change of address notices, or other correspondence from the customers
- A telephone log which states the dates and times you spoke directly with the account owners
- ACH debits or credits generated by the owner

Internal credits (e.g., for certificates of deposit interest) or debits (e.g., for safe deposit box rent) generated by your institution are not sufficient for verification of owner activity.

Remember: If you know the whereabouts of the owners, do not report them.

Recommended Time Line for Abandoned Property Review

June 30 Send memo to remind department heads to request reports with parameters that reflect all accounts that are inactive and could be reportable as unclaimed property. The memo should be addressed to the officers who supervise the following functions in each branch:

DDA and Savings Accounts
Certificates of Deposit and IRAs
Unidentified Deposits
Cashier's and Official Checks
Trust and Bond Administration
Loan Collateral and Safekeeping
Safe Deposit Boxes
Paying Agent Accounts

July 31 Send reminder to officers to mail confirmation letters to those customers listed as inactive **for whom no other active account has been identified**. The inactive lists should be circulated among the officers, requesting their notation of any current contact. Current contact negates the need to mail letters.

Confirmation letters should be mailed no later than August 15. Any letters that are signed and returned should be retained as documentation of contact. Refer to page 19 for other ways to document contact. Any type of customer profile that is maintained for each owner should have a field for the latest contact date. This should be a protected field with very limited access. Designated employees should be responsible for updating the field when appropriate.

Sept 30 Request from branch managers and department supervisors their list of customers with whom contact has been lost, **and** the requisite abandonment period has been met. These owners should have been fully researched prior to delivery of the list to the person responsible for preparing your institution's report. Each department should provide the last-known addresses and all relevant account or check information. Social security numbers should always be reported if known. These procedures should greatly facilitate the reporting process and reduce the time demanded from the person preparing the November report.

Oct 5 Begin report preparation.

Oct 30 Mail report and remittance to the Comptroller's office.

Certificates of Deposit

The period of abandonment for matured certificates of deposit is five years. The abandonment period begins on the day following the **first** maturity of the certificates - that is, the day following the end of the first term. Thus, abandoned certificates of deposit must be reported five years from the dates the owners were first able to recover the funds without penalties.

For certificates of deposit to be considered abandoned, there must have been five years without customer contact, **and** the customer's whereabouts are unknown. If certificates of deposit owners have other active accounts with your institution, or you have other contact with them, **do not** report or remit their certificates.

To facilitate your review of certificates of deposit for possible abandonment, a report should be generated listing all certificates with a first maturity date five years prior to the cutoff date of June 30 of that year. Various resources can be used to verify the last contact date with the customer. Refer to page 19 for suggestions.

If none of these resources record current contact, confirmation letters should be mailed to the customers. Slight modifications to the letter on page 18 should be made to alter the account type and the period of no contact. The letters should be mailed, ideally, in early August to allow ample time for your customers to reply.

The due date for the unclaimed property report is November 1 each year. We recommend your list of customers with whom no contact has been reestablished be relayed to the person responsible for preparing your institution's report by the first of October (or whenever deadline is set). All the information that you can provide for each customer will assist in the return of their funds to them through the Comptroller's office. Their name (including all additional owner names), last-known address, social security number, and the CD number should be included.

When reporting automatically renewable certificates of deposit, you may hold the funds until the next maturity.

NOTE: Automatically renewable certificates of deposit have the same reporting criteria as other certificates of deposit. If you have had no contact with the owner for five years from the day following the **first** maturity, the certificates should be remitted if the customer's whereabouts is unknown. Depositing the CD interest in another account that has no activity, or the non-return of interest checks by the post office does **not** constitute contact.

Remember: If certificates of deposit owners have other active accounts with your institution, or you have other contact with them, **do not** report or remit their certificates.

Individual Retirement Accounts

Individual retirement accounts (IRAs) have an abandonment period of three years, which begins on the **mandatory distribution date**. Under federal law, the mandatory distribution date is April 1 of the calendar year following the calendar year in which the owner of the IRA reaches age 70 1/2.

Any IRAs unclaimed for more than three years from the mandatory distribution date, as of June 30, should be included on the November 1 report. If some event, such as death of an owner, occurs prior to the owner reaching age 70 1/2, commence the abandonment period from the date of the owner's death, if the existence or whereabouts of any beneficiaries are unknown to you.

Corporate Trust Property and Paying Agent Accounts

Diskette reporting is the best medium to select if you have corporate trust property or paying agent accounts to report. The software automatically requests the specific information we need based on the property type codes you select during data entry.

Regardless of the medium you select, separate reports must be filed for **each** issue of stock and **each** issuing company's Federal Employer Identification Number (FEIN) must be provided. This requirement does not apply to bearer bonds, which may be combined on one report using your institution's tax ID.

All other requirements for reporting securities-related property should be followed. Refer to the last section of this chapter for complete instructions.

Unclaimed Loan Collateral

Unclaimed loan collateral has an abandonment period of three years. This period begins on the date the loan was paid in full. There are three criteria for collateral to be reported as abandoned:

- The loan has been paid in full or charged off **and**
- There has been no customer contact for three years **and**
- The owner's whereabouts are unknown.

Each time collateral in the vault is physically inventoried and matched to the collateral file receipts, items that cannot be matched to an unpaid loan should be identified. These items should be audited for the time span from payoff date. Letters should be mailed to the customers, reminding them to collect their collateral. The sample letter on page 18 can be modified to serve this purpose. Any items not retrieved are reportable as unclaimed property after the three-year abandonment has passed. If a customer has other active accounts at your institution or responds to the notification letter, their property should not be reported. Refer to page 19 for other methods you may use to document your knowledge of the whereabouts of owners.

Your records should be reviewed for unclaimed collateral as of June 30 each year. The report is due each November 1. Therefore, your cross-referencing for other active accounts and notification efforts should be completed by October 1 to provide ample time for preparing the unclaimed property report.

When reporting unclaimed loan collateral, two property type codes are available. Select property code **SD04** for **tangible** property set aside for a loan. Examples of tangible collateral are jewelry, stock certificates, deeds, etc. All requirements for reporting and remitting safe deposit or safekeeping property must be followed. Refer to the next section of this chapter for instructions.

Loan collateral that will be remitted to the Comptroller's office as **cash** should be coded with property type code **MS13**. Examples of cash loan collateral are savings accounts, certificates of deposit, etc. The following information is needed in the description field when reporting MS13 loan collateral:

- Collateral receipt number
- Loan number
- Description of collateral (e.g., issuing bank and certificate number for certificate of deposit; bank name and account number for bank account)

The person or entity that pledged the loan collateral should be listed as the owner of the property. If the loan was in the name of a person or entity other than the owner of the collateral, enter the loan name in the description field of the report.

NOTE: For charged-off or defaulted loans, any amount of money received for the collateral that exceeded the amount of the unpaid loan must be remitted to the Comptroller's office.

Reporting Safe Deposit Boxes and Safekeeping Property

Safe deposit box contents held by depositories that have remained unclaimed by the owners for five years should be reported to the Comptroller's office on November 1 of every year. Safekeeping properties, loan collateral, and any other tangible properties not held in safe deposit boxes should be reported after remaining unclaimed for three years.

The three or five-year abandonment periods commence on the date of last contact with the property owners.

- Safe deposit box contents: Calculate five years from the date the last rental payments expired (i.e., the rental payment then **due** went unpaid).
- Unclaimed loan collateral: Calculate three years from the dates the loans were paid in full and the collateral was returnable to the borrowers.
- Safekeeping properties: Calculate three years from the dates of last contact with the owners.

Remember: If the owners have other active accounts at your institution or there is other evidence of contact, do not report their property, even though the above criteria are met.

NOTE: All boxes should be drilled and inventoried prior to preparing your report.

Do not forward safe deposit box contents, safekeeping properties, tangible loan collateral, or inventory sheets with your November 1 report.

You will be assigned a delivery date by the Comptroller's office. The notice will be sent approximately 30 days before your scheduled date. Be sure to include an email address with your report. The delivery notice may be sent electronically.

Preparing Your Report

Safe deposit box contents or safekeeping property should be reported electronically. The report must include the names and addresses of the missing owners. The report should also include the total face value of all U.S. cash and the box number or safekeeping receipt number. Refer to pages three and four of this manual for more information on electronic reporting or visit our web site at:

<http://www.window.state.tx.us/up/reporting.html>

Inventories and Delivery of Property

The property of each owner must be packaged in an envelope. The inventory sheet should be attached to the outside or placed inside the envelope. The outside of each envelope should have the property owner's name and the box number (or safekeeping receipt number). Please use the template on page 27 for the inventory sheet included with the contents. An electronic copy of the template is also available on our web site.

Complete an inventory sheet for each owner by entering the quantity in the applicable categories listed below. Please follow the specified guidelines for each category.

Papers: Do not itemize papers of no value.

Military Discharge Papers and Wills: Both should be originals and wills should be signed.

U.S. Cash: Include the face value of all U.S. coins and currency in the box or safekeeping envelope. Do **not** send checks in place of actual cash. Do **not** run coins through a counting machine.

Foreign Coins: Country of origin or face value is not required.

Foreign Currency: Country of origin or face value is not required.

Rings: The description of each item is not required.

Bracelets: The description of each item is not required.

Necklaces/Pendants: The description of each item is not required.

Earrings: The description of each item is not required.

Pins: The description of each item is not required.

Wrist Watches/Pocket Watches: The description of each item is not required.

Savings Bonds: Include the face value and a quantity of all bonds in the box.

Securities: Securities category includes stock certificates, interest coupons, etc. When describing securities-related properties, include the registered owners' names and names of the security issuers.

