



# REPORTING FORMS & INSTRUCTIONS

2016



## State of Utah Unclaimed Property

Office of the State Treasurer  
Unclaimed Property Division

**David  
Damschen  
State Treasurer**



2016

Dear Holders of Unclaimed Property:

As custodian of the state's unclaimed property, the State Treasurer's Office is responsible for collecting, safeguarding, and reuniting unclaimed property with its rightful owners. The office is charged with ensuring compliance with Utah Code: Title 67, Chapter 4a, including holder reporting of unclaimed property to the State Treasurer's Unclaimed Property Division each year. Currently, the state is holding more than \$350 million dollars in unclaimed assets.

We owe you, as a business, a great deal of appreciation for this success as you play a critical role in the process. In short, we could not accomplish this increased success without you, as your support and adherence to Utah's unclaimed property laws play a pivotal role.

Please note that several important changes have been occurred with the State's unclaimed property reporting provisions. As failure to adhere to the provisions can result in interest and penalties being assessed for non-compliance, it is important you take the time to review the Unclaimed Property Holder Reporting Manual instructions and guidelines. Should you need assistance or are unsure of certain requirements, please feel free to contact the Unclaimed Property Division via email: [holders@utah.gov](mailto:holders@utah.gov) or by calling 801-715-3300 #2

With Respect,

DDavid

Damschen

Treasurer

# New Changes for 2016

## Unclaimed Life Insurance and Annuity Benefits **Click here for the full bill**

### **Highlight of the bill**

31A-22-1903. Insurer conduct.

An insurer shall perform a comparison of its insureds' in-force policies, contracts, and retained asset accounts against a death master file, on at least a semi-annual basis, by using the full death master file once and thereafter using the death master file update files for future comparisons to identify potential matches of its insureds. For those potential matches identified as a result of a death master file match

**UPExchange holder reporting software is no longer free. See their website @ <http://byetm.com/upx/>**

**Security Registration Account information has been updated. Verify account before submitting shares**

**Notary Cover Sheets are no longer required.** *for example:* If you are reporting electronically and paying online, you no longer need to send in a coversheet with backup paperwork.

# STATE OF UTAH UNCLAIMED PROPERTY

## QUICK REFERENCE GUIDE

Make Checks Payable To: **Utah State Treasurer**  
Reference your FEIN

Mail Report w/Remittance To:	Utah Unclaimed Property	<b>Physical Address:</b>
	PO Box 142321 Salt Lake City, UT 84114-2321	Holder Reports 350 N. State Street, Ste 180 Salt Lake City, UT 84114-2321

Stock Registration & Delivery and Mutual Funds: See Page 13 -14

Dividend Reinvestment Plans: See for Page 14 for delivery instructions.

Safe Deposit Boxes: See Page 24 for safekeeping instructions.

Remit & Report Due Date: October 31, 2016 — all businesses and insurance entities  
For property presumed abandoned as of June 30 see page 27 for abandoned dates

Reporting Requirements: NAUPA formatted reports with 10 or more properties. Must be submitted electronically; See page 16 for available software  
9 or fewer properties may be submitted manually. Forms ST-1 and ST-2 required.  
See Page 30(ST-1 cover sheet page 32(ST-2)Mmanual report *Sample Pages 39-40*

Aggregate Reporting: Items under \$50 may be reported in an aggregate to simplify reporting.  
If you send a report you can simplify your post-reporting record keeping by sending an attachment showing the owner detail that makes up the aggregate. We scan the detail and refer to details. if an owner comes forward for a small dollar claim.

Due Diligence: Must be performed not more than one hundred twenty (120) days prior to report for submission. See for Page 11 for details. After July1 but no later than September 6

Negative Reports: **Negative Reports are not required by the state at this time**

Payment:	Electronic payment:	Through our website(with commercial checking account) If you upload your report through our website
	Wire/ACH Payment	See Page 23
	If Paying by check, <i>and you</i>	Reported Online through our website or other electronic uploads Send confirmation sheet with check Submitting Disk with check: Note FEIN and Amount on Disk or Check Submitting Manual report (9items or less) Send Cover Sheet, report and check



## REPORTING OF ABANDONED PROPERTY

### UTAH CODE § 67-4a-301

#### **Report of abandoned property -- Notice.**

(1) (a) A person holding tangible or intangible property that is considered abandoned and subject to the state's custody as abandoned or unclaimed property under this chapter shall:

(i) file a report concerning the property with the administrator before November 2 of each year as of the preceding June 30 containing the information required by this section; and

(ii) transfer the property identified in the report, including all interest, dividends, increments, and accretions due, payable, or distributable on the property as of November 2 of the year in which the report is required to the administrator as required by Section 67-4a-302.

(b) The administrator may postpone the reporting date if he receives a written request to extend the time of the report from any person required to file a report.

(2) (a) The report shall include:

(i) except with respect to traveler's checks and money orders, the name, if known, and last-known address, if any, of each person appearing from the records of the holder to be the owner of property with a value of \$50 or more that is considered abandoned under requirements of this chapter;

(ii) for unclaimed funds of \$50 or more held or owing under any insurance policy or annuity contract, the full name and last-known address of the insured policy owner or annuitant and of the beneficiary according to the records of the insurance company holding or owing the funds;



## PENALTIES—INTEREST

### UTAH CODE § 67-4a-703

#### **Interest and penalties.**

Any Person who fails to pay or deliver property within the time required by this chapter shall pay interest to the administrator at the rate of 12% per annum on the property or value of the property from the date the property should have been paid or delivered.

(2) (a) A person who willfully fails to file any report, or perform a duty required by this chapter, or to pay or deliver property to the administrator as required by this chapter shall pay a civil penalty equal to 20% of the value of the property that should have been paid or delivered.

(b) The administrator shall comply with the procedures and requirements of Title 63, Chapter 46b, Administrative Procedures Act, in imposing civil penalties under this section.

(3) (a) It is unlawful for any person to willfully refuse to pay or deliver property to the administrator after written demand by the administrator as required by this chapter.

(b) Any person who violates this Subsection 3 is guilty of a class B misdemeanor.

(4) The administrator may, in appropriate circumstances:

- (a) waive the payment of civil penalties;
- (b) waive the payment of interest; or
- (c) reduce the amount of the interest.



## AUDIT REVIEW PENALTIES—INTEREST

### UTAH CODE § 67-4a-701

#### **Examination of records.**

(1) (a) The administrator may examine at reasonable times and upon reasonable notice, the records pertaining to abandoned or unclaimed property of any person, including the records of an agent of a business association or financial association, to determine whether the person has complied with the provisions of this chapter.

(b) If an examination of the records of a person results in the disclosure of property reportable and deliverable under this chapter, and the unreported amount is more than \$12,500, the administrator:

(i) may assess the cost of the examination against the holder at the rate of up to \$200 a day for each examiner; and

(ii) may not charge more than \$5,000 or 10% of the value of the property found to be reportable and deliverable.

