

**UTAH STATE TREASURER
UNCLAIMED PROPERTY DIVISION**

PO Box 140530
Salt Lake City, Utah 84114-0530
Telephone: (801) 715-3300
FAX: (801) 715-3303
Toll Free (888) 217-1203
Email: holders@utah.gov

REPORT OF UNCLAIMED PROPERTY – VERIFICATION AND CHECKLIST

To be filed as part of your Annual Report of Unclaimed Property. Verification for Period Ending June 30,

Federal Tax Identification Number _____

State of Incorporation _____

Date of Incorporation _____

Number of Utah Employees _____

Primary business activity _____

Please make correction to label if address or company name has changed.

Person completing report _____ Phone: () _____ Email _____

Address, if different than above _____

Claims Contact Person _____ Phone: () _____ Email _____

Did you file a report of unclaimed property last year? _____ yes _____ no (if no, date of last report) _____

If you are a successor to a previous holder of the property, or if you have changed your name, please list prior name below and show the year in which the change became effective.

If your report includes property held by subsidiary companies, list the name(s) of those companies.

Every person, corporation, business association, banking or financial organization, life insurance corporation, utility, court or public authority must complete the Verification and Checklist before filing their Utah Unclaimed Property Report. The list includes (by way of illustration, but not limitation) those items which are covered by UCA, Section 67-4a-101 et.seq. (2007).

Under penalty of perjury, I, _____ state that I have examined this report having a value totaling \$ _____ and _____ shares as to property presumed abandoned under the Utah Unclaimed Property Law for the year ending as stated, that I am duly authorized to execute the Verification and Checklist of the Annual Report and that I believe that the said report is true, correct and complete to the best of my knowledge.

Signature: _____

Title: _____

Dated: _____

Checklist must be completed

YOUR REMITTANCE MUST ACCOMPANY REPORT

Mail report To:

Utah State Treasurer
Unclaimed Property Division
PO Box 140530
Salt Lake City, Utah 84114-0530

Verification and Checklist Form ST-2

VERIFICATION AND CHECKLIST - PROPERTY TYPE CODES

Please complete the following checklist by indicating with a (X) those items listed on "Report of Unclaimed Property". **The number in parenthesis to the right indicates the applicable dormancy period.**

ACCOUNT BALANCES DUE

___ AC01 CHECKING ACCOUNTS (3)
___ AC02 SAVINGS ACCOUNTS (3)
___ AC03 MATURED CD OR SAVINGS
CERTIFICATE (3)
___ AC04 CHRISTMAS CLUB FUNDS (3)
___ AC05 MONEY ON DEPOSIT TO
SECURE FUNDS (3)
___ AC06 SECURITY DEPOSITS (3)
___ AC07 UNIDENTIFIED DEPOSITS (3)
___ AC08 SUSPENSE ACCOUNTS (3)
___ AC99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (3)

CHECKS

___ CK01 CASHIERS CHECKS (3)
___ CK02 CERTIFIED CHECKS (3)
___ CK03 REGISTERED CHECKS (3)
___ CK04 TREASURER'S CHECKS (3)
___ CK05 BANK DRAFTS (3)
___ CK06 WARRANTS (3)
___ CK07 MONEY ORDERS (7)
___ CK08 TRAVELERS CHECKS (15)
___ CK10 EXPENSE CHECKS (3)
___ CK11 PENSION CHECKS (3)
___ CK12 CREDIT CHECK (3)
___ CK13 VENDOR/EXPENDITURE CHECKS (3)
___ CK14 CHECKS WRITTEN OFF TO
INCOME (3)
___ CK15 OTHER OFFICIAL CHECKS (3)
___ CK16 CD INTEREST CHECKS (3)
___ CK99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (3)

COURT

___ CT01 ESCROW FUNDS (1)
___ CT02 CONDEMNATION AWARD (1)
___ CT03 MISSING HEIRS' FUND ESTATES (1)
___ CT04 SUSPENSE ACCOUNTS (1)
___ CT05 OTHER COURT DEPOSITS (1)
___ CT06 GARNISHMENTS (1)
___ CT07 RESTITUTION (1)
___ CT99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (1)

GOVERNMENT

___ GT01 PROPERTY TAX OVERPAYMENTS (1)
___ GT02 EXCESS PROCEEDS FROM MAY
TAX SALES (1)
___ GT03 STATE TAX REFUNDS (1)
___ GT04 GOTCHA (1)
___ GT05 AP / WARRANTS/CHECKS (1)
___ GT99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (1)

INSURANCE

___ IN01 INDIV POLICY/CLAIM PMT (3)
___ IN02 GROUP POLICY/CLAIM PMT (3)
___ IN03 PMT DUE BENEFICIARIES (3)
___ IN04 MATURE POL/ANNUITY (3)
___ IN05 PREMIUM REFUNDS (3)
___ IN06 UNIDENTIFIED REMIT (3)

INSURANCE (cont.)