Miscellaneous Items: Include a brief description of any items that do not fall into the above categories. This could include firearms and/or controlled substances that will require special handling. You must contact your local law enforcement agency if firearms or controlled substances are found in safe deposit boxes. Firearms must **NOT** be sent to the Comptroller's office until police have unloaded the weapons. Your local law enforcement agency should confiscate any controlled substances and any live ammunition. **DO NOT** send these items to the Comptroller's office. Include a

letter with the inventory sheets, explaining that those items were found but turned over to your local law enforcement agency.

Please account for all properties reported in November. If an owner is reported and customer contact is made before the delivery date, include an updated owner listing or letter with your delivery, stating the property was returned to the owner.

Mail or deliver your contents to the Comptroller's office by your assigned delivery date. Courier service is not required but is suggested when your contents include valuables. If you choose to deliver your valuables by U.S. Mail, they should be sent registered and insured.

Mail or deliver tangible property to:

Texas Comptroller of Public Accounts
Unclaimed Property
ATTN: SAFE DEPOSIT BOX
208 East 10th Street, Room 232A
Austin, TX 78701-2436

For questions or assistance, contact the Safe Deposit Box Section at

unclaimed.auction@cpa.state.tx.us

or call us toll-free at

1-800-321-2274, extension 30988

TEXAS UNCLAIMED PROPERTY STANDARDIZED INVENTORY SHEET

Box Number: _____

Date: _____

Time: _____

Inventory Reason: _____

Bank Name: _____

Renter: _____

QTY	INVENTORY
<input type="text"/>	Miscellaneous Papers (deeds, insurance, marriage licenses)
<input type="text"/>	Original Signed Wills or Original Military Discharge Papers
<input type="text"/>	US Cash (face value of coins and currency)
<input type="text"/>	Foreign Coins
<input type="text"/>	Foreign Currency
<input type="text"/>	Rings
<input type="text"/>	Bracelets
<input type="text"/>	Necklaces/Pendants
<input type="text"/>	Earrings (pair = 1, single = 1)
<input type="text"/>	Pins
<input type="text"/>	Wrist Watches/Pocket Watches
<input type="text"/>	Savings Bonds <input type="text"/> Face Value of all Bonds
<input type="text"/>	Securities (include issue name below)

Issue Name:

Miscellaneous Items (include description below)

Description:

EXAMPLE SAFE DEPOSIT BOX INVENTORY

Reporting Institution: HOME TOWN BANK Box Nbr. : 234

Box Renter Name: JOHN DOE

Papers: Will of John Doe
Military discharge papers issued to John Doe
Misc. papers of no value

Securities: 1 share AT&T preferred - registered owner John Doe
\$25 US savings bond payable to Mary Doe
\$50 US savings bond payable to John Doe

Firearms and Controlled
Substances: 1 Colt .45 revolver [examined by local police]
Unidentified red capsules [not included in delivery—confiscated
by local police—see attached letter]

Cash: 12 pennies
40 nickels
47 dimes
12 quarters
10 - \$1.00 bills
20 assorted foreign coins

Valuables, Other: 1 ring with 5 red and 5 blue stones
1 gold-tone pocket watch
1 brown leather wallet
1 red piece of metal
1 small crystal-like bowl

Inventoried By: _____

Reporting Mineral Proceeds

The abandonment period for unclaimed mineral proceeds is three years and commences on the date you were first unable to make payment to the owner because you had lost contact. This could be the date of an uncashed check, the date of a returned check, or the date the owner's funds are put into suspense because his whereabouts are unknown.

Review your records as of June 30 of the current year, and report all property for which the whereabouts of the owner has been unknown for three years or longer. Your report with complete owner information and remittance is due on November 1 of every year.

Property that must be remitted is not limited to royalties held in suspense. You must also review your records for abandoned working interests, delay rentals, overriding royalties, etc. Refer to Chapter Four of this manual for a complete list of property types. Your revenue accounting department may have information on returned or uncashed checks for owners not yet in suspense.

Oil and gas companies are required to report other types of property besides mineral proceeds. Examples of other property types held by corporations are securities and securities-related cash, expense checks, accounts payable, employee wages (one-year abandonment period), and miscellaneous outstanding checks.

Reminders:

1. **Do not aggregate amounts less than \$50.**
2. Do not include an owner when the cumulative net amount is negative.
3. Do not reduce the total amount due for all owners by subtracting the owners with a negative balance.
4. Do not report owners who are in suspense for legal or other reasons **if you have had contact with them.**
5. Do remit the total net amount you are holding for each **owner as of the date of your remittance to the Comptroller's office**, even though the 3-year abandonment period has not yet run on the entire balance due the owner.
6. Each owner should be listed only once on your report with the net amount due that owner for all properties **combined in one total.**
7. The owner number you use to identify an individual in your records is the first and most important information you should list in the property account number (description) field of your report.
8. Do not include lease and well names or numbers on your report.

Continuing Payments Due Owners

Once you have remitted money to the Comptroller's office on behalf of an absent owner, the additional amounts that accrue in subsequent years should be sent to the state as follows:

1. A report form should not accompany current production payments, nor should that owner be reported again on a subsequent report.
2. Send payments directly to Texas on whatever time basis other owners are paid – monthly, quarterly or annually.
3. **A special record layout is available for reporting continuing payments electronically.****
4. Do not send copies of the production report for each owner.
5. Do not include owners that have never been previously included on your annual November 1 report when remitting current proceeds.
6. **One check for the total due all owners is preferred.**
7. Grand total due each owner should be provided even though they may have more than one interest.
8. If you sell or otherwise transfer a lease, or someone else assumes responsibility for paying owners, please inform us of the new lease owner or payor with your final payment.
9. Do not continue to send current production payments to our office for any owner that has contacted you.

NOTE: The Comptroller's Federal Tax ID number is 74-6000089.

The number and Comptroller's address should be used only for generating and mailing current production payments for the benefit of the missing owner.

Do not update the owner's permanent records by overwriting their social security number or last-known address with ours.

** Please contact the Holder Reporting Section at 512/936-6246 to inquire about or to receive the mineral proceeds file layout for reporting subsequent production.

Escrow Funds Reported by Title Companies

Any funds, including escrow accounts, that have not been claimed and for which there has been no activity or current contact with the owner for three years, must be reported to the Comptroller's office. Funds in active litigation should not be reported. Your report and remittance are due on November 1 of every year. The abandonment period commences on the date of last contact with the owner or on the date of the last owner-generated activity.

The Texas Department of Insurance advises that disputed earnest money should be interpleaded into the appropriate court registry. Even in a situation where one of the claimants cannot be located, the court may be able to enter a default judgment disposing of the earnest money.

Earnest Money

Escrow balances include accounts where you hold money because of the nonperformance of the conditions of the escrow agreement. In transactions involving earnest money, both the buyer and the seller have an undivided interest in the entire amount. Therefore, both the buyer and the seller are considered the "owner" under the statute, and both parties' names should be listed on your report. The person who placed the money in escrow, usually the buyer, should be reported as the primary owner. The other parties should be listed as additional owners. However, if you have communicated with both the buyer and the seller within the last three years, and they cannot agree on the disposition of the funds, the account would not be unclaimed and should not be remitted to the Comptroller's office.

If the contract stipulates that the seller may claim the funds under specific conditions, and documenting evidence in your file indicates that those conditions exist, the seller's name would then be listed as the owner on your report. The buyer would not be listed as an additional owner.

If you have contact with one party, but a release cannot be secured from the missing party, the funds should be reported three years from the date of last contact with the missing party or date of scheduled closing. If one party believes he is entitled to the funds, his claim is not diminished when the funds are remitted to the Comptroller's office. If you have contact with both the buyer and the seller, the funds should not be reported.

Other Escrow Funds

Generally, amounts placed in escrow at closing should be reported in the name of the party who provided the funds. A portion of the seller's payoff held to ensure all taxes were paid and repairs were completed is one example. Once the taxes are paid, repairs are made, or other conditions of the escrow agreement are met and funds remain unclaimed, the seller's name would be reported as the owner of the unclaimed amount. The buyer would not be entitled to the funds.

NOTE: Service or maintenance fees may not be deducted from funds that are subsequently reported as unclaimed property unless stipulated in the contract and acknowledged by the signatures on the contract.

What Property Should you Report?

Title companies should also review their records for other types of unclaimed property, such as wages and uncashed checks. All property not previously reported to the Comptroller's office that is unclaimed for the applicable period of abandonment or longer should be included in your report. If an actual check was not issued, use the date the item was payable to the owner. Reissuing a check does not change the date it should be remitted to the Comptroller's office. The abandonment period still begins on the original date the amount was payable to the owner.

When examining your records, use the last entry or activity generated by the owner or the date of documentable contact with the owner to commence the abandonment period. If the property type does not generate owner activity, use the date the item was payable or distributable to the owner.

NOTE: In all cases, the amount reported on your remittance report will be the amount due the owner as of the date of your remittance.

No amounts may be written off to income or surplus.

Earnest money and other escrow funds should be reported using property type code TR04.

For other types of property you report, select the property type code that would best describe the original property of the missing owner. The miscellaneous outstanding check code (MS16) should be used only as a last resort when the nature of the uncashed check is truly unknown.

When available, the social security number and last-known address should be provided for all unclaimed checks you remit. Providing adequate information at the time you report and remit the property will reduce or eliminate the need for future contact with the Comptroller's office or the claimant.

Electric Cooperatives

Electric cooperatives reporting capital credits (UT04) on a remittance report should enter the numeric COUNTY code in the country field so that economic development funds can be properly allocated to each owner's county of residence. County codes should not be included on scholarship reports or economic development reports. When entering county codes, be sure to use all three digits, i.e., 005, 027, 099. Refunds (UT03) do not require a county code.

If you have the county code information available for the aggregated capital credits, create a separate aggregate record for each county and enter the county name in the description field.

Insurance-Related Property

All types of insurance companies should follow the general guidelines for reporting that begin on page 47 of this manual. The **cutoff date** for reviewing your records is June 30 of every year. Your report and remittance are due **November 1** of every year.