(2) If a holder fails to maintain the records required by Part 6, Duties of All Holders, and the records of the holder available for the periods subject to this act are insufficient to permit the preparation of a report, the administrator may require the holder to report and pay whatever amounts can be reasonably estimated from any available records.

(3) The administrator may require any person who has not filed a report to file a verified report stating whether or not the person is holding any unclaimed property reportable or deliverable under this chapter.



## GENERAL INFORMATION

### HELP US HELP YOU

The Utah State Treasurer's Office strives to reunite owners with their property. We request specific proof and documentation to ensure property is returned to the rightful owner. This can only be achieved based on the information and property descriptions provided by you in your holder reports. Prior to preparing and remitting holder reports, please make certain all information that provides help in identifying the owners and properties is listed. In doing so, you will help us help you by eliminating the need to direct claimants back to you. The owners' complete names, addresses and social security numbers are essential in verifying the rightful owner during claims processing.

### REPORTING REQUIREMENTS

Utah law requires all business associations to annually review their financial records to determine whether they are holding any funds, securities or tangible properties that have been unclaimed for the required dormancy period. If so, they become holders under the act and must file a report and remit the property to the state of the last known address. Dormancy periods vary by property type (*for the Property Type Codes and Abandonment Periods*).

### WHAT IS UNCLAIMED PROPERTY?

Unclaimed property can be any financial asset owed to another business or individual. Property is considered abandoned when there has been no activity and/or contact with an owner for a specific period of time. The property type will determine the abandonment period; however, it is typically three years. When a holder's attempts to locate the rightful owner have been unsuccessful, the assets must be paid to the Utah State Treasurer's Office, which, in turn, holds the assets in perpetuity and is required to advertise the rightful owners' names in an effort to return the assets to them. Once the assets are paid to the state, the holder is released from any liability.

Utah Unclaimed Property law is located in the Utah Code Title [67-4a-101 et seq.](#)



## GENERAL INFORMATION (CONT'D)

### **W**HAT MUST BE REPORTED?

Property for which no contact has been received by the holder for in which the owner cannot be otherwise located after the required statutory period of time has lapsed.

**REPORTABLE ITEMS**, with their respective property codes and dormancy periods, are located in the NAUPA Property Type Codes section of this booklet on page 27.

Examples of reportable items include *wages, payroll or salary checks; utility deposit refunds, checks, money orders, traveler's checks and safe deposit box contents.* (**Refer to our Property Type Codes List on [page 27](#) for more information.**) In addition, Utah domiciled holders must report items to Utah that have no owner name or address as well as all items where the last known address is in a foreign country.

### **W**HO MUST REPORT ABANDONED PROPERTY?

Any entity or person in possession of property, subject to Utah Code §67-4a that belongs to an Utah resident is considered a holder of unclaimed property and is required to report that property to the state. This includes holders of property in other states in possession of property owed to Utah residents. Any entity conducting business within the state of Utah that has branches, divisions or other affiliates is responsible for filing on their behalf, such as those listed below.

**BANKING AND FINANCIAL ORGANIZATIONS** including banks, trust companies, savings banks, safe deposit companies, private banks, savings and loan associations, credit unions, investment companies, whether state or federally chartered.

**BUSINESS ASSOCIATIONS** corporations, sole proprietorships, partnerships, retail, cooperatives, transfer agents, fiduciaries, mutual funds, insurance, limited liability, business trust, or other association for business purposes of two or more individuals, whether or not for profit (including all insurance entities).

**UTILITIES** owned or operated for public use, such as furnishing or delivery of electricity, water, steam, or gas.



## GENERAL INFORMATION (CONT'D)



**FYI:** Information regarding other states and their abandoned property reporting requirements can be accessed through the NAUPA (National Association of Unclaimed Property Administrators) website at [www.unclaimed.org](http://www.unclaimed.org).



### WHAT IS THE EARLIEST REPORTS CAN BE SUBMITTED?

When holders reports can be submitted is dependent upon the amount of time the owner is given to respond to the Due Diligence Letter. (see due diligence requirements on ) For example, if in the letter, the holder provides 30 days to respond from the date of the letter, the report cannot be submitted until those 30 days have lapsed.

The **earliest** Due Diligence letters can be legally mailed is *not more than 120* days **prior** to the holder report due date of October 31, 2016. (Utah Code §67-4a-301(3)).

### WHEN MUST REPORTS BE FILED?

**BUSINESS ENTITIES** reports are to be *postmarked by* October 31 of each year for property presumed abandoned as of the previous June 30th.

**If there has been contact with owner during the remit year, the property should not be reported to the state.**



**Not before July 4 and no later than  
September 2, 2016**

## **DUE DILIGENCE REQUIREMENTS**

### **§ 67-4a-301**

Holders of abandoned property are **required by law** to send written notice to the apparent owner stating the holder is in possession of property not more than 120 days before filing a report if:

The value of the property is more than \$50 or the holder has in its records an address for the apparent owner that the holder's records appear to be accurate;

**NOTE:** Holders are still required to submit reports *postmarked by October 31, 2016*.

- ⇒ It is to the holder's benefit to return funds to the owner rather than to Unclaimed Property. Owners who still maintain a business relationship or are still employed become frustrated when property is unnecessarily turned over to the state due to inept record keeping.
- ⇒ Allowing the owner the opportunity to collect the funds from holders re-establishes his or her business relationship and relieves the holder of the liability to report and remit funds to this agency.
- ⇒ All businesses should check their records to determine if owners have additional accounts, as they may be active thereby eliminating the need to remit the property.



## Sample Due Diligence Letter

**Your Business Name Here**

**Date**

**Owner**

**Address**

**City, State Zip**

Dear **Owner Name**:

On [**date**], we issued you a check number [#####] in the amount of [\$\$\$\$] for [**Give the reason the check was issued, if known**]. As of this date, our records indicate that this check has not been cashed. If you are unable to locate this check, please mark the appropriate box below and return this letter so that we may correct the situation. Or please contact us at: \_\_\_\_\_

The check has been lost. Please reissue and send it to the address below.

The check was cashed on \_\_\_\_\_ [**date, if known**].

The replacement check was received and cashed on \_\_\_\_\_ [**date**].

**Please print:**

Your name: \_\_\_\_\_

Current address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*You must contact the above business by [date] to avoid having your property sent to the Utah Unclaimed Property Division.*

Sincerely,



## Securities Registration & Deposit Instructions

**All DTC eligible shares MUST be delivered through DTC or DWAC (if not DTC participant) as follows:**

DTC # 901

Reference: UTAH & CO

Agent Bank # 26500

Acct # 822475

Two days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, and the delivering party's DTC participant number. Please email the list to [upch.custody@xerox.com](mailto:upch.custody@xerox.com).