___ IN07 DUE UNDER POLICY TERMS (3)
___ IN08 AGENT CREDIT BALANCES (3)
___ IN99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (3)

DEMUTUALIZATION

___ DM01 SHARES (3)
___ DM02 CASH (3)

MINERAL

___ MI01 NET REVENUE INTEREST (3)
___ MI02 ROYALTIES (3)
___ MI03 OVERRIDING ROYALTIES (3)
___ MI04 PRODUCTION PAYMENTS (3)
___ MI05 WORKING INTEREST (3)
___ MI06 BONUSES (3)
___ MI07 DELAY RENTALS (3)
___ MI08 SHUT-IN ROYALTIES (3)
___ MI09 MINIMUM ROYALTIES (3)
___ MI99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (3)

MISCELLANEOUS

___ MS01 WAGES/PAYROLL (1)
___ MS02 COMMISSIONS/BONUSES (1)
___ MS03 WORKERS COMPENSATION
BENEFITS (3)
___ MS04 PMT FOR GOODS / SERVICES (3)
___ MS05 CUSTOMER OVERPAYMENT (3)
___ MS06 UNIDENTIFIED REMIT (3)
___ MS07 UNREFUNDED OVERCHARGES (3)
___ MS08 ACCOUNTS PAYABLE (3)
___ MS09 ACCOUNTS RECEIVABLE & CREDIT
BALANCE (3)
___ MS10 DISCOUNT DUE (3)
___ MS11 REFUNDS DUE (3)
___ MS12 GIFT CERTIFICATES/CREDIT MEMO (5)
___ MS13 LOAN COLLATERAL (3)
___ MS14 PENSION/PROFIT SHARE PLANS
IRA, KEOGH) (3)
___ MS15 DISSOLUTION/LIQUIDATION
PROCEEDS (1)
___ MS16 MISC OUTSTANDING CK (3)
___ MS17 MISC INTANGIBLE PROPERTY (3)
___ MS18 SUSPENSE LIABILITIES (3)
___ MS99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (3)

SECURITIES

___ SC01 DIVIDENDS ONLY (3)
___ SC02 INTEREST (3)
___ SC03 PRINCIPLE PAYMENTS (3)
___ SC04 EQUITY PAYMENTS (3)
___ SC05 PROFITS (3)
___ SC06 FUNDS PAID TO PURCHASE STOCK (3)
___ SC07 FUNDS FOR STOCK/BONDS (3)

SECURITIES (cont.)

___ SC08 STOCK ONLY (3)
___ SC09 CASH FOR FRACTIONAL SHARES (3)
___ SC10 UNEXCHANGED STOCK (3)
___ SC11 OTHER CERTIFICATE OF
OWNERSHIP (3)
___ SC12 UNDERLYING SHARES (3)
___ SC13 FUNDS FOR LIQUIDATION OR
REDEMPTION OF UNSURRENDERED
SHARES AND BONDS (3)
___ SC14 DEBENTURES (3)
___ SC15 US GOVERNMENT
SECURITIES (3)
___ SC16 MUTUAL FUNDS (3)
___ SC17 WARRANTS (RIGHTS) (3)
___ SC18 MATURED BOND PRINCIPLE (3)
___ SC19 DIVIDEND REINVESTED (3)
___ SC20 CREDIT BALANCES (3)
___ SC99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (3)

SAFEKEEPING

___ SD01 SAFE DEPOSIT BOX (5)
___ SD02 OTHER SAFEKEEPING (5)
___ SD03 OTHER TANGIBLE PROPERTY (5)

TRUST

___ TR01 PAYING AGENT ACCOUNTS (3)
___ TR02 UNDELIVERED/UNCASHED
DIVIDENDS (3)
___ TR03 FUNDS HELD IN A FIDUCIARY
CAPACITY (3)
___ TR04 ESCROW ACCOUNT (3)
___ TR05 TRUST VOUCHER (3)
___ TR99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (3)