Property Type Codes and Property Descriptions

All unclaimed properties listed on your report must be assigned property type codes. **Your choice of codes is important because it determines what kind of information we require of claimants.** The list that follows describes which code to use for a particular property type. It also indicates what information you must provide in the property description field when remitting those types.

NOTE: In the description field, first specify the type of insurance you are reporting. Use the abbreviations **AH** for accident and health; **PC** for property and casualty; and **L** for life insurance.

- IN01:** **Individual** policy benefits and claim payments – Provide the policy numbers and names of the insured; claim numbers if applicable.
- IN02:** All **group** policy benefits and claim payments, excluding death benefits – Provide employer names and policy numbers; names of insured; claim numbers if applicable.
- IN03:** Death benefits on individual or group policies – Provide policy numbers and names of insured; claim numbers if applicable; dates of birth of insured if available. When reporting death benefits, the beneficiary should be listed as the owner of the property.
- IN04:** Matured policies, endowments, and annuities – Provide the policy number and name of insured.
- IN05:** Premium refunds on **individual** policies – Provide the policy number and name of insured.
- IN06:** Unidentified premium payments or remittances – Provide any information available; owner name will be reported as unknown.
- IN07:** All other insurance-related property not described above – Provide a complete description of the property.
- IN08:** Agent credit balances – Provide dates of employment and the agent's social security number.

-
- IN99:** Aggregate properties less than \$50 – Number of records and property type. Property type code used on aggregate record should always end in 99. Do not combine different property types into one aggregate record.
- CK10:** Expense checks or drafts – Provide check number; description of expense, if available.
- CK13:** Vendor checks or drafts – Provide invoice number and check number.
- MS01:** Employee wages – Provide dates of employment and employee’s social security number.
- MS02:** Agent commission checks – Provide dates of employment and agent’s social security number.
- SC85:** Demutualization cash – Provide policy number and name of insured.
- SC86:** Demutualization shares – Provide policy number and name of insured.

Mutual Fund Shares, Distributions, and Checks

Investment companies generally hold the following types of unclaimed property:

Property Description	Property Type Code
Shares	SC16
Income distribution checks	SC01
Capital gains distribution checks	SC01
Commission checks	MS02
Expense or vendor checks	MS04
Payroll checks	MS01

Identifying Unclaimed Shares

Begin the abandonment period when either a sum payable is unclaimed or the first piece of mail is **Returned by the Post Office (RPO)**. Check your system to determine if the recorded RPO date reflects the first RPO event. For **shares**, use the following test to determine if the account is unclaimed as of the immediate past June 30:

1. All distributions have remained unclaimed for at least three years, **or the account has had RPO mail beginning at least three years ago.**
2. The owner has not communicated, in writing or otherwise, regarding the account, within the last three years.
3. The location of the owner is unknown to you.

Continue to hold the account until these conditions are met.

At the time the shares become unclaimed, the entire account and any cash proceeds due the owner are also considered unclaimed. The shares should be reported using property type code SC16. The cash proceeds should be reported as dividends with property type code SC01. The current version of the Texas diskette reporting software allows you to combine both the shares and cash balance on one record using property type code SC16.

Identifying Unclaimed Distributions and All Other Checks

Mutual fund companies may also hold unclaimed income or capital gains distributions for various reasons. Distribution proceeds may not have been reduced to check form. If a check was issued, the check may have never been reported. Checks for closed accounts may be outstanding or RPO'd and should be reported as credit balances, using property type SC20.

Use the following test to determine if **checks** are unclaimed:

1. The existence and location of the owner have been unknown for at least three years from the June 30 cutoff date.
2. The owner has not tried to claim the proceeds for at least three years from the June 30 cutoff date.

If the liability was not reduced to a check, it is still reportable, and this test still applies.

Preparing Your Remittance

1. Prepare a separate remittance report for each fund and one for the operating company.
2. Open a master account for each fund styled as follows:

Registration: TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
UNCLAIMED PROPERTY DIVISION
P. O. BOX 12019
AUSTIN, TEXAS 78711-2019

Tax ID Number: 74-6000089
Distribution Options: Income Distributions in Cash
Capital Gains Distributions in Cash

3. Close all unclaimed accounts. Credit the share balance in each account to the appropriate Texas Comptroller master account.
4. On November 1, forward the following:
 - Your **report** for each fund.
 - Your **check** for the total amount of cash listed on the reports.
 - A **statement** for the master account of each fund, **as of October 31**.

Continue to send statements to the Comptroller's office. From time to time, you may receive redemption instructions. Those instructions will detail how to remit proceeds to us. Until then, do not redeem accounts and send us cash.

When a rightful owner proves ownership, we will provide you with the owner's updated address and instructions to debit our account and credit the owner's account. We will disburse any cash we may hold directly to the owner.

Remember:

- **Do not make a physical delivery of shares to the Comptroller's office.**
- **Do not reinvest subsequent cash distributions.**
- **Do not redeem shareholders' accounts and remit proceeds unless otherwise notified.**

Reporting Securites or Securities-Related Cash

Diskette reporting is the best medium to select if you have securities or securities-related cash to report. The software automatically requests the specific information we need based on the property type code you select during data entry. It also allows you to combine both cash and shares on the same owner record, entering the name and address only once.

If you file paper reports, you must complete the Report of Unclaimed Securities and Related Cash Form 53-106. Instructions for completing the form are included in this section of Chapter Two.

General Rules for Reporting

Regardless of the medium you select for reporting your securities-related property, the following rules must be observed:

1. File separate reports or diskettes for each issue of stock, providing each issuing company's Federal Employer Identification Number (FEIN).
2. Owners who are owed more than one amount of the same property type should be listed on your report only once (e.g., four quarterly dividend payments). Combine all the amounts due the owner during the applicable reporting period into one total. Provide the beginning and ending dates on which the amounts were payable.
3. If you are reporting bearer bonds or unclaimed interest on the bonds, the owners of the properties should be listed as unknown. Complete descriptions of the bonds must be provided in the description fields or boxes. Descriptions must include the issue name, series, bond number, and all outstanding coupon numbers.
4. The delivery method for your securities must be indicated on your report, using the Securities Delivery Codes listed in Chapter Four.
5. Indicate the amounts and issue names of any outstanding shares (i.e., still in the possession of the shareholders) when reporting underlying, unexchanged, unredeemed, or unsurrendered shares.
6. If you are remitting underlying shares, shares returned by the post office (RPO shares), or both, please combine all shares of the same issue and class into one certificate. Your report, however, must reflect the number of shares that are underlying and the number that are RPO for **each** of the **owners**.
7. Please begin the registration process early, so that securities are delivered no later than the November 1 remittance deadline. **Extensions cannot be granted for delays in registration.**

Determining What Property to Report

All property not previously reported to the Comptroller's office that is unclaimed for the applicable abandonment period **or longer** should be included in your report. When examining your records, use the last entry or activity generated by the owner to commence the abandonment period, **OR** the date the first piece of mail was returned by the Post Office, **OR** the date the first distribution went unclaimed by the owner.

Your report and remittance are due on November 1 of every year. In all cases, the **amount** you report will be the total due the owner as of the date of your remittance, even though some may be recent payments.

All types of securities and securities-related cash have three-year abandonment periods. Review your records **as of June 30** of the current year, and report all property that was payable or distributable to the owner on or before June 30 three years ago.

For underlying shares, use the following test to determine if the property is unclaimed:

1. All distributions have remained unclaimed for at least three years, **or** the account has had RPO mail, beginning at least three years ago.
2. The owner has not communicated, in writing or otherwise, regarding the property within the last three years.
3. The location of the owner is unknown to you.

Continue to hold the property until these conditions are met.

Property Type Codes

Each property listed on your report must be assigned a property type code. Your choice of codes is important because it determines what kind of information we require of a claimant. Definitions of the more frequently used codes follow. Refer to the Chapter Four table titled Description Field Requirements for a complete list.

- SC01** Select this code if you are reporting **cash dividends**. Include the issue name of the security.
- SC02** Use this code if you are reporting **registered bond interest** due an owner of a **registered** security. Do not use this code to report interest paid on a bearer bond.
- SC07** **Bearer bond interest** and **matured principal** should be reported with this code. The owner should be listed as "unknown." A complete description, including issue name, series, bond number, and all outstanding coupon numbers must be provided. The total cash amount of unclaimed interest and principal should be provided in the cash amount remitted field.

- SC08** Use this code to report **undelivered shares** - that is, stock returned by the post office (RPO shares). These shares are normally the result of a stock split or stock dividend. The issue name of the security must be included in the description field.
- SC09** Use this code to report **cash for fractional shares**. Provide the issue name of the security. Do not report liquidation proceeds under this code. Use the SC13 code for liquidation proceeds.
- SC10** **Unexchanged shares** arising from a merger or buy-out should be reported with this code. Provide the number of shares of the **successor** corporation in the shares remitted field. These are the shares you will **remit** to the Comptroller's office. Provide the issue name of the **successor** corporation's stock and the issue name of unexchanged stock.
- SC12** **Underlying shares** must be reported under this code. These shares are presumed to be in the possession of the shareholder. The certificates must be canceled on the books of the issuer and reissued to the Texas Comptroller of Public Accounts. Besides providing the issue name and number of underlying shares held by the owner, you must also report all cash and stock dividends payable on the underlying shares as of the date of your remittance.
- SC13** Report **liquidation or redemption proceeds** (cash only) under this property type code. The issue name of the liquidated security and number of shares presumed to be in the possession of the shareholder should also be listed. The shares remitted field should not be completed. The total cash amount due each shareholder should be provided in the cash amount remitted field.
- SC18** **Matured principal** on a **registered bond** should be reported using this code. Do **not** use this code to report matured principal on a bearer bond (see SC07).
- SC20** Brokers should report **credit balances** due missing owners under this code. If you are remitting shares, they must be registered to the Texas Comptroller of Public Accounts, and a Securities Inventory Form 53-107 must be completed. Refer to the next four pages of this chapter for registration and delivery instructions and sample inventory forms.