**Register and deliver Physical Certificates, ONLY for non-DTC eligible shares as follows:**

UTAH & CO

Acct # 822475

FEIN # 33-1059625

The Depository Trust Company

570 Washington Blvd – 5th Fl

Jersey City, NJ 07310

Attn. BNY Mellon/ Branch Deposit Department/822475

**Please note: Physical certificates will be returned if DTC, DWAC, or DRS eligible. If physical certificates are returned, penalties will be assessed if not corrected**

Two days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, and the delivering party's DTC participant number. Please email the list to [upch.custody@xerox.com](mailto:upch.custody@xerox.com).

**For Mutual Funds**

Please register open end mutual fund accounts held for the State of Utah in the name of MAC & CO. 48 -72 hours prior to delivery please email your request to [upch.custody@xerox.com](mailto:upch.custody@xerox.com) to obtain a unique account number.

Please send interested party statements for open end and closed end accounts to the following:

Xerox State and Local Solutions

Custody Department

100 Hancock Street, 10<sup>th</sup> Floor

Quincy MA 02171

**A confirmation statement showing the 'State of Utah' as the owner of the shares must accompany your Report of Unclaimed Property, in order for your report to be complete.**



## Securities Registration & Deposit Instructions pg 2

**A confirmation statement showing UTAH & CO as the owner of the shares must accompany your Report of Unclaimed Property for your report to be considered complete.**

Accounts held for the State must be registered in the name of Mac & Co. Xerox will provide account numbers for all mutual funds transferred to the state's account. Contact Xerox at [UPCH.Custody@xerox.com](mailto:UPCH.Custody@xerox.com) to obtain account numbers 3 4 business days prior to attempting delivery.

### **For Foreign Securities**

Please contact our securities custodian for instructions:  
Xerox State and Local Solutions  
Email: [UPCH.Custody@xerox.com](mailto:UPCH.Custody@xerox.com)

### **For Federal Reserve Securities**

Please deliver as follows:  
Federal Reserve Bank of New York  
ABA#0210-0001-8  
Bk of NYC/Trust (822475)



## Securities Registration & Deposit Instructions pg 3

### **For Dividend Reinvestments Plans (DRP)**

Close DRP accounts and forward whole shares via DTC (See DTC instructions above). Fractional shares must be sold at the owner level and money applied to each individual owner. Do not total fractions for all owners and sell.

Please include the original check with your Report of Unclaimed Property. Each reported shareowner's records must include the owner name, last transaction date, number of shares, and cash amount remitted; if applicable

### **SECURITIES RECOVERED FROM A SAFE DEPOSIT BOX**

Follow the instructions for remitting safe deposit box contents on page 24



## HOLDER REPORTING METHODS

Reports can be submitted to the State of Utah in several ways.

1. Create a NAUPA II formatted file using one of the following software programs.



2. Create your own NAUPA Standard Electronic File [unclaimed.org](http://unclaimed.org)

**Upload your file directly to our website** <https://www.mycash.utah.gov/report>

**or**

Mail the File on CD/DVD

1. Burn the NAUPA file (non-encrypted) to a CD or DVD
2. Mail the CD/DVD to our office

1. Follow the [Instructions for Completing Forms ST-1 and ST-2](#)
2. Use for completing the ST-1 form—[Property Type Codes](#)
3. Complete the [ST2 Detail Report of Unclaimed Property](#)
4. Complete the [ST1 Report of Unclaimed Property](#)
5. Mail completed report to our [mailing address](#).



## HOLDER REPORTING METHODS

**ELECTRONIC REPORTING**—Holders reporting nine (9) or more individual records must remit reports electronically utilizing the NAUPA format specifications. A fully completed Report of Unclaimed Property (ST1) form or a software confirmation print-out must be included. Reports not received in this format will be considered late reporting and subject to penalty assessment.

Note: st1

File your report on our website at <https://www.mycash.utah.gov> or save the file on a CD ROM or USB drive and mail it in with the ST-1 form or software confirmation print-out and remittance.

- ☉ Names on reports must be formatted as “last, first, middle initial”. Do not use commas, asterisks, dashes, apostrophes, or any punctuation that will hinder name searches.
- ☉ If there is more than one owner, each must be listed individually under the same property.
- ☉ Do not create separate reports for each property type, amount, year, etc., if property is under the same FEIN. All information is to be posted under the same Holder I.D.

**HARD COPY REPORTING**—Holders reporting 9 or less individual records may remit reports on a fully completed [Report of Unclaimed Property Coversheet \(ST-1\)](#) with a [Report of Unclaimed Property Detail form \(ST-2\)](#). The ST-1 form, or similar form, is required on all holder reports and must be signed by an authorized employee of the entity. Reports not received in this format will be considered late reporting and subject to penalty assessment. Reports that are illegible may be returned to the holder as incomplete. Any report returned to the holder as incomplete will not be treated as filed in compliance with Section 67-4-301 of the Utah Code.

**NEGATIVE REPORTING—Utah does not require negative reports.**



## HOLDER REPORTING METHODS (CONT'D)

**VENDOR REPORTS**—Holders purchasing electronic reporting software from vendors must make sure the formatting conforms to state requirements and that reports are in NAUPA format.

- ☐ Names must be formatted as “last, first, middle initial”. Do not use commas, asterisks, dashes, or any punctuation that will make name searches difficult.
- ☐ If there is more than one owner, each owner must be listed separately under the same property. **DO NOT LIST JOINT OWNERS NAMES ON THE SAME LINE.**

### REIMBURSEMENTS/ADJUSTMENTS

If an owner comes forward to claim property that appears on a report that has been prepared for remittance *but not yet mailed* to the state, the holder must do one of the following:

- ☐ Revise the report (manually or electronically prepared) by deleting the property and adjusting amount and remittance or;
- ☐ If report has been submitted, follow the instructions for completing a Request for Holder Reimbursement NAUPA Form on [page 39](#).

***Prior to reimbursing a claimant, please contact this office to inquire whether or not a claim has been filed and/or paid.***



## PASSWORD PROTECTED FILES

- ④ CD ROMS and USB flash drives in NAUPA format that contain the “HDE” file extension are encrypted and do not require password protection.
  
- ④ CD ROMS and USB flash drives in NAUPA format that contain the “HRS” file extension are **not** encrypted and should be sent under protected means (e.g. *WinZip*).
  
- ④ Password protected files need to have clear instructions on how to obtain password.
  
- ④ Any faxes or emails received without the proper identification listed will result in the report not being processed.
  
- ④ Any unclaimed property reports received that remain unreadable files may be considered out of compliance subject to interest and penalties.



