

Reporting Methods (continued)

If you file your report on paper, please use the Texas reporting form 53-105. Computer printouts and spreadsheets should not be submitted.

All forms, a reporting instruction manual, and magnetic tape reporting specifications can be read or printed from our Web site at:

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

You can also e-mail us at:

up.holder@cpa.state.tx.us

Aggregating Instructions

For amounts of \$50 or more, your report must include information on each owner such as name, last-known address, social security number, the amount owed to the owner, etc. If the amount due the owner is less than \$50, this detailed information is not required. Those records may be reported in the aggregate (i.e., combined or summarized on one record, by property type). The Property Type Code on an aggregate record should always end in "99" (e.g., AC99 or IN99).

Exception: Mineral interests should never be aggregated.

Negative Reports

Negative reports are not required. Holder reports are only required in years when you actually have abandoned property to remit.

Payment

Your check should be made payable to Texas Comptroller of Public Accounts – Unclaimed Property. Electronic payment is preferred in all cases and required if you are paying \$100,000 or more. Electronic payment instructions can be found on our Web site at:

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

Securities should be registered to the Texas Comptroller of Public Accounts, Federal Employer Identification Number 74-6000089. Electronic delivery instructions can be found on our Web site at:

http://www.window.state.tx.us/up/stock_remit.html

WHY? Statutory references for reporting unclaimed property in Texas can be found in Title 6, Chapters 72-75 of the Texas Property Code.

Contact the Holder Reporting Section at

1(800)321-2274

or **(512)936-6246**

for more information, including:

- * telephone support for reporting software
- * forms
- * instructions for filing on the Internet

**Unclaimed Property Division
Holder Reporting Section
Post Office Box 12019
Austin, Texas 78711-2019**


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For additional copies write:
**Comptroller of Public Accounts
Unclaimed Property Division**

111 East 17th Street, Austin, Texas 78774-0100

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**UNCLAIMED
PROPERTY**

QUICK START REPORTING GUIDE 2007

Susan Combs Texas Comptroller
of Public Accounts



Texas Unclaimed Property Reporting Guide 2007

WHO? All financial institutions, businesses, government entities, and organizations that are holding abandoned property belonging to Texas residents should file a report with the Texas Comptroller's office.

WHAT? Abandoned or unclaimed property can be any financial asset that appears to have been abandoned by the owner. For example:

- Uncashed dividend, payroll, and cashier's checks
- Stocks, bonds, mutual fund accounts
- Utility deposits and other refunds
- Bank accounts and safe deposit box contents
- Insurance proceeds
- Mineral interest or royalty payments
- Court deposits, trust funds, escrow accounts

WHEN? All holder reports and payments must be postmarked or transmitted no later than November 1 of every year. The cut-off date for reviewing records is June 30.

The state does not have the statutory authority to grant extensions on the payment of your report.

WHERE? Mail your report and payment to the address shown on the back of this guide.

HOW? Review your records every year, as of June 30, and determine if you have any property for which you have had no contact with the owner and their whereabouts are unknown.

Texas Abandonment Periods

The abandonment period is based on the property type.

- 1 Year:** Payroll and demutualization proceeds
- 5 Years:** Bank accounts, certificates of deposit, and safe deposit box contents
- 7 Years:** Money Orders
- 15 Years:** Traveler's checks
- 3 Years:** All other property types

Reporting Methods

Reports with 10 or more records should be reported electronically. Texas uses the reporting format developed by the National Association of Unclaimed Property Administrators (NAUPA).

Your file(s) may be submitted using any of the methods listed below, but Internet and diskette are the preferred methods of delivery.

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

Regardless of the method you select, the report must first be created in the NAUPA format. Texas Comptroller staff is available to assist you with our free software. Version 3.2 can be downloaded from our Web site by clicking on the word download, found at:

http://www.window.state.tx.us/up/up_disk.html

Property Type Codes and Abandonment Periods

FINANCIAL INSTITUTION ACCOUNTS

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

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

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

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

OFFICIAL CHECKS

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

PROCEEDS FROM MINERAL INTERESTS

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

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 Stored value cards/gift certificates (3)
MS13 Cash loan collateral (3)
MS14 Sums payable under pension and profit sharing plans (IRA, KEOGH) (3)
MS15 Property distributable during involuntary dissolution or liquidation (3)
MS16 Any other miscellaneous outstanding checks (3)
MS17 Any other miscellaneous intangible personal property (3)
MS18 Code deleted
MS99 Aggregate miscellaneous property less than \$50

SECURITIES

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 surrendered stocks/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
SC86 Demutualization shares
SC99 Aggregate securities-related cash less than \$50

UTILITIES

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

COURTS/LEGAL

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