Physical Delivery of Securities

If you are remitting shares, they must be registered to the Texas Comptroller of Public Accounts. A Securities Inventory Form 53-107 must also be completed for all physical deliveries of securities. The registration requirements are listed below. In addition to your property report, a Holder Report and Payment form 53-119 must be completed. Refer to Chapter Three for instructions and a sample form.

IMPORTANT SECURITIES MAILING INSTRUCTIONS

SECURITIES must be registered to:

TEXAS Comptroller of Public Accounts
Tax ID 74-6000089

Mail your **REPORT, SECURITIES, any RELATED CASH,**
and **SECURITIES INVENTORY FORM** to:

Texas Comptroller of Public Accounts
Unclaimed Property Holder Reporting Section
PO Box 12019
Austin, Texas 78711-2019

The Securities Inventory Form 53-107 must list the physical securities you are mailing. Reproduce the form provided in this manual as needed. Contact the Holder Reporting Section if you have any questions.

TEXAS REPORT OF SECURITIES AND RELATED CASH

Holder name	Federal employer identification number (FEIN)
-------------	-----------------------------------------------

Item no.	Stock property type	Cash property type	Remitted security name	Cusip number
Name of unexchanged shares (SC10) or liq. unredeemed shares (SC13)				No. of SC10 or SC13 shares
Owner last name			First name / middle initial	Title
Mailing address			City, state and ZIP code	Country, if not USA
Date of last contact <u>OR</u> Periodic payments		Owner Social Security Number		Remitted shares – see note below *
From		To		Remitted cash \$
COMPLETE ADDITIONAL OWNER LINE (BELOW) IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY.				
Additional owner last name		First name / middle initial		Additional owner Social Security Number

Item no.	Stock property type	Cash property type	Remitted security name	Cusip number
Name of unexchanged shares (SC10) or liq. unredeemed shares (SC13)				No. of SC10 or SC13 shares
Owner last name			First name / middle initial	Title
Mailing address			City, state and ZIP code	Country, if not USA
Date of last contact <u>OR</u> Periodic payments		Owner Social Security Number		Remitted shares – see note below *
From		To		Remitted cash \$
COMPLETE ADDITIONAL OWNER LINE (BELOW) IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY.				
Additional owner last name		First name / middle initial		Additional owner Social Security Number

Item no.	Stock property type	Cash property type	Remitted security name	Cusip number
Name of unexchanged shares (SC10) or liq. unredeemed shares (SC13)				No. of SC10 or SC13 shares
Owner last name			First name / middle initial	Title
Mailing address			City, state and ZIP code	Country, if not USA
Date of last contact <u>OR</u> Periodic payments		Owner Social Security Number		Remitted shares – see note below *
From		To		Remitted cash \$
COMPLETE ADDITIONAL OWNER LINE (BELOW) IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY.				
Additional owner last name		First name / middle initial		Additional owner Social Security Number

***NOTE: THIS REPORT MUST BE ACCOMPANIED BY SECURITIES INVENTORY, FORM 53-107.**

PAGE TOTALS	Shares	Cash \$
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IF LAST PAGE, ENTER GRAND TOTAL REMITTED	Shares	Cash \$
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Property Reported by Local Government

Texas counties, municipalities, and school districts should only remit amounts greater than \$100 to the Comptroller's office. Individual amounts of \$100 or less should be remitted to your local Treasurer. The Treasurer must publish the missing owners' names and process all claims submitted by prospective owners of amounts of \$100 or less. Refer to Title 6, Chapter 76 of the Texas Property Code for more information, or contact us by phone at 1-800-321-2274, extension 6-6246. Our e-mail address is up.holder@cpa.state.tx.us.

Chapter Three:

Preparing Your Report

Getting Started:

What Property Should You Report?

All property not previously reported to the State Comptroller's office that is unclaimed for the applicable period of abandonment **or longer** should be included in your report. When examining your records, use the last entry or activity generated **by the owner** or the date of last documented contact with the owner to commence the abandonment period. If the property type does not generate owner activity, use the date the item was payable or distributable to the owner.

Your property report and the accompanying Holder Report and Payment form 53-119 are due on November 1 of each year. Step-by-step instructions for completing both forms follow on subsequent pages of this chapter.

For the report due November 1, review your records as described below:

Reporting One-Year Property – Review your records as of June 30 of the current year and report all property which has had no owner-generated activity or contact since June 30 one year ago, **and** for which the whereabouts of the owner are unknown. Only payroll and demutualization proceeds have a one-year abandonment period.

Reporting Three-Year Property – Review your records as of June 30 of the current year and report all property which has had no owner-generated activity or contact since June 30 three years ago, **and** for which the whereabouts of the owner are unknown.

Reporting Five-Year Property – Review your records as of June 30 of the current year and report all property which has had no owner-generated activity or contact since June 30 five years ago, **and** for which the whereabouts of the owner are unknown.

NOTE: In all cases, the **amount** reported on your remittance report will be the amount due the owner as of the date of your remittance.

If you find you are holding property that should have been reported in previous years, **you should report and remit the property immediately**. The Comptroller's office will calculate the interest for you and forward a bill for the amount owed.

Completing the Holder Report and Payment Form

The Holder Report and Payment form serves as both a summary of your property report and a transmittal form for your check. Most holders with reportable property should complete the form. However, if you transmit your property report through the Internet and submit your payment by wire, you are not required to complete the Holder Report and Payment form.

Please use the *pre-printed* version of the 53-119 provided by this office each year in our annual mailing if you are a regular filer. Indicate, directly on the form, any changes in your tax ID, address, contact person, etc.

If you are a first time filer, photocopy the sample copy in this chapter or print a blank form from our web site at <http://www.window.state.tx.us/up/forms.html>. First time filers may also use the Holder Report and Payment form generated by our free reporting software that can be downloaded at http://www.window.state.tx.us/up/up_disk.html.

1. **Federal Employer ID Number** – Enter the nine-digit tax ID number assigned to you by the federal government. **This line must be completed.** Your report cannot be processed without this number.
2. **Name/Address** – Complete the name and address lines with your institution or company name and mailing address. Don't forget to include department codes if they are an important part of your address.
3. **State of Inc. or Charter** – Corporations should enter the state in which they are incorporated or licensed to do business. Financial institutions should enter the state in which they are chartered.
4. **Dates of Incorporation/Charter Date** – Corporations should enter the date on which they were incorporated or were licensed to do business. Financial institutions should enter the date their organization was chartered.
5. **Report Due Date** – Enter the current year.
6. **Contact Person for Reporting** – Enter the name, mailing address, phone number, email address, and FAX number of the person who completes your report. This is the person the Comptroller's office will contact if we have questions or problems with your report. This is also the person to whom we mail all reporting information.
7. **Contact Person for Claims** – Enter the name, mailing address, phone number, email address, and FAX number of the person responsible for claims. This is the person the Comptroller's claim officers will contact if more information is needed during the claim process. It is also the name given to potential claimants if they request a holder contact name and phone number.

8. **Primary business activity** – Please provide a description of your primary business activity. For example, if you are a manufacturer, indicate the type of products you produce. Financial institutions may leave this line blank.
9. **SIC Code** – This is the three-digit Standard Industrial Classification code that indicates the primary business activity of your institution or company. Please leave this line blank if you are not familiar with your SIC code.
10. **Reporting Medium** – Indicate the reporting medium used for your property report by entering your cash and share total(s) in the appropriate blanks. If you are reporting by diskette, indicate the total number of diskettes you are submitting. (More than one reporting medium may be used.) If you transmitted your property report over the Internet, you must include your transmission **confirmation number** in order for your payment to be properly credited.
11. **Number of Items** – This is the number of primary owner **property records** included in your report. Do not include “additional owner records” in the total. Count aggregate records as single items, i.e., do not include the number of individual records that were less than \$50 in the total.

Sign the return and provide your title. Complete the payment coupon at the bottom if you are paying by check. The check should be made payable to the Texas State Comptroller – Unclaimed Property. Mail the 53-119 form to the Comptroller’s office, along with your property report and payment. If you are paying by wire, the form should still be mailed with your property report.

Completing the Property Report

All holders, regardless of the reporting medium selected, should review the following instructions for a better understanding of the information that must be included on the property report. Each requirement listed below for paper reporting corresponds with a field in the Texas holder reporting software or in the magnetic tape specifications.

Preparing the Report of Unclaimed Property Form 53-105

Holders reporting on paper forms must complete the Report of Unclaimed Property Form 53-105 when preparing their remittance reports. **Do not submit computer printouts.**

Please do not report securities on the 53-105 form. Instead, complete the Report of Securities and Related Cash form 53-106 which is found in Chapter Two of this manual.

The Report of Unclaimed Property (53-105) provides space for reporting four properties per page. Refer to the sample copy of the form at the end of this chapter. Group accounts by abandonment period.

1. **Holder Name and Fed. Emp. Tax ID No.** – Enter the name of your company or institution and your nine-digit tax ID number.
2. **Item No.** – Number each account consecutively throughout the report. It is not necessary to precede item numbers with zeroes. There is space on each page for four accounts, so page one will include accounts 1 through 4, page two will include accounts 5 through 8, and so on.
3. **Property Type** – This is the code that distinguishes one property type from another. Select the four-character code which best describes the original property of the missing owner. For example, a closed savings account converted to check form would still be reported as a savings account (AC02) -- not as a cashier's check. Refer to Chapter Four for a list of the approved codes.

