

STOCKS

We encourage you to make reasonable efforts to locate owners early in the abandonment period, when an account *first* becomes inactive or a check remains uncashed. The only property you should remit is that for which the whereabouts of the owners are truly unknown.

The following types of marketable securities should be reported:

- Common Stock
- Preferred Stock
- Restricted Stock
- Bonds/Debentures
- Stock Warrants
- Partnership Units
- Mutual Funds
- Demutualization
- Any other security type that has been considered unclaimed

Do not report worthless/non-transferable stock – see next page.

DTC Accounts: We do not have DTC capability. We require a physical certificate. DRS registration is allowed only when the stock issue company does not allow a physical certificate issuance.

General Rules for Reporting

The following rules should be observed when reporting your securities-related property:

- 1) Securities-related cash cannot be reported in the aggregate under any circumstances.
- 2) List minor children as UGMA/or UTMA on custodial accounts. The custodian on the account should be listed as an additional owner.
- 3) Owners who are due more than one amount of the same property type should be listed on your report only once (e.g., four quarterly dividend payments). Combine all the amounts due the owner during the applicable reporting period into one total. Provide the beginning and ending dates for the payable amounts.
- 4) If you are reporting bearer bonds or unclaimed interest on the bonds, the owners of the properties should be listed as unknown. Complete descriptions of the bonds must be provided in the description fields or boxes. Descriptions must include the issue name, series, bond number, and all outstanding coupon numbers.
- 5) If you are reporting dividends received in nominee name, the stock issues must be listed in the description fields or boxes. The owners must be listed as unknown.
- 6) Indicate the amounts and issue names of any *outstanding* shares (i.e., still in the possession of the shareholders) when reporting underlying, unexchanged, unredeemed, or unsurrendered shares.
- 7) If you are remitting underlying shares, undelivered shares (RPO; Book Entry; DRS; Street Name - specify type of undelivered shares on the report), DRP shares, or unexchanged shares, or any combination of these types of shares, please combine all shares of the same issue and class into one certificate. Your report, however, must reflect the number of shares which are underlying, the number which are undelivered, the number which are DRP and the number which are unexchanged for *each owner*.
- 8) Provide the certificate number and stock issue name of the original underlying/or unexchanged stock held by the owner that has become unclaimed.

- 9) Begin the share registration process early so that registered securities accompany your submitted report and delivered no later than the November 1 remittance deadline. **Extensions cannot be granted for delays in registration.**
- 10) If you file your report via CD or electronically, a printable PDF file or hard copy of the owner related detail must be provided.

NOTE: To ensure that proper credit is posted for your securities, we require you to include your registered securities when you submit your report. Refer to the last portion of this chapter for registration and delivery instructions.

Determining What Property to Report

All property not previously reported to the Unclaimed Property Division that is unclaimed for the applicable abandonment period *or longer* should be included in your report. When examining your records, use the last entry or activity generated by the owner to commence the abandonment period, **OR** the date the first piece of mail was returned by the Post Office, **OR** the date the first distribution went unclaimed by the owner.

Your report and remittance are due on November 1 of every year. In all cases, the *amount* you report will be the total due the owner on the date of your remittance, even though some may be recent payments.

All types of securities and securities-related cash have three-year abandonment periods. Review your records as of *June 30* of the current year, and report all property which was payable or distributable to the owner on or before *June 30* three years ago.

For Securities, use the following test to determine if the property is unclaimed:

1. All distributions have remained unclaimed for at least three years, or the account has had mail returned (RPO), beginning at least three years ago.
2. The owner has not communicated, in writing or otherwise, regarding the property within the last three years.
3. The location of the owner is unknown to you.

WORTHLESS/NON-TRANSFERABLE SECURITIES: Except in the case of safe deposit box content reporting, **do not report or remit worthless/non-transferable stock.** If the stock is worthless/non-transferable the stock does not have to be reported. If at some point in time the stock becomes transferable or gains value, report and remit the shares to our office at that time. You will not be penalized for late reporting in these situations.

Property Type Codes and Property Descriptions

Each property listed on your report must be assigned a property type code. Your choice of codes is important because it determines what kind of information we require of a claimant. Definitions of the more frequently used codes are listed below.

Securities-Related *Cash* Codes

SC01 Select this property type code if you are reporting ***cash dividends***. Include the issue name of the security in the description field.

- SC02** Use this property type code if you are reporting **registered debt interest** due an owner of a **registered** security, such as interest on a debenture. Do *not* use this code to report interest paid on a bearer bond.
- SC07** **Bearer bond interest** and **matured principal** should be reported with this code. The owner should be listed as “unknown.” A complete description, including issue name, series, bond number, and all outstanding coupon numbers must be provided. The *total cash amount* of unclaimed interest and principal should be provided in the cash amount remitted field.
- SC09** Use this code to report **cash for fractional shares**. Provide the issue name of the security and the cash-in-lieu fractional share rate in the description field. Do *not* report liquidation proceeds under this code. Use the SC13 code for liquidation proceeds.
- SC13** Report **liquidation or redemption proceeds** (cash only) under this property type code. The issue name of the liquidated security, number of shares presumed to be in the possession of the shareholder and the liquidation or redemption proceed rate should also be listed. The total *cash amount* owed each shareholder should be provided in the cash amount remitted field.
- SC18** **Matured principal** on a **registered bond** should be reported using this code. Do *not* use this code to report matured principal on a *bearer* bond (see SC07).
- SC20** Brokers should report **credit balances** due lost owners under this code.

Stock and Bond Codes

- SC08** Use this code to report **undelivered shares** - that is, stock certificates not delivered and returned by the post office (RPO'd shares), shares held in Book Entry form, shares held in DRS form, or shares held in Street Name (**the owner does not possess a physical stock certificate for the issued shares**). The issue name of the security must be included. Specify the type of undelivered shares on the report.
- SC10** **Unexchanged shares** arising from a merge/acquisition action should be reported with this code. Provide the number of shares of the **successor** corporation. These are the shares which will be **remitted** to the Unclaimed Property Division. Please provide the original stock certificate numbers for which the owner was in possession of prior to the merge/acquisition action, the original share amount before the share exchange occurred and the share exchange rate information of the merge/acquisition action.

EXAMPLE: XYZ Corporation merged into ABC Corporation.

One share of XYZ Corporation is exchangeable for 1/4 of a share of ABC Corporation.

An owner fails to exchange their 100 shares of XYZ Corporation.

The 25 shares of ABC Corporation (the **successor**) are remitted to the Unclaimed Property Division.

The 100 shares of XYZ Corporation (**unexchanged**) are outstanding and presumed to be in the possession of the owner.

In the event of a claim, the Unclaimed Property Division must request the 100 unexchanged shares of XYZ from the owner in order to release the 25 shares of ABC.

NOTE: Please provide the original stock certificate numbers for which the owner was in possession of prior to the merge/acquisition action, the owner's original share amount before the share exchange occurred and the share exchange rate information of the merge/acquisition action.

- SC12** **Underlying shares** must be reported under this code. These shares are presumed to be in the possession of the shareholder (a physical stock certificate has been issued and received by the owner). The certificates must be cancelled on the books of the issuer and reissued to the