



Unclaimed Property Securities Report Checklist

Wyoming no longer requires physical certificates.

- Register stock to:

Wyoming State Treasurer
Unclaimed Property Division
Tax ID: 83-0208667

- Registration of securities must be completed **BEFORE** submitting your report.
- Shares are to be issued in Direct Registration System (DRS) unless the stock issue company only allows physical certificates to be issued, at which time a certificate is acceptable. We do not have DTC capability at this time.
- We encourage you to file your reports online via UP Exchange or HRS Pro. If you are unable to do so, reports can be filed electronically. If reporting electronically, a hard copy or printable PDF file of the owner detail is required to be submitted with your report.
- We do not accept Dividend Reinvestment (DRP) accounts, Employee Investment Plans, etc. Fractional shares are to be sold; and resulting cash in lieu amounts to be reported for the owner.
- We do not accept worthless/non-transferable stock.
- Property Type Codes can be found under Reporting Guidelines.
- Securities merge/acquisition, stock split distribution, stock dividend distribution and stock spinoff distribution detail should be included with report, if applicable.
- Report UGMA or UTMA custodial accounts correctly.
- Securities related property cannot be reported in the aggregate.

If you have any questions, please contact our office at 307-777-5590.