Property Type for Aggregate records: Amounts that are individually less than \$50 may be reported in the aggregate, using one of eight available aggregate Property Type codes. The code selected for aggregate records should always end in "99". Mineral interests should never be aggregated.

4. **Property Description** – Any information that will assist in identifying the owner of the property should be listed in the Property Description box. Identifying numbers, such as owner account number or check number, should be entered here. Other information, such as the name of a purchaser of a cashier's check, should also be listed in Property Description.

Property Description for Aggregate records: List the number of property records that were combined for the aggregate entry, and the property type. For example, an AC99 record with "15 AC01" in the description field indicates 15 checking accounts were aggregated on one record.

5. **Owner Last Name** – Enter the owner’s last name or the company name of a business. List owners alphabetically by last name. If the owner of the property is unknown, enter unknown in the last name box. Accounts styled Jr., Sr., etc. should be listed as Smith Jr. Name and address boxes should be left blank if you are reporting amounts under \$50 in the aggregate.

NOTE: If you are reporting two owners with different last names **who jointly own** one piece of property, refer to step 16, Additional Owner Last Name, for instructions.

6. **First Name/Middle Initial** – Enter the owner’s first name and middle initial. If Mr. or Mrs. is used, it must be entered after the first name, without punctuation. Enter M/M to conserve space.
7. **Title** – Enter the Owner Title Abbreviation Code which represents any information designating ownership, such as guardian or trustee. Select from the list of approved codes in Chapter Four of this manual. Only those specific codes may be used. The title box should be left blank if no codes apply. Mr. or Mrs. should not be entered in this box (see previous step above).
8. **Mailing Address** – Enter the owner’s last-known address. **You must list the last-known address**, even if mail has been returned by the Post Office. This information is very important when establishing ownership during the claims process.

If an owner’s address is listed in care of another individual, enter the name and street address of that person in the mailing address box. **Do not list additional owner names in the address box.** Refer to Step 16 on the next page of this manual.

9. **City** – Enter the city of the last-known address.
10. **State** – Enter the standard two-character abbreviation of the owner’s state.
11. **Zip Code** – Enter the owner’s five or nine-digit zip code. Do not complete this box if the zip code is unknown.
12. **Country** – Enter the country of the last-known address. Refer to Chapter Four for the correct codes. If the owner resided in the USA, you may leave this box blank.

Electric cooperatives reporting capital credits (UT04) on the property report should enter the COUNTY code in this box.

13. **Date of Last Contact or Periodic Payments** – Most holders will complete only the first portion of this box. Enter the date (MM/DD/YY) on which the last deposit or withdrawal was made on the account by the owner; or the date on which the property became payable, redeemable, or returnable (e.g., issue date of check); **OR**, the date contact was last made with the owner. If your records reflect a month and/or year only, enter the available information

and use **01** for the unknown day or month (e.g., 06/**01**/91). If you are reporting property with periodic payments (e.g., dividends or royalties), do not complete this portion of the box.

The dates for properties which have periodic payments associated with them should be entered in the Periodic Payments section of the box. Total all amounts due the owner during the applicable time period and report the payments on one record. Provide the beginning and ending dates on which the amounts were payable.

14. **Owner SSN** – Enter the owner’s social security number if known. It is important to have this number when establishing ownership.
15. **Amt. Remitted to Comptroller** – Enter the net amount due each owner after additions (e.g., interest, dividends, etc.) and deductions (e.g., outstanding loan balances, backup withholding, etc.) have been calculated.
16. **Additional Owner Last Name** – If the property has more than one owner, enter the second owner’s last name in this box. If there is only one owner on the account, do not complete the additional owner boxes.
17. **First Name/Middle Initial** – Complete the box only if there is more than one owner of the property.
18. **Additional Owner Title** – Complete the box only if there is more than one owner of the property.
19. **Additional Owner SSN** – Complete the box only if there is more than one owner of the property.

After entering all accounts on the Report of Unclaimed Property Form 53-105, number each page in the upper right-hand corner of the form. Enter a page total on each page of the report and a grand total on the last page.

Attach all pages of the property report (53-105) to the Holder Report and Payment form (53-119). Mail the report and your remittance to the Texas Comptroller on or before November 1.

Be sure your check amount matches your report total. Your check should be made payable to the Texas State Comptroller. Don’t forget to retain a copy of the report for your records.

COMPTROLLER OF PUBLIC ACCOUNTS
 UNCLAIMED PROPERTY HOLDER REPORTING SECTION

TEXAS REPORT OF UNCLAIMED PROPERTY

Holder name	Federal Employer Identification Number (FEIN)
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Item no.	Property type	Property description			
Owner last name		First name/middle initial		Title	
Mailing address			City, state, ZIP code		Country, if not U.S.A.
Date of last contact		OR		Periodic payments	
FROM		TO		Owner Social Security Number (SSN)	Amount remitted to Comptroller \$
COMPLETE ADDITIONAL OWNER BOXES (BELOW) IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY.					
Additional owner last name		First name/middle initial		Additional owner title	
Additional owner last name		First name/middle initial		Additional owner title	

Item no.	Property type	Property description			
Owner last name		First name/middle initial		Title	
Mailing address			City, state, ZIP code		Country, if not U.S.A.
Date of last contact		OR		Periodic payments	
FROM		TO		Owner Social Security Number (SSN)	Amount remitted to Comptroller \$
COMPLETE ADDITIONAL OWNER BOXES (BELOW) IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY.					
Additional owner last name		First name/middle initial		Additional owner title	
Additional owner last name		First name/middle initial		Additional owner title	

Item no.	Property type	Property description			
Owner last name		First name/middle initial		Title	
Mailing address			City, state, ZIP code		Country, if not U.S.A.
Date of last contact		OR		Periodic payments	
FROM		TO		Owner Social Security Number (SSN)	Amount remitted to Comptroller \$
COMPLETE ADDITIONAL OWNER BOXES (BELOW) IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY.					
Additional owner last name		First name/middle initial		Additional owner title	
Additional owner last name		First name/middle initial		Additional owner title	

Item no.	Property type	Property description			
Owner last name		First name/middle initial		Title	
Mailing address			City, state, ZIP code		Country, if not U.S.A.
Date of last contact		OR		Periodic payments	
FROM		TO		Owner Social Security Number (SSN)	Amount remitted to Comptroller \$
COMPLETE ADDITIONAL OWNER BOXES (BELOW) IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY.					
Additional owner last name		First name/middle initial		Additional owner title	
Additional owner last name		First name/middle initial		Additional owner title	

IF LAST PAGE, ENTER GRAND TOTAL REMITTED \$

PAGE TOTAL \$

Chapter Four:

Reference Tables

Property Type Codes and Abandonment Periods

FINANCIAL INSTITUTION ACCOUNTS

Property Type (AC)

- AC01. Checking accounts (5)
- AC02. Savings accounts (5)
- AC03. Matured certificates of deposit (5)
- AC04. Code deleted
- AC05. Code deleted
- AC06. Code deleted
- AC07. Unidentified deposits (3)
- AC08. Code deleted
- AC99. Aggregate account balances less than \$50

TRUST, INVESTMENTS, AND ESCROW ACCOUNTS

Property Type (TR)

- TR01. Paying agent accounts (3)
- TR02. Undelivered dividends or uncashed dividends (3)
- TR03. Funds held in a fiduciary capacity (3)
- TR04. Escrow accounts (3)
- TR05. Trust vouchers (3)
- TR06. Pre-need funeral plans (3)
- TR99. Aggregate trust property less than \$50

SAFE DEPOSIT BOXES AND SAFEKEEPING

Property Type (SD)

- SD01. Contents of safe deposit boxes held by depositories (5)
- SD02. Safekeeping property(3)
- SD03. Other tangible property (3)
- SD04. Tangible unclaimed loan collateral (3)

INSURANCE *

Property Type (IN)

- IN01. Individual policy benefits or claim payments (3)
- IN02. Group policy benefits or claim payments (3)
- IN03. Death benefits due beneficiaries (3)

- IN04. Proceeds from matured policies, endowments, or annuities (3)
- IN05. Premium refunds on individual policies (3)
- IN06. Unidentified remittances (3)
- IN07. Other amounts due under policy terms (3)
- IN08. Agent credit balances (3)
- IN99. Aggregate insurance property less than \$50

CHECKS

Property Type (CK)

- CK01. Cashier's checks (3)
- CK02. Certified checks (3)
- CK03. Registered checks (3)
- CK04. Code deleted
- CK05. Drafts (3)
- CK06. Warrants (3)
- CK07. Money orders (7)
- CK08. Traveler's checks (15)
- CK09. Foreign exchange checks (3)
- CK10. Expense checks (3)
- CK11. Pension checks (3)
- CK12. Credit checks or memos (3)
- CK13. Vendor checks (3)
- CK14. Code deleted
- CK15. Any other outstanding official checks or exchange items (3)
- CK16. CD Interest checks (3)
- CK99. Aggregate uncashed checks less than \$50

UTILITIES

Property Type (UT)

- UT01. Utility deposits (3)
- UT02. Membership fees (3)
- UT03. Refunds or rebates (3)
- UT04. Capital credit distributions (3)
- UT99. Aggregate utility property less than \$50

* See Securities for Demutualization Proceeds

Property Type Codes and Abandonment Periods (concluded)

COURTS/LEGAL

Property Type (CT)

- CT01. Escrow funds (3)
- CT02. Condemnation awards (3)
- CT03. Missing heirs' funds (3)
- CT04. Suspense accounts (3)
- CT05. Any other types of deposits made with a court or public authority (3)
- CT99. Aggregate court deposits less than \$50

PROCEEDS FROM MINERAL INTERESTS

Property Type (MI)

- MI01. Net revenue interests (3)
- MI02. Royalties (3)
- MI03. Overriding royalties (3)
- MI04. Production payments (3)
- MI05. Working interests (3)
- MI06. Bonuses (3)
- MI07. Delay rentals (3)
- MI08. Shut-in royalties (3)
- MI09. Minimum royalties (3)

GENERAL BUSINESS, MISCELLANEOUS CHECKS, AND INTANGIBLE PERSONAL PROPERTY

Property Type (MS)

- MS01. Wages, payroll, or salary (1)
- MS02. Commissions (3)
- MS03. Worker's compensation benefits (3)
- MS04. Payment for goods and services (3)
- MS05. Customer overpayments (3)
- MS06. Unidentified remittances (3)
- MS07. Unrefunded overcharges (3)
- MS08. Accounts payable (3)
- MS09. Accounts receivable credit balances (3)
- MS10. Discounts due (3)
- MS11. Refunds/rebates due (3)

- MS12. Unredeemed gift certificates (3)
- MS13. Cash loan collateral (3)
- MS14. Sums payable under pension and profit sharing plans (IRA, KEOGH, e.g.) (3)
- MS15. Property distributable in the course of involuntary dissolution or liquidation (3)
- MS16. Any other miscellaneous outstanding checks (3)
- MS17. Code deleted
- MS18. Code deleted
- MS99. Aggregate miscellaneous property less than \$50

SECURITIES

Property Type (SC)

- SC01. Dividends (3)
- SC02. Interest payable on registered bonds (3)
- SC03. Code deleted
- SC04. Code deleted
- SC05. Code deleted
- SC06. Funds paid toward the purchase of shares or interest in a financial or business organization (3)
- SC07. Bearer bond interest and matured principal (3)
- SC08. Undelivered (RPO) shares (3)
- SC09. Cash for fractional shares (3)
- SC10. Unexchanged stock of successor corporation (3)
- SC11. Any other certificates of ownership (3)
- SC12. Underlying shares (3)
- SC13. Funds for liquidation/redemption of unsurrendered stocks or bonds (3)
- SC14. Debentures (3)
- SC15. U.S. Government securities (3)
- SC16. Book-entry mutual fund shares (3)
- SC17. Warrants or rights (3)
- SC18. Matured principal on registered bonds (3)
- SC19. Dividend reinvestment plans (3)
- SC20. Credit balances (3)
- SC85. Demutualization cash (1)
- SC86. Demutualization shares (1)
- SC99. Aggregate securities-related cash less than \$50

Owner Title Abbreviation Codes

Administrator/Administratrix	ADM
Custodian	CUST
Deceased	DECD
Estate	EST
Executor/Executrix	EXEC
For the Account of	FAO
For the Benefit of	FBO
Guardian	GDN
In Trust for	ITF
Joint Tenancy	JT
Life Estate	LIFEST
Minor	MNR
Tenants in Common	TIC
Trust	TR
Trustee	TTEE
Uniform Gift to Minors Act	UGMA
Under the Will of	UWO

Data Entry Standards

The following standards must be observed, whether you are performing data entry in the Unclaimed Property Diskette Reporting Software, importing files to the diskette, or reporting by magnetic tape, cartridge, or CD Rom.

You may also find these standards helpful if you file paper reports. Our data entry operators follow these guidelines for entering the owner names listed on your reporting form:

RULES OF ENTRY

1. **Never** use punctuation (e.g., periods, commas, apostrophes, etc.) in owner name fields.
2. Only three special characters may be used in owner name fields. The hyphen (-), ampersand (&), and forward slash (/) **must** be used as described in items 3 through 5.
3. Company names **must** be entered in the last name field. The word “and” **must always** be replaced with an ampersand (&). Ampersand may not be used in owner name fields for any other reason.

<u>Correct</u>	<u>Incorrect</u>
Jones & Jones	Jones and Jones

4. Enter a forward slash (/) between first names of co-owners when both have the same last name. A forward slash **must** also be used to abbreviate accounts styled Mr or Mrs (M/M). Forward slash **may not** be used in owner name fields for any other reason.

<u>Correct</u>	<u>Incorrect</u>
(last) _____ (first)	(last) _____ (first)
Jones Bill/Mary	Jones Bill & Mary
	Jones Bill and Mary
	Jones Bill or Mary

5. Enter last names styled with a hyphen in the last name field (e.g. Smith-Jones). Hyphen **may not** be used in owner name fields for any other reason.

<u>Correct</u>	<u>Incorrect</u>
(last) _____ (first)	(last) _____ (first)
Smith-Jones Mary	Jones Mary Smith-
Benton-Brown Bill	Brown Bill Benton-

Names of owners who do not use a hyphen to combine maiden and married names, or middle and last names, **must** be entered as shown:

<u>Correct</u>	<u>Incorrect</u>
(last) _____ (first)	(last) _____ (first)
Jones Mary Smith	Smith Jones Mary
Brown Bill Benton	Benton Brown Bill

6. **Never** precede first names with name prefixes (i.e., Mrs, Ms, or M/M). When used, name prefixes must **follow** the first name.

<i>Correct</i>		<i>Incorrect</i>	
<i>(last)</i>	<i>(first)</i>	<i>(last)</i>	<i>(first)</i>
Smith	Mary Mrs	Smith	Mrs Mary
Jones	Bill M/M	Jones	M/M Bill
Brown	John Mrs	Brown	Mrs John

7. Owner name suffixes (i.e., Jr, Sr, III) **must** be entered in the last name field.

<i>Correct</i>		<i>Incorrect</i>	
<i>(last)</i>	<i>(first)</i>	<i>(last)</i>	<i>(first)</i>
Smith Jr	Bill	Smith	Bill Jr

8. Do **not** enter information which designates ownership (e.g., estate, trustee, joint tenancy) in owner name fields. This information **must** be entered in the title field and OWNER TITLE ABBREVIATION CODES **must** be used (refer to page 57 of this chapter).

9. **Never** abbreviate the first word of a company name. Always spell it out.

<i>Correct</i>	<i>Incorrect</i>
American Life Ins Co	Amer Life Ins Co

10. Do **not** use numerics in owner name fields.

<i>Correct</i>	<i>Incorrect</i>
First State Bank	1st State Bank

The only exception is when a number is part of a registered trademark (e.g., A1 Inc.).

11. Use spaces between initials in names.

<i>Correct</i>	<i>Incorrect</i>
A B C Appliances	ABC Appliances
J E Smith	JE Smith

12. **Never** begin an owner name with “the.”

<i>Correct</i>	<i>Incorrect</i>
Baby Store	The Baby Store
Bank of Rio Grande	The Bank of Rio Grande

13. **Never** use AKA, DBA, FKA, C/O, etc. in owner name fields. Enter these abbreviations in the first address field.

<i>Correct</i>	<i>Incorrect</i>
Smith Inc	Smith Inc c/o American Bank
c/o American Bank	
Gencorp	Gencorp DBA Bargain Town
DBA Bargain Town	

Suggested Abbreviations

abstract	ABS	federal credit union	FCU
administration	ADMN	financial institution	FIN
agricultural	AGR	foreign	FOR
affiliated	AFIL	freeway	FWY
American	AMER	general	GEN
and others	ET AL	geological	GEO
architecture	ARCH	government	GOV'T
associate	ASSOC	group	GRP
associated	ASSOC	highway	HWY
associates	ASSOC	hospital	HOSP
association	ASSN	hydraulic	HYD
attorney	ATTY	import	IMP
beneficiary	BENF	incorporated	INC
building	BLDG	independent	INDP
bureau	BUR	independent school district	ISD
center	CTR	industrial	INDL
check	CK	industry	IND
chemical	CHEM	institution	INST
clerk	CLK	insurance	INS
collector	COLL	insured	INSD
college	COL	international	INTL
communications	COMM	investment	INV
company	CO	investors	INVR
cooperative	COOP	life assurance	LAC
corporation	CORP	life insurance	LIC
county	CO	limited	LTD
credit union	CU	management/managing	MGT
date of birth	DOB	manufactured	MFD
department	DEPT	manufacturers	MFR
development	DEV	manufacturing	MFG
discount	DISC	market/marketing	MKT
distributor	DISTR	matured	MAT
district	DIST	mechanical	MECH
division	DIV	medical	MED
east/eastern	E	memorial	MEML
educators/educational	ED	mercantile	MERC
employee/employer	EMP	minerals	MIN
endowment	ENDW	national	NTL
engineering	ENG	north/northern	N
estate	EST	northeast	NE
exploration	EXPL	northwest	NW
export	EXP	nursing home	NRS HOME
federal	FED	operating	OPR

Suggested Abbreviations (concluded)

partnership	PTSHP	society	SOC
pharmacy	PHAR	south/southern	S
photography	PHOT	southeast.	SE
policy	POL	southwest	SW
private	PVT	standard	STD
production	PROD	subsidiary	SUB
professional	PROF	subsidiaries.	SUBS
public	PUB	technical/technology	TECH
railroad.	RR	trust	TR
railway	RWY	trustee.	TTEE
republic	REP	united	UTD
saint	ST	university	UNV
school.	SCH	United States	US
security/securities.	SEC	variable.	VAR
service	SVC	warehouse	WHS
services.	SVCS	west/western.	W