UTILITIES

___ UT01 UTILITIES DEPOSIT (1)
___ UT03 REFUND OR REBATE (1)
___ UT99 AGGREGATE (<\$50 or OWNER
UNKNOWN) (1)

OTHER PROPERTY

___ ZZZZ PROPERTY NOT IDENTIFIABLE (3)

INSTRUCTIONS FOR COMPLETING REPORT OF UNCLAIMED PROPERTY

NATURE OF UNCLAIMED PROPERTY: The Utah Unclaimed Property Act in general requires businesses and others to review their records each year to determine whether they hold funds, securities, or other property that have been unclaimed for the required dormancy period, and to make an annual report of their findings.

WHEN TO FILE: All holders shall file before November 1 each year for property held at the close of business of the previous June 30. The Unclaimed Property Act requires that holders must send written notice to the apparent owner not more than 120 days before filing this report. This notice is required for property that has value of \$50 or more and the holders records do not disclose the address to be inaccurate. Notice should be sent at least 60 days prior to filing.

EARLY REPORTING: With prior written approval, property may be reported and delivered prior to completion of the dormancy period.

HOW TO REPORT:

Holder: Enter holder (company) name, contact name, mailing address, and telephone number of holder reporting.
Date: Enter date report is filed.
Period Covered: Enter the ending period for which the report is being filed.

COLUMN ENTRIES: Items of unclaimed property should be grouped by *property type* and alphabetized by last name within each category.

- COLUMN (1) Enter the identifying number. That is, check #, account #, policy #, safe deposit box #, etc.
COLUMN (2) Enter the property type code and description (see Verification and Checklist "Property Type Codes")
COLUMN (3) Enter the amount due owner including all interest earned on deposits. In the case of **stocks and bonds**, list the number of shares, cusip #, class and security name. In the case of **safe deposit boxes** or other safekeeping items, a copy of the inventory of the contents must be attached as part of the report.
COLUMN (4) Enter one or more of the following codes in order to identify deductions or amounts withheld: (Do not list tax withholding and other routine employee related deductions from payroll checks.)
"SW" for service charges deducted "DW" for dividends withheld or discontinued
"IW" for interest withheld or discontinued "N" for no deductions or withholdings.
COLUMN (5) Enter the amount of any service charges imposed by virtue of the inactivity or dormancy of the property.
Service charges cannot be deducted from any property held unless there is an enforceable written contract between the holder and the owner, and the holder is a financial institution.
COLUMN (6) For each item, the sum of the amounts in column (3) less the amounts in column (5), must be entered in column (6). This is the amount that must be remitted to the State Treasurer, Unclaimed Property Division.
COLUMN (7) Enter the date of last transaction, or date property became payable, redeemable, or returnable.
COLUMN (8) Enter the full name (i.e., last, first, middle) and last known address of each owner. Be sure to include any information that would aid in identification such as Jr., Dr., MD, etc. Enter corporate and business titles as reflected in your records. If a single item has two or more owners, the names and address of all owners must be listed along with the relationship (e.g., "Trustee for," "or," "and," etc.) If all owners have the same address, the address may be entered once beneath the names. When reporting certified cashiers checks, list the names and addresses of both the purchaser and payee, specifying each. Money orders and travelers checks require only the identification number.
COLUMN (9) Enter the owner's social security number.

***AGGREGATE:** Individual amounts under \$50, and amounts over \$50 where the identity of the owner is unknown, may be added together and reported as a single line item. Enter "aggregate" in column (8) and the single aggregate total in columns (3) and (6).

***SECURITIES:** For instructions and information on reporting securities please reference page 5.

Contents of safe deposit boxes or other safekeeping items may be hand delivered to the Unclaimed Property Division in Salt Lake City, Utah, or upon making an appointment, picked up by representatives of the Division. **Do not send contents by mail** without prior approval from the division.

Mail the complete report along with your remittance (check or money order), made payable to the Utah State Treasurer, to the address listed below. Keep a copy of the report for your files. If you have questions regarding your reporting obligations, please call the Division of Unclaimed Property (801) 320-5360, send an e-mail to holders@utah.gov or write to the following address:

Utah State Treasurer
Unclaimed Property Division
PO Box 140530
Salt Lake City, Utah 84114-05030