## REPORTING REQUIREMENTS & CONSIDERATIONS

### REQUEST FOR AN EXTENSION

The administrator may grant an extension beyond the filing due date under certain conditions. If you cannot remit your report before October 31, 2016, you must make a Request for Extension, in writing by October 1st. If your report is received after October 31, 2016, without approval, it will be considered late. The Extension form must be received at least 30 days before the date the property is due. All reports received after the due date must be submitted electronically in NAUPA format regardless of the number of properties being submitted.

### AMNESTY/VOLUNTARY COMPLIANCE

Utah has a formal compliance/amnesty program. The State Treasurer does, however, encourage holders to comply with the law. Holders that voluntarily come forward, and have been granted an "informal voluntary disclosure" will not be subject to penalty.

Holders of unclaimed property are required to file reports within the time specified for each type of property, there is no grace period.

Reports and remittances that are received after the required due date are subject to an interest penalty under the provisions of Utah Code § 67-4a-703.

### LATE FILING

If a report is postmarked after the due date October 31, 2016, it must be submitted in NAUPA format electronically regardless of the number of properties and may be subject to interest and penalties.



## HOLDER REPORTING REQUIREMENTS & CONSIDERATIONS

### RECORD RETENTION

Holders of abandoned property for the State of Utah are required by Utah Code §67-4a-601, to retain abandoned property records for a period of five (5) years after filing the report unless a shorter period is provided by regulation or the administrator.

Business and financial organizations that provide checks, money orders or similar instruments other than third-party bank checks, on which the organization is directly liable, must maintain records while instruments remain outstanding for three years after the holder has filed the report.

### AGGREGATE ITEMS

The State of Utah aggregate amount is \$50.00 and **is** reportable. Provide owner names if available

### REPORTING PROPERTY BEFORE REQUIRED DORMANCY PERIOD

\*Holders requesting to remit abandoned property prior to the required dormancy period must put their request in writing to the Unclaimed Property Administrator. Your request must provide the reason for reporting early. An example of early reporting would be business closing, proof of death with an un-locatable heir.

**Due diligence requirements still apply when escheating property early.**



## HOLDER REPORTING REQUIREMENTS & CONSIDERATIONS (CONT'D)

### AUDITS

The Utah State Treasurer's Office periodically participates in examinations of holder records to ensure that holders are in compliance with the state's unclaimed property law .

*Late reporting, non-reporting, consumer complaints, and improper aging are just a few examples that can trigger an audit.*

### PROPERTY FROM OTHER STATES/RECIPROCAL AGREEMENTS

The state of Utah currently has informal reciprocal agreements with most states; however, property should be reported to the state of the last known address.

Utah will take incidental property for other states, Holders should report property to the state of the owner's last known address. If property for other states is submitted, it must be in compliance with those states' laws and procedures and reported electronically in NAUPA format

All unclaimed money orders, travelers checks or similar instruments that were purchased in Utah must be reported to Utah if the owner's last known address is unknown.

All unclaimed property held for owners whose last known address is unknown or is in a foreign country must be reported to Utah if the holder is domiciled or incorporated in Utah.



## PAYMENT REMITTANCE METHODS

**REMITTING PAYMENTS** Checks are permitted for payments payable to [Utah State Treasurer.](#)

- \* Do not make checks payable to the original owner or include the original owner's name in the payee section of the check.
- \* Do not send the original instrument that was issued to the owner. This office can only deposit checks made payable to **Utah State Treasurer.**
- \* Checks made payable to other individuals or business entities will be returned unprocessed.
- \* Do not submit an individual check for each property being reported. ***Checks will be returned and reports returned subject to late filing, interest, and penalties.***

### WIRE TRANSFER AND ACH FUND TRANSACTIONS

Wire Instructions

Bank: Wells Fargo Bank

ABA: 121000248

Beneficiary: State of Utah-Unclaimed Property Division/UP

Account Number: 4121099162

Electronic payment: Through our website(with commercial checking account) If you upload your report through our website

Wire\ACH: Note Fein or name of Holder in wire payment

If Paying by check and you

Reported Online through our website or other electronic uploads

Send confirmation sheet with check

Submitting Disk with check: Note FEIN and Amount on Disk or Check

Submitting Manual report (9items or less) Send Cover Sheet, report and check



## REMITTING SAFE DEPOSIT BOX CONTENTS

Safekeeping Inventory forms must be completed prior to October 31, 2016 for each owner on whose behalf you are reporting contents. [See page 33](#) for safekeeping forms.

### **SAFEKEEPING ITEMS MUST BE FILED ON A REPORT SEPARATE FROM INTANGIBLE ITEMS.**

Holders must report all inventory on the state of Utah Safekeeping Inventory Form [\(ST-3\)](#), a new form created specifically for submitting tangible items.

### **♦ DO NOT REPORT EMPTY BOXES.**

In addition, Holders reporting ten (**10**) or more individual safekeeping accounts must be submitted electronically in NAUPA format.

Call to schedule an appointment (801) 715-3300 for the delivery of safekeeping contents.

Safekeeping contents should be placed in an impenetrable 9 X 12 inch or larger envelope. An inventory report for each envelope is required. The owner names and box number or other identifying number must be clearly marked on the outside of the envelope. There must be a [\(ST-3\)](#) form attached to each envelope; see page 33.

Place the envelopes in alphabetical order by owner last name or business name.

If any of the safekeeping boxes contain firearms (with the exception of antiques), controlled substances or contents that could be deemed illegal, follow your internal policy regarding contraband. Utah will not accept these items. Include with your remittance, a written explanation regarding how the safekeeping in question was handled.

Cash found in safekeeping boxes must be inventoried, counted and remitted to the state.

## OWNER RELATIONS CODES & DEFINITIONS

Code	Description	Definition
AD	Administrator	A person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AF	Attorney For	A person who has been qualified by a state or federal court to provide legal services, including appearing in a court and is authorized to act for another.
AG	Agent For	A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority.
AN	Unspecified Joint Relationship (AND)	Unspecified joint relationship including 'AND'.
BF	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy, or any instrument in which there is a distribution.
CF	Custodian For	An individual entrusted with guarding and keeping property or having custody of a person; a person named to manage a child's property under the UFGTMA; a person or entity appointed by a bankruptcy court to take charge of the debtor's property for purposes of administration.
CC	CO-Conservator	A person, official or institution appointed by a court to take over and manage the estate and financial affairs and/or a person's daily life due to physical or mental limitations or old age; a public official charged with the protection of something affecting public welfare and interests.
CN	Conservator	A person, official or institution appointed by a court to take over and manage the estate and financial affairs and/or a person's daily life due to physical or mental limitations or old age; a public official charged with the protection of something affecting public welfare and interests.
EX	Executor/Executrix	The person appointed to administer the estate of person who has died leaving a will that nominates that person.
FB	For Benefit Of	A statement that indicates a beneficiary for a given document; property held for an individual by another or business with the best interest of the individual in mind.
GR	Guardian For	A person or institution named in a will or a temporary guardianship that is responsible for the care of minor children; a person assigned by the court to take care of minor children or incompetent adults.
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy; the person whose life is insured by life insurance, after whose death, the benefits go to others.



OWNER RELATIONS CODES & DEFINITIONS		
Code	Description	Definition
JC	Joint Tenants in Common	A type of account owned by at least two people with no rights of survivorship afforded to any of the account holders. The surviving tenant of the account does not necessarily acquire the rights or assets of the deceased person. Rather, each tenant in the account can stipulate in a written will, how their assets will be disbursed upon their death. Typically, the member ownership in the account is determined on a prorate basis, meaning that if there are two tenants on the account, each will have a 50% claim on the account's value.
JT	Joint Tenants With Rights of Survivorship	A type of account owned by at least two people where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of the other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
OR	Or	Unspecified joint relationship including 'OR' - Either person may claim
PA	Payee	The one named on a check or promissory note to receive payment. Each individual named as 'payee' shall be paid an equal share of the property.
PO	Power of Attorney	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. General powers of attorney give the authorized party broad discretion; Special powers of attorney are limited in capacity.
RE	Remitter	Used primarily on official checks. The remitter is the person who purchased the official check. This relationship is separate from the holder who turns the property over to the state.
SO	Sole Owner	Used when there is only one owner for the property; that person has all rights to ownership.
TE	Trustee	The individual or entity named as trustee may claim property on behalf of the individual named as owner. The trustee will be required to provide verification that they continue to have the authority to act on behalf of the named owner. Payment will be issued in the name of the owners.
UG	Uniform Gift to Minors Act	Property was gifted to a minor according to the Uniform Gifts to Minor's Act (Uniform Transfers to Minor's Act in some states). Regardless whether the minor has reached the age of majority; they should be coded with the UG relation. The custodian on the account should be coded as CF.

# UTAH STATE TREASURER

## UNCLAIMED PROPERTY REPORT/REMIT YEAR TABLES

### ONE (1) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Must be reported and remitted on the report postmarked <b>before:</b>
7/01/2014 thru 6/30/2016	<b>October 31, 2016</b>
7/01/2015 thru 6/30/2016	<b>October 31, 2017</b>
7/01/2016 thru 6/30/2017	<b>October 31, 2018</b>
7/01/2017 thru 6/30/2018	<b>October 31, 2019</b>

### THREE (3) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Must be reported and remitted on the report postmarked <b>before:</b>
7/01/2012 thru 6/30/2013	<b>October 31, 2016</b>
7/01/2013 thru 6/30/2014	<b>October 31, 2017</b>
7/01/2014 thru 6/30/2015	<b>October 31, 2018</b>
7/1/2016 thru 6/30/2018	<b>October 31, 2019</b>

### Five (5) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Must be reported and remitted on the report postmarked <b>before:</b>
7/1/2010 thru 6/30/2011	<b>October 31, 2016</b>
7/1/2011 thru 6/30/2012	<b>October 31, 2017</b>
7/1/2012 thru 6/30/2013	<b>October 31, 2018</b>
7/1/2014 thru 6/30/2015	<b>October 31, 2019</b>

**Note:** Reports and remittances that are received after the prescribed due date are subject to interest and penalty under the provisions of [Utah Code § 67-4a-703](#).



## UTAH UNCLAIMED - PROPERTY CHECKLIST -

- Electronic Filing and paying online (with a commercial checking account), upload report and pay: [www.mycash.utah.gov](http://www.mycash.utah.gov), there is nothing else that you need to do
- Filing report online and paying with a check upload report: [www.mycash.utah.gov](http://www.mycash.utah.gov), print up the confirmation and mail in with check.
- If mailing report, ensure CD ROM or USB flash drive is enclosed with your report.
  
- Were the instructions for remitting securities properly followed?
- Have the securities been liquidated or transferred in the nominee name?
  
- Are the DTC share notifications attached to the Report?
  
- Does the CD/ROM or USB flash drive label list the holder information?
- Filing (10 and under properties) has the Report of Unclaimed Property Form [\(ST-1\)](#) been completely filled out with a TIN/FEIN and a contact person, phone number and email? Is the report of Unclaimed Property Detail form [\(ST-1\)](#) completely filled out?
  1. Are the Property Type Codes listed?
  2. Is it legible? The ST-1 and ST-2 are a "fill-able" adobe form.
  3. Is all available owner information included, i.e., social security numbers?

[Contact Information](#)  
[Utah Unclaimed Property Division](#)  
[PO Box 142321](#)  
Salt Lake City, UT 84114-2321  
801-715-3300—voice  
801-715-3309—FAX  
Website: <http://mycash.utah.gov>  
Email: [holders@utah.gov](mailto:holders@utah.gov)





UTAH STATE TREASURER
UNCLAIMED PROPERTY DIVISION

To be filed as part of your Annual Report of Unclaimed Property

Verification for Period Ended June 30, 2016

PO Box 142321
Salt Lake City, UT 84114-2321

Email: holders@utah.gov

For FEDEX and UPS Delivery
Unclaimed Property - Holder Reports
350 N. State Street, STE. 180
SLC, UT 84114

Telephone: (801) 715-3300

Toll Free: (888) 217-1203

Cover sheet only needs to be filled out
and returned if you have less than 9
properties and are completing the
form manually ST1 & ST2

REPORT OF UNCLAIMED PROPERTY -- VERIFICATION AND CHECKLIST (ST1)

HOLDER INFORMATION

Holder Information:

Tax/FEIN Number:

Mailing Address:

City:

State:

Zip Code:

Contact Person:

Phone Number:

EMAIL:

State of Incorporation:

Date of Incorporation:

Number of Utah Employees:

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

Primary Business Activity:

Person completing report

Phone:

Email:

Address, if different than above

Claims contact person

Phone:

Email:

Did you file an Unclaimed Property Report 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, or 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. This list includes (by way of illustration, but not limitation) those items which are covered by UCA, Section 67-4a-101 et.seq. (2007).

Under penalties of perjury, I, state that I have examined this report having a value totaling \$ and shares as to properties 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:

Checklist must be completed

YOUR REMITTANCE MUST ACCOMPANY REPORT.

Title:

Mail report To: Utah State Treasurer
Unclaimed Property Division

Dated:

PO Box 142321
Salt Lake City, Utah 84114-2321

NOTE ADDRESS CHANGE

If filing online or by cd, this form doesnt need to be filled out.

# UTAH STATE TREASURER • UNCLAIMED PROPERTY

## PROPERTY TYPE CODES & ABANDONMENT PERIODS

### ACCOUNTS BALANCES (3 YRS)

AC01	CHECKING ACCOUNTS
AC02	SAVINGS DEPOSITS
AC03	MATURED CERTIFICATES OF DEPOSIT OR SAVINGS CERTIFICATES
AC04	CHRISTMAS CLUB ACCOUNTS
AC06	SECURITY DEPOSITS
AC07	UNIDENTIFIED DEPOSITS
AC08	SUSPENSE ACCOUNTS
AC99	AGGREGATE(<\$50 OR LESS)

### UNCASHED CHECKS (3 YRS UNLESS SPECIFIED IN PARANTHESIS)

CK01	CASHIER'S CHECKS
CK02	CERTIFIED CHECKS
CK03	REGISTERED CHECKS
CK04	TREASURER'S CHECKS
CK05	DRAFTS
CK06	WARRANTS
CK07	BANK MONEY ORDERS (7)
CK08	TRAVELER'S CHECKS (15)
CK10	EXPENSE CHECKS
CK11	PENSION CHECKS
CK12	CREDIT CHECKS OR MEMOS
CK13	VENDOR CHECKS
CK15	ANY OTHER OUTSTANDING OFFICIAL CHECKS OR EXCHANGE ITEMS
CK16	CD INTEREST CHECKS
CK99	AGGREGATE(<\$50 OR LESS)

### COURT & GOVERNMENT (1 YR)

CT01	ESCROW FUNDS
CT02	CONDEMNATION AWARDS
CT03	MISSING HEIRS' FUNDS
CT04	SUSPENSE ACCOUNTS
CT05	OTHER TYPES OF DEPOSITS MADE WITH A COURT OR PUBLIC APPEAL
CT07	GARNISHMENTS
CT99	AGGREGATE(<\$50 OR LESS)
GT01	PROPERTY TAX OVERPAYMENT
GT02	EXCESS PROCEEDS FROM MAY TAX SALES
GT03	STATE TAX REFUNDS
GT05	AP/WARRANTS/CHECKS
GT99	AGGREGATE(<\$50 OR LESS)

### INSURANCE (3 YEARS\*)

IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS
IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS
IN03	PROCEEDS DUE BENEFICIARIES
IN04	PROCEEDS FROM MATURED POLICIES, ENDOWMENTS, ANNUITIES
IN05	PREMIUM REFUNDS
IN06	UNIDENTIFIED REMITTANCES
IN07	OTHER AMOUNTS DUE UNDER POLICY TERMS
IN08	AGENT CREDIT BALANCES
IN99	AGGREGATE(<\$50 OR LESS)

### PROCEEDS FROM MINERAL INTERESTS (3 YEARS)

MI01	NET REVENUE INTERESTS
MI02	ROYALTIES
MI03	OVERRIDING ROYALTIES
MI04	PRODUCTION PAYMENTS
MI05	WORKING INTERESTS
MI06	BONUSES
MI07	DELAY RENTALS
MI08	SHUT-IN ROYALTIES
MI09	MINIMUM ROYALTIES
MI99	AGGREGATE(<\$50 OR LESS)

### SAFE DEPOSIT BOXES AND SAFEKEEPING (5 YEARS)

SD01	CONTENTS OF SAFE DEPOSIT BOXES
SD02	CONTENTS OF ANY SAFEKEEPING REPOSITORY
SD03	OTHER TANGIBLE PROPERTY

### HEALTH SAVINGS PLANS (3 YEARS)

HS01	HEALTH SAVINGS ACCOUNT
HS02	HEALTH SAVINGS ACCOUNT INVESTMENT

### CHECKS AND INTANGIBLE PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS

CODE (DORMANCY PERIODS IN PARENTHESES)	
MS01	WAGES, PAYROLL, OR SALARY (1 YEAR)
MS02	COMMISSIONS (1 YEAR)
MS03	WORKER'S COMP 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	CREDIT BAL/ACCTS RECEIVABLE (3)
MS10	DISCOUNTS DUE (3)
MS11	REFUNDS DUE (3)
MS13	UNCLAIMED LOAN COLLATERAL (3)
MS14	SUMS PAYABLE FROM PENSION/PROFIT SHARING (IRA, KEOUGH, E.G.) (3)
MS15	PROPERTY DISRIBUTABLE INVOLUNTARY DISSOLUTION/LIQUIDATION(3)
MS16	OTHER MISC. OUTSTANDING CKS (3)
MS17	OTHER MISC. INTANGIBLE PERSONAL PROPERTY (3)
MS18	SUSPENSE LIABILTTIES (3)
MS99	AGGREGATE(<\$50 OR LESS)

### SECURITIES (3 YEARS)

SC01	DIVIDENDS
SC02	INTEREST PAYABLE ON REGISTERED BONDS
SC03	PRINCIPAL PAYMENTS
SC04	EQUITY PAYMENTS
SC05	PROFITS
SC06	FUNDS PAID TOWARD THE PURCHASE OF SHARES, OR INTEREST IN A FINANCIAL OR BUSINESS ENTITY
SC07	BEARER BOND INTEREST AND MATURED PRINCIPLE
SC08	SHARES OF STOCK (RETURNED BY POST OFFICE)
SC09	CASH FOR FRACTIONAL SHARES
SC10	UNEXCHANGED STOCK OF SUCCESSOR CORPORATION
SC12	UNDERLYING SHARES OR OUTSTANDING CERTIFICATES OF OWNERSHIP
SC13	FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCKS/BONDS
SC14	DEBENTURES
SC15	U.S. GOVERNMENT SECURITIES
SC16	MUTUAL FUNDS
SC17	WARRANTS(RIGHTS)
SC18	MATURED PRINCIPAL ON REGISTERED BONDS
SC19	DIVIDEND REINVESTED BOND
SC20	CREDIT BALANCES
SC99	AGGREGATE(<\$50 OR LESS)

### TRUST, INVESTMENTS, AND ESCROW ACCOUNTS (3 YEARS)

TR01	PAYING AGENT ACCOUNTS
TR02	UNDELIVERED DIVIDENDS OR UNCASHED DIVIDENDS
TR03	FUNDS HELD IN A FIDUCIARY CAPACITY
TR04	ESCROW ACCOUNTS
TR05	TRUST VOUCHERS
TR99	AGGREGATE(<\$50 OR LESS)

### UTILITIES

CODE (DORMANCY PERIODS IN PARENTHESES)	
UT01	UTILITY DEPOSITS (1)
UT03	REFUNDS OR REBATES (5)
UT99	AGGREGATE(<\$50 OR LESS)

### EDUCATIONAL SAVINGS ACCOUNTS (INCLUDES COVERDELL ED SAVINGS ACCOUNTS AND COLLEGE SAVINGS PLANS) (3 YEARS)

CS01	CASH
CS02	MUTUAL FUNDS
CS03	SECURITIES

### TRADITIONAL IRA, SEP IRA, SARSEP IRA, AND SIMPLE IRA (3 YEARS)

IR01	CASH
IR02	MUTUAL FUNDS
IR03	SECURITIE

### ROTH IRA (3 YEARS)

IR05	CASH
IR06	MUTUAL FUNDS
IR07	SECURITIES

## UTAH UNCLAIMED PROPERTY REPORT OF UNCLAIMED PROPERTY DETAILED

Report Date \_\_\_\_\_

Property Type Code	Identifying # Account # or CK # (circle one)	Cash Amount Remitted	Date Last Activity mm/dd/yy	SSN/FEIN/TIN	Owner's Name (last, first, middle) last Known Address	Relationship Codes pages	Number of shares remitted
<b>GRAND TOTAL \$</b>							

**The ST-2 and should be mailed in with ST-1 form is for manually reporting ten (10) or fewer properties only. Holders reporting eleven (11) or more properties must file reports electronically in NAUPA format. Holders reporting eleven (11) or more properties cannot use this form. Holders must report electronically in NAUPA format utilizing a CD ROM or USB flash drive or Online Reporting**





## Voluntary Disclosure Agreement for Utah Reporting Unclaimed Property

According to the Utah Unclaimed Property Act, §67-4a-301 et. seq., all "holders" are required to file an un-claimed property report each year before November 2. The term "holder" includes any person, business, or organization that is in possession of unclaimed property. Unclaimed property is any property held, issued, or owing by a holder, without activity or contact for at least one year for wages/payroll and commissions, and three years for most other property types. A list of property types and their dormancy periods is available on the Division's Web site: [www.mycash.utah.gov](http://www.mycash.utah.gov).

To be considered for admission into the Voluntary Compliance Program, a holder must complete and sign the Voluntary Disclosure Agreement ("VDA") and meet the following criteria:

Holder is voluntarily coming forward because of identified non-reporting or underreporting of un-claimed property that was due and payable in a prior year

Holder is currently not under audit or self-audit by the Unclaimed Property Division for past due un-claimed property reporting

Holder has not been granted voluntary compliance or participated in the Utah Self-Audit - Program in the past 10 years. This provision is waived if the property type is new or associated - with a merger/acquisition of a new company. -

Holder hereby agrees: -

To report all unclaimed property identified through a complete audit of its books and records for the last five (5) - reportable years. This includes property that was reportable during the years 2008 — 2013 (i.e., property with - last activity dates of 2003 — 2009 for most property types and 2011 — 2012 for wages and commissions). -

To disclose all subsidiaries or related entities, including Employer/Tax Identification Number - (EIN), state of domicile, and state of incorporation, including the corporate structure of the holder. - Justification must be provided for the omission of subsidiaries or related entities from inclusion in the audit - procedures and corresponding remittance of unclaimed d property. -

To disclose, in writing, all business positions, methodologies and estimation techniques (if applicable) used - in the determination of reportable property. A complete list of property types reviewed to determine the - unclaimed property liability along with a current Chart of Accounts must be provided. -

To disclose any methods of due diligence performed in association with the VDA in addition to due diligence pro- cedures utilized throughout the period under review. -

To provide assertion as to the completeness of the records provided and reason for missing/unavailable - records. -

To file a report within ninety (90) days of the execution of this agreement directly with the Unclaimed Property Division. Any use of a third party to gather records or file a report will be done at the expense of the holder. The report must be filed using electronic reporting software, HRS Pro, or other approved reporting software, with the reported and remitted amount fully reconciling. The report will contain the name, last known address and Social Security Number (if known) and any other account information that is available and useful in determining rightful ownership of the account.

To be fully compliant with the Utah Unclaimed Property Act from this point forward. This includes, but is not limited to, performing an annual review of all financial records for abandoned and unclaimed accounts and filing a complete and accurate unclaimed property report by October 31, each year (filing instructions and software are available on [www.mycash.utah.gov](http://www.mycash.utah.gov)).

The Utah Unclaimed Property Division hereby agrees:

To waive all applicable penalties and interest, as permitted under §67-4a-701 and §67-4a-703 of the Utah Unclaimed Property Act, for the reported property, if the property is reported within the terms of this agreement.

To relieve the holder of liability from claims on the property upon payment and delivery of the property according to §67-4a-302 of the Utah Unclaimed Property Act.

To relieve the holder of its obligation to report and remit unclaimed property for property reportable prior to 2007.

Under this agreement

The Unclaimed Property Division reserves the right to conduct an examination of the holder regardless of its admission into the program. The Division recognizes, however, that the holder has come forward on a voluntary basis to come into compliance with the unclaimed property, and will take this action into consideration when considering an examination of the holder's books and records.

If any of the representations made by the holder in the agreement are false or misleading, the agreement becomes null and void and the holder becomes subject to penalties and interest from the time the property should have been reported, as permitted in §67-4a-701 and §67-4a-703 of the Utah Unclaimed Property Act.

*Please Note - This request must be approved prior to submitting the holder report*

## Signatures

<hr/> <i>Executive for Holder</i>	<hr/> <i>Utah Unclaimed Property Division</i>
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

# Preliminary Report

## Information Holder Name

---

### FEIN

---

#### State of Incorporation:

Holder Subsidiaries and Related Entities:

*(Include EIN's, locations, and states of incorporation  
if different from parent company)*

---

#### Initial Property Types to be Reviewed:

*(examples: wages, credit balances, refunds/  
rebates, escrow accounts, gift certificates, ac-  
counts payable, commissions, bonds, stock pro-*

---

### Contact Information

Holder Contact Name: \_\_\_\_\_

Contact's Phone Number: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Remarks/Comments: \_\_\_\_\_

If applicable... \_\_\_\_\_

Holder Representative: \_\_\_\_\_

Representative Contact Name: \_\_\_\_\_

Representative Contact Information: \_\_\_\_\_

*(email, address, etc.)*

---

# HOLDER REQUEST FOR REIMBURSEMENT

State of \_\_\_\_\_ Report Year \_\_\_\_\_ Report Total \_\_\_\_\_

## PART I HOLDER INFORMATION

Holder Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tax ID# \_\_\_\_\_ Contact Name \_\_\_\_\_ Contact Telephone No. \_\_\_\_\_ Contact Fax No. \_\_\_\_\_

## PART II CLAIM INFORMATION

Property Code \_\_\_\_\_ Acct. Reference No. (If Aggregate – Specify) \_\_\_\_\_ Date Pd. To Owner/Acct. Reactivated \* \_\_\_\_\_ Dollar amount/number of shares \_\_\_\_\_

Owner's Name (Exactly as on Report) \_\_\_\_\_

Owner's Address (As Listed on Report) \_\_\_\_\_

Claimant's Name & Address (If Different than Owner) \_\_\_\_\_

**\*IF AMOUNT WAS REMITTED IN ERROR, ATTACH A SEPARATE SHEET DETAILING THE ERROR**

**Total Request for Reimbursement: \$ \_\_\_\_\_**

## PART III HOLDER CERTIFICATION

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_

I, \_\_\_\_\_ a duly authorized representative of the holder listed above, do hereby certify that the above listed funds, or other property which was listed in the Report filed by the holder, have been paid to the rightful owner(s) or their appointed representative. I agree, upon payment of the above-described property to indemnify the State and hold it harmless from all claims and loss, demands, costs, and other expenses which the State may sustain by reason returning property to the holder and by reason further of its refusal to pay the property to any other person or persons:

Name and Title of Holder Representative (type or print) \_\_\_\_\_

Signature of Holder Representative \_\_\_\_\_ Date \_\_\_\_\_

# INSTRUCTIONS FOR HOLDER REQUEST FOR REIMBURSEMENT

A separate Holder Request for Reimbursement should be submitted for each report year and each claimant.

**PART I**      HOLDER INFORMATION: Enter the name, address and Federal Tax ID -  
number of the Holder, and the name and telephone number of the Holder's contact person. -

**PART II**      CLAIM INFORMATION: The information provided on this form **must** be -  
identical to how the property was originally reported. -

NAUPA or State Property Code

Account/Reference Number, if any.

Date Paid to Claimant or Date Account Reactivated. **Evidence of payment to the rightful owner (or his/her representative) must be provided.**

Dollar amount/number of shares originally remitted.

Owner(s) name and Address as shown on the report.

Claimant(s) Name and Address, if different than the owner.

Total Reimbursement requested.

**PART III**      HOLDER CERTIFICATION: This notarized statement must be completed  
before the State will process the request for reimbursement and make payment. Proof that the claimant was paid and entitled to  
the property must be maintained and is subject to audit and review by the State.



UTAH STATE TREASURER  
UNCLAIMED PROPERTY DIVISION

To be filed as part of your Annual Report of Unclaimed Property

Verification for Period Ended June 30,

2015

PO Box 142321  
Salt Lake City, UT 84114-2321

Email: holders@utah.gov

For FEDEX and UPS Delivery  
Unclaimed Property – Holder Reports  
350 N. State Street, STE. 180  
SLC, UT 84114

Telephone: (801) 715-3300  
Toll Free: (888) 217-1203

Cover sheet only needs to be filled out  
and returned if you have less than 9  
properties and are completing the  
form manually ST1 & ST2

REPORT OF UNCLAIMED PROPERTY -- VERIFICATION AND CHECKLIST (ST1)

HOLDER INFORMATION

Holder Information: State of Utah

Tax/FEIN Number: -

Mailing Address:

City: Salt Lake City

State: UT

Zip Code: 84114

Contact Person:  
Karin Adams

Phone Number:  
801-715-3308

EMAIL:  
karinadams@utah.gov

State of Incorporation: ut Date of Incorporation: 01/01/00

Number of Utah Employees: 9

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

Primary Business Activity: Government

Person completing report Karin Adams

Phone: 801-715-3308

Email: karinadams@utah.gov

Address, if different than above

Claims contact person Karin Adams

Phone: 801-715-3308

Email: karinadams@utah.gov

Did you file an Unclaimed Property Report 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, or 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. This list includes (by way of illustration, but not limitation) those items which are covered by UCA Section 67-4a-101 et.seq. (2007).

Under penalties of perjury, I, Karin Adams state that I have examined this report having a value totaling \$ 50.00 and \_\_\_\_\_ shares as to \_\_\_\_\_ properties 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: \_\_\_\_\_

Checklist must be completed  
YOUR REMITTANCE MUST ACCOMPANY REPORT.

Title: Program Specialist

Mail report To: Utah State Treasurer  
Unclaimed Property Division  
PO Box 142321  
Salt Lake City, Utah 84114-2321

Dated: \_\_\_\_\_

**NOTE ADDRESS CHANGE**

## UTAH UNCLAIMED PROPERTY REPORT OF UNCLAIMED PROPERTY DETAILED

Report Date \_\_\_\_\_

Property Type Code	Identifying # Account # or CK # (circle one)	Cash Amount Remitted	Date Last Activity mm/dd/yy	SSN/FEIN/TIN	Owner's Name (last, first, middle) last Known Address	Relationship Codes pages	Number of shares remitted
ac01	11111	\$ 100.00	01/01/00		Doe Jane test street	SO	
		\$ 0.00				SO	
						SO	
						SO	
						SO	
						SO	
						SO	
						SO	
						SO	
						SO	
						SO	
<b>GRAND TOTAL \$</b>		<b>\$ 200.00</b>					

The ST-2 and should be mailed in with ST-1 form is for manually reporting nine (9) or fewer properties only. Holders reporting ten (10) or more properties must file reports electronically in NAUPA format. Holders reporting ten (10) or more properties cannot use this form. Holders must report electronically in NAUPA format utilizing a CD ROM or USB flash drive or Online Reporting

UTAH STATE TREASURER  
UNCLAIMED PROPERTY DIVISION

PO Box 142321  
Salt Lake City, UT 84114-2321  
Telephone: (801) 715-3300  
Toll Free: (888) 217-1203  
Fax: (801) 715-3309  
Email: holders@utah.gov

REPORT OF UNCLAIMED PROPERTY -- VERIFICATION AND CHECKLIST

UTAH UNCLAIMED PROPERTY  
168 N 1950 W  
STE 102  
  
SALT LAKE CITY UT 84116

To be filed as part of your Annual Report of Unclaimed Property. Verification for Period Ended June 30, \_\_\_\_\_  
Federal Tax Identification Number 99-9999999  
State of Incorporation UT  
Date of Incorporation 01/18/1845  
Number of Utah Employees \_\_\_\_\_  
Primary Business Activity \_\_\_\_\_

Please make correction to label if address c

Person completing report KARIN ADAI

Address, if different than above \_\_\_\_\_

Claims contact person KARIN ADAI

Did you file an Unclaimed Property Report \_\_\_\_\_

If you are a successor to a previous holder the change became effective.  
\_\_\_\_\_  
\_\_\_\_\_

If your report includes property held by sul  
\_\_\_\_\_  
\_\_\_\_\_

JAMS@UTAH.GOV

JAMS@UTAH.GOV

ar in which  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Every person, corporation, or 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. This list includes (by way of illustration, but not limitation) those items which are covered by UCA, Section 67-4a-101 et.seq. (2007).

Under penalties of perjury, I, \_\_\_\_\_ state that I have examined this report having a value totaling \$ \$50.00 and 0.0000 shares as to 1 properties 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.

Checklist must be completed  
*YOUR REMITTANCE MUST ACCOMPANY REPORT.*  
Mail report to: State of Utah  
Unclaimed Property  
PO Box 142321  
Salt Lake City, Utah 84114-2321

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

For FEDEX and UPS Delivery: 350 N. State Street Ste. 180  
Salt Lake City, UT 84114