Property Description Field Requirements

Property Code	Description of Property Code	Information Needed in Description Field for Each Property		
AC01	CHECKING ACCOUNTS	Account Number		
AC02	SAVINGS ACCOUNTS	Account Number		
AC03	MATURED CERTIFICATES OF DEPOSIT	Certificate Number	1st Maturity Date	
AC07	UNIDENTIFIED DEPOSITS	Any available Description		
AC99	AGGREGATE ACCOUNT BALANCES < \$50	Number of Accounts and Property Type	Property Type	
CK01	CASHIER'S CHECKS	Purchaser	Check Number	
CK02	CERTIFIED CHECKS	Purchaser	Check Number	
CK03	REGISTERED CHECKS	Purchaser	Check Number	
CK05	DRAFTS		Draft Number	
CK06	WARRANTS		Warrant Number	
CK07	MONEY ORDERS		Money Order Number	
CK08	TRAVELER'S CHECKS		Check Number	
CK09	FOREIGN EXCHANGE CHECKS	Purchaser	Check Number	Original Currency/ Amount
CK10	EXPENSE CHECKS	Vendor Number	Check Number	
CK11	PENSION CHECKS	Account Number	Check Number	Employee Number
CK12	CREDIT CHECKS OR MEMOS	Vendor Number	Check Number	
CK13	VENDOR CHECKS	Vendor Number	Check Number	
CK15	ANY OTHER OUTSTANDING OFFICIAL CHECKS		Check Number	
CK16	CD INTEREST CHECKS	Certificate Number	Check Number	
CK99	AGGREGATE UNCASHED CHECKS < \$50	Number of Checks and Property Type	Type of Checks	
CT01	COURT DEPOSIT ESCROW FUNDS	Case Number	Case Name	Date of Order
CT02	CONDEMNATION AWARDS	Case Number	Case Name	Date of Order
CT03	MISSING HEIRS' FUNDS	Case Number	Case Name	Date of Order
CT04	SUSPENSE ACCOUNTS	Case Number	Case Name	Date of Order
CT05	OTHER DEPOSITS WITH COURT OR PUBLIC AUTHORITY	Case Number	Case Name	Date of Order
CT99	AGGREGATE COURT DEPOSITS < \$50	Number of Items and Property Type	Property Type	
IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS	Policy Number	Insured	
IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS	Policy Number	Insured	Employer
IN03	DEATH BENEFITS DUE BENEFICIARIES	Policy Number	Insured	Claim Number
IN04	MATURED POLICY PROCEEDS OR ENDOWMENTS/ANNUITIES	Policy Number	Insured	
IN05	PREMIUM REFUNDS ON INDIVIDUAL POLICIES	Policy Number	Insured	
IN06	UNIDENTIFIED REMITTANCES	Description of Remittance		
IN07	OTHER AMOUNTS DUE UNDER POLICY TERMS	Policy Number	Insured Name	Claim Number
IN08	AGENT CREDIT BALANCES	Agent Number		

Property Description Field Requirements (continued)

Property Code	Description of Property Code	Information Needed in Description Field for Each Property		
IN99	AGGREGATE INSURANCE PROPERTY < \$50	Number of Items and Type	Property Type	
IP99	INTEREST FOR OVERDUE REMITTANCES			
MI01	NET REVENUE INTERESTS	Owner Number		
MI02	ROYALTIES	Owner Number		
MI 03	OVERRIDING ROYALTIES	Owner Number		
MI04	PRODUCTION PAYMENTS	Owner Number		
MI05	WORKING INTERESTS	Owner Number		
MI06	BONUSES	Owner Number		
MI07	DELAY RENTALS	Owner Number		
MI08	SHUT-IN ROYALTIES	Owner Number		
MI09	MINIMUM ROYALTIES	Owner Number		
MS01	WAGES, PAYROLL, OR SALARY	Employee Number	Check Number	
MS02	COMMISSIONS	Employee Number	Check Number	
MS03	WORKER'S COMPENSATION BENEFITS	Employee Number	Check Number	
MS04	PAYMENTS OF GOODS AND SERVICES	Vendor Account Number	Check Number	
MS05	CUSTOMER OVERPAYMENTS	Account Number		
MS06	UNIDENTIFIED REMITTANCES	Any available Description		
MS07	UNREFUNDED OVERCHARGES	Any available Description		
MS08	ACCOUNTS PAYABLE	Account Number		
MS09	CREDIT BALANCES ON ACCOUNTS RECEIVABLE	Account Number		
MS10	DISCOUNTS DUE	Account Number		
MS11	REFUNDS OR REBATES DUE	Account Number	Check Number	
MS12	UNREDEEMED GIFT CERTIFICATES/CARDS	Certificate/Card Number		
MS13	UNCLAIMED LOAN COLLATERAL	Loan Number	Payoff Date	
MS14	SUMS PAYABLE-PENSION OR PRFT SHR PLAN (IRA/KEOGH)	Employer Name/Account	Check Number	
MS15	PROP DISTRIBUTABLE DURING DISSOLUTION/LIQUIDATION	Dissolved Company Name	Check Number	
MS16	ANY OTHER MISC OUTSTANDING CHECKS		Check Number	
MS99	AGGREGATE MISC PROPERTY < \$50	Number of Items and Property Type	Property Type	
SC01	DIVIDENDS	Issue Name of Security	Check Number	Account Number
SC02	INTEREST PAYABLE ON REGISTERED BONDS	Issue Name of Security	Bond Number	Call Date
SC06	FUNDS PAID TOWARD PURCHASE OF SHARES	Issue Name of Security	Account Number	
SC07	BEARER BOND INTEREST AND MATURED PRINCIPAL	Issue Name of Security	Call Date/Price	Bond/Coupon Number
SC08	SHARES OF STOCK (RETURNED BY POST OFFICE)	Issue Name of Security		
SC09	CASH FOR FRAC SHARES	Issue Name of Security	Price Per Share	

Property Description Field Requirements (concluded)

Property Code	Description of Property Code	Information Needed in Description Field for Each Property		
SC10	UNEXCHANGED STOCK	Issue Name of Successor	Unexchanged Issue Name	
SC11	OTHER CERTIFICATES OF OWNERSHIP	Issue Name of Security	Certificate Number	
SC12	UNDERLYING SHARES	Issue Name of Security		
SC13	LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCKS/BONDS	Issue Name of Security or Bond	Number of Shares	Price Per Share
SC14	DEBENTURES	Description of Debenture		
SC15	U S GOVERNMENT SECURITIES	Description of Security		
SC16	BOOK-ENTRY MUTUAL FUND SHS	Account Number		
SC17	WARRANTS OR RIGHTS	Warrant Number	Expiration Date	
SC18	MATURED PRINCIPAL ON REGISTERED BONDS	Issue Name of Bond	Bond Number	Call Date/Price
SC19	DIVIDEND REINVESTMENT PLANS	Account Number		
SC20	CREDIT BALANCES	Account Number		
SC85	DEMUTUALIZATION CASH PROCEEDS	Policy Number	Insured Name	
SC86	DEMUTUALIZATION SHARES	Policy Number	Insured Name	
SD01	CONTENTS OF SAFE DEPOSIT BOXES	Box Number		
SD02	CONTENTS OF OTHER SAFEKEEPING REPOSITORY	Receipt Number		
SD03	OTHER TANGIBLE PROPERTY	Receipt Number		
SD04	TANGIBLE UNCLAIMED LOAN COLLATERAL	Loan Number	Receipt Number	Payoff Date
TR01	PAYING AGENT ACCOUNTS	Issue Name of Security	Bond Number	Coupon Number
TR02	UNDELIVERED OR UNCASHED DIVIDENDS	Issue Name of Security	Check Number	
TR03	FUNDS HELD IN A FIDUCIARY CAPACITY	Account Number		
TR04	ESCROW ACCOUNTS	GF Number	Property Address	
TR05	TRUST VOUCHERS	Voucher Number	Security Issue Name if Dividend	
TR06	PRE-NEED FUNERAL PLANS	Contract Number	Purchaser	
TR99	AGGREGATE TRUST PROPERTY < \$50.00	Number of Items and Property Type	Property Type	
UT01	UTILITY DEPOSITS	Account Number		
UT02	MEMBERSHIP FEES	Account Number		
UT03	REFUNDS OR REBATES	Account Number		
UT04	CAPITAL CREDIT DISTRIBUTIONS	Account Number	Declaration Date	
UT99	AGGREGATE UTILITY PROPERTY < \$50.00	Number of Items and Property Type	Property Type	

Securities Delivery Codes

CODE / DESCRIPTION

ACCOUNT.....	Book-Entry Registration
DTC	Direct Transfer to Depository Trust Corporation (or Federal Reserve)
PHYSICAL	Physical Delivery of Certificate to State Comptroller
UNT	Security Nontransferable

Country Codes

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
Afghanistan	.AFG	Corsica (<i>See France</i>)		Haiti	.HTI
Arland Islands	.ALA	Costa Rica	.CRI	Herzegovina (<i>See Bosnia & Herzegovina</i>)	
Albania	.ALB	Cote D'Ivoire	.CIV	Holy See	.VAT
Algeria	.DZA	Crete (<i>See Greece</i>)		Honduras	.HND
American Samoa	.ASM	Croatia	.HRV	Hong Kong (<i>Special Administrative Region of China</i>)	.HKG
Andorra	.AND	Cuba	.CUB	Hungary	.HUN
Anegada (<i>See British Virgin Islands</i>)		Cyprus	.CYP	Iceland	.ISL
Angola	.AGO	Czech Republic	.CZE	India	.IND
Anguilla	.AIA	Democratic Peoples Republic of Korea (<i>North</i>)	.PRK	Indonesia	.IDN
Antigua and Barbuda	.ATG	Democratic Republic of the Congo	.COD	Iran (<i>Islamic Republic of</i>)	.IRN
Argentina	.ARG	Denmark	.DNK	Iraq	.IRQ
Armenia	.ARM	Djibouti	.DJI	Ireland	.IRL
Aruba	.ABW	Dominica	.DMA	Isle of Man (<i>See United Kingdom</i>)	
Australia	.AUS	Dominican Republic	.DOM	Isle of Wright (<i>See United Kingdom</i>)	
Austria	.AUT	East Germany (<i>See Germany</i>)		Israel	.ISR
Azerbaijan	.AZE	East Timor (<i>See Timor-Leste</i>)		Italy	.ITA
Bahamas	.BHS	Ecuador	.ECU	Jamaica	.JAM
Bahrain	.BHR	Egypt	.EGY	Jan Mayen Islands (<i>See Svalbard & Jan Mayen Islands</i>)	
Bangladesh	.BGD	El Salvador	.SLV	Japan	.JPN
Barbados	.BRB	Equatorial Guinea	.GNQ	Jordan	.JOR
Barbuda (<i>See Antigua & Barbuda</i>)		Eritrea	.ERI	Jost Van Dyke (<i>See British Virgin Islands</i>)	
Belarus	.BLR	Estonia	.EST	Kazakhstan	.KAZ
Belgium	.BEL	Ethiopia	.ETH	Kenya	.KEN
Belize	.BLZ	Faeroe Islands	.FRO	Kiribati	.KIR
Benin	.BEN	Falkland Islands (<i>Malvinas</i>)	.FLK	Korea (<i>See Democratic Peoples Republic or Republic of Korea</i>)	
Bermuda	.BMU	Fiji	.FJI	Kuwait	.KWT
Bhutan	.BTN	Finland	.FIN	Kyrgyzstan	.KGZ
Bolivia	.BOL	France	.FRA	Laos (<i>Lao Peoples Democratic Republic</i>)	.LAO
Bosnia and Herzegovina	.BIH	French Guiana	.GUF	Latvia	.LVA
Botswana	.BWA	French Polynesia	.PYF	Lebanon	.LBN
Brazil	.BRA	French West Indies***		Lesotho	.LSO
British Virgin Islands*	.VGB	Futuna Island (<i>See Wallis & Futuna Islands</i>)		Liberia	.LBR
British West Indies**		Gabon	.GAB	Libya (<i>Libyan Arab Jamahiriya</i>)	.LBY
Brunei Darussalam	.BRN	Gambia	.GMB	Liechtenstein	.LIE
Bulgaria	.BGR	Georgia	.GEO	Lithuania	.LTU
Burkina Faso	.BFA	Germany	.DEU	Luxembourg	.LUX
Burundi	.BDI	Ghana	.GHA	Macao (<i>Special Administrative Region of China</i>)	.MAC
Caicos Islands (<i>See Turks & Caicos Islands</i>)		Gibraltar	.GIB	Macedonia (<i>The Former Yugoslav Republic of Macedonia</i>)	.MKD
Cambodia	.KHM	Grand Cayman (<i>See Cayman Islands</i>)		Madagascar	.MDG
Cameroon	.CMR	Great Britain (<i>See United Kingdom</i>)		Malawi	.MWI
Canada	.CAN	Greece	.GRC	Malaysia	.MYS
Canary Islands (<i>See Spain</i>)		Greenland	.GRL	Maldives	.MDV
Cape Verde	.CPV	Grenada	.GRD	Mali	.MLI
Cayman Islands	.CYM	Grenadines (<i>The</i>) (<i>See Saint Vincent & the Grenadines</i>)		Malta	.MLT
Central African Republic	.CAF	Guadeloupe	.GLP	Malvinas (<i>See Falkland Islands</i>)	
Chad	.TCD	Guam	.GUM	Mariana Islands (<i>See Northern Mariana Islands</i>)	
Channel Islands (<i>See United Kingdom</i>)		Guatemala	.GTM		
Chile	.CHL	Guinea	.GIN		
China	.CHN	Guinea-Bissau	.GNB		
Colombia	.COL	Guyana	.GUY		
Comoros	.COM				
Congo	.COG				
Cook Islands	.COK				

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
Marshall Islands	MHL	Republic of Korea (<i>South</i>)	KOR	Timor-Leste	TLS
Martinique	MTQ	Republic of Moldova	MDA	Tobago (<i>See Trinidad & Tobago</i>)	
Mauritania	MRT	Reunion	REU	Togo	TGO
Mauritius	MUS	Romania	ROU	Tokelau	TKL
Mayotte	MYT	Russian Federation	RUS	Tonga	TON
Mexico	MEX	Rwanda	RWA	Tortola (<i>See British Virgin Islands</i>)	
Micronesia (<i>Federated States of</i>)	FSM	Saint Croix (<i>See United States Virgin Islands</i>)		Trinidad and Tobago	TTO
Miquelon (<i>See Saint Pierre & Miquelon</i>)		Saint Helena	SHN	Tunisia	TUN
Moldova (<i>See Republic of Moldova</i>)		Saint John (<i>See United States Virgin Islands</i>)		Turkey	TUR
Monaco	MCO	Saint Kitts and Nevis	KNA	Turkmenistan	TKM
Mongolia	MNG	Saint Lucia	LCA	Turks and Caicos Islands	TCA
Montserrat	MSR	Saint Pierre and Miquelon	SPM	Tuvalu	TUV
Morocco	MAR	Saint Thomas (<i>See United States Virgin Islands</i>)		Uganda	UGA
Mozambique	MOZ	Saint Vincent and the Grenadines	VCT	Ukraine	UKR
Myanmar	MMR	Samoa	WSM	United Arab Emirates (<i>UAE</i>)	ARE
Namibia	NAM	San Marino	SMR	United Kingdom	GBR
Nauru	NRU	Sao Tome and Principe	STP	United Republic of Tanzania	TZA
Nepal	NPL	Sardinia (<i>See Italy</i>)		United States	USA
Netherlands	NLD	Saudi Arabia	SAU	United States Virgin Islands****	VIR
Netherlands Antilles	ANT	Scotland (<i>See United Kingdom</i>)		Uruguay	URY
Nevis (<i>See Saint Kitts & Nevis</i>)		Senegal	SEN	Uzbekistan	UZB
New Caledonia	NCL	Serbia and Montenegro	SCG	Vanuatu	VUT
New Zealand	NZL	Seychelles	SYC	Venezuela	VEN
Nicaragua	NIC	Sierra Leone	SLE	Viet Nam	VNM
Niger	NER	Singapore	SGP	Virgin Gorda (<i>See British Virgin Islands</i>)	
Nigeria	NGA	Slovakia	SVK	Wales (<i>See United Kingdom</i>)	
Niue	NIU	Slovenia	SVN	Wallis and Futuna Islands	WLF
Norfolk Island	NFK	Solomon Islands	SLB	West Germany (<i>See Germany</i>)	
North Korea (<i>See Democratic Peoples Republic</i>)		Somalia	SOM	Western Sahara	ESH
Northern Ireland (<i>See United Kingdom</i>)		South Africa	ZAF	Yemen	YEM
Northern Mariana Islands	MNP	South Korea (<i>See Republic of Korea</i>)		Zambia	ZMB
Norway	NOR	Spain	ESP	Zimbabwe	ZWE
Occupied Palestinian Territory	PSE	Sri Lanka	LKA		
Oman	OMN	Sudan	SDN		
Pakistan	PAK	Suriname	SUR		
Palau	PLW	Svalbard and Jan Mayen Islands	SJM		
Panama	PAN	Swaziland	SWZ		
Papua New Guinea	PNG	Sweden	SWE		
Paraguay	PRY	Switzerland	CHE		
Peru	PER	Syrian Arabl Republic	SYR		
Philippines	PHL	Taiwan (<i>See China</i>)			
Pitcairn	PCN	Tajikistan	TJK		
Poland	POL	Tanzania (<i>See United Republic of Tanzania</i>)			
Portugal	PRT	Thailand	THA		
Principe (<i>See Sao Tome & Principe</i>)					
Puerto Rico	PRI				
Qatar	QAT				

* British Virgin Islands (VGB) include Anegada, Virgin Gorda, Jost Van Dyke & Tortola

** British West Indies include Anguilla, British Virgin Islands, Caymen Islands, Montserrat, Turks/Caicos - Each island has it's own code.

*** French West Indies include St Barthelemy, Guadeloupe (GLP), Les Saintes & Martinique (MTQ).

**** US Virgin Islands (VIR) include St. Croix, St John & St Thomas

Summary of Reporting Requirements

Holder/Type of Property	Abandonment Period	Report Cutoff Date	Remittance and Report Due	Legal Reference*
Financial Institutions			On or Before	
Demand Deposit Accounts	5 years	June 30	November 1	73.003, 73.101
Savings Accounts	5 years	“	“	“
Matured CD Principal	5 years	“	“	“
Safe Deposit Boxes	5 years	“	“	“
Official Checks	3 years	“	“	73.102
Wages	1 year	“	“	72.1015
Corporations				
Wages	1 year	“	“	72.1015
Misc. Uncashed Checks	3 years	“	“	72.101(a)
Refunds, Rebates and Deposits	3 years	“	“	“
Gift Certificates and Prepaid Cards	3 years	“	“	72.001(a)
Mineral Proceeds	3 years	“	“	72.001(a) and 75.001
Travelers Checks	15 years	“	“	72.102(a)-(b)
Money Orders	7 years	“	“	72.102(a) and (c)
Life Insurance				
Wages	1 year	“	“	72.1015
Uncashed Checks and Drafts	3 years	“	“	72.101(a)
Policy Proceeds	3 years	“	“	Art. 4.08
Annuities	3 years	“	“	(Tx Insurance Code)
Demutualization Proceeds	1 year	“	“	72.101(c)
Securities				
Stock and Cash Dividends	3 years	“	“	72.101(a)
Dividend Reinvestment Plans	3 years	“	“	72.101(b)
Underlying Shares	3 years	“	“	72.101(b)
Liquidation Proceeds	3 years	“	“	72.101(a)
Bonds and Bond Interest	3 years	“	“	“

***Legal references may be found in:**

Property Code V.T.C.S.		Texas Insurance Code
Chapter 72	Abandonment of Personal Property	Article 4.08 Life Insurance and Annuity Contracts
Chapter 73	Inactive Accounts Held by Banking Organizations	
Chapter 74	Report, Delivery, and Claims Process 74.705 Interest, Attorney's Fees, and Penalties	
Chapter 75	Texas Minerals	
Chapter 76	Report, Delivery, and Claims Process for Certain Property	

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