



## UNCLAIMED PROPERTY REPORT CHECKLIST

Holder Reporting Instructions - [www.wywindfall.gov](http://www.wywindfall.gov)

This checklist includes repeated reporting problems found this past reporting cycle. Please review this information and the Reporting Instructions found on our website prior to submitting your report to assure you have reported correctly and in accordance with the Wyoming Uniform Unclaimed Property Act and applicable policies.

- Depending on the software system you are using, verify that the Verification and Checklist, (all pages including the property type code breakdown) and Property Summary Listing (Summary Verification) are included with the check.**

**If you are using the Verification and Checklist (WUP-1 Form) found on our website, return the entire form including the completed property type pages.**

**Complete the Due Diligence section above the signature line on the Verification and Checklist (WUP-1 Form).**

- Verify that property is reported to the state of the owner's last known address.**

- Report Filing:**

- ▶ We cannot accept .zip or .exe files.

- ▶ *10 or More Properties:* If you are reporting 10 or more properties, you must file your report via electronic means using the NAUPA II format.

*Less Than 10 Properties:* We prefer all reports be sent electronically, if possible. However, you may file a hard copy report if you are reporting less than 10 properties.

Send reports via CD or e-mail to [upreports@wyo.gov](mailto:upreports@wyo.gov).

E-mail passwords for encrypted reports to: [uppasswords@wyo.gov](mailto:uppasswords@wyo.gov).

- Aggregate Reporting:** Include the names, last known addresses, amounts, and all other account detail. DO NOT provide a separate file or listing. Refer to the "Aggregate Reporting" instructions on our website – [www.wywindfall.gov](http://www.wywindfall.gov).

- Cashier's Checks/Money Orders:** Copies of cashier's checks are required. Include payee names only on your report.

- Account Verification:**

- ▶ Relationship Codes: Verify relationship codes are reported correctly. Do not default this field as this may result in reporting errors, i.e., the default is Jt Com but the property is Jt Ten.

- ▶ Owner Type Codes: Verify owner types are reported correctly. In all cases, the *owner type* is "OT" when the account includes an owner's name. If the owner's name is unknown, use "UN" in this field. **If you are using a software program, do not default this field until you are assured the correct *owner type* is displayed.**

- ▶ Checks: Review the original intent of the check to determine the property type code, relationship code, etc. For example, if a cashier's check is issued for closing out a checking account, the account should be coded as AC01 (Checking Account) – NOT CK01 (Cashier's Check).



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- ▶ **Business:** If the owner is a business, enter the ENTIRE business name in the last name field – not in separate fields.
- ▶ **Custodian Accounts:** Verify that trust and custodian accounts are reported correctly and that relationship designations are included, i.e., Jt Ten, Jt Ten WROS, Ten Ent, Ten Com, Trustee, UTMA, UGMA, etc.

Smith, Mary Cust Smith, Johnny (UGMA)	<b>NOT</b>	Smith, Mary Smith, Johnny
Smith, Mary Living Trust (Name) Trustee	<b>NOT</b>	Smith Trust

- ▶ **Escrow Accounts:** Escrow accounts should include the owner’s name and last known address - not the address of the escrow agent or bank.
- ▶ **Fees:** Fees cannot be assessed to an account unless there is an enforceable contract with the owner OR the owner received disclosure of the fee prior to the account becoming dormant or deemed unclaimed.
- ▶ **Social Security Number:** Verify SSN matches the owner’s name. In the past, many times the payee was reported as a physician; however, the reported SSN was for the patient.

**Report valid SSNs or FEINs only in the SSN/FEIN field. Do not populate this field with dashes, zeroes, account numbers, etc.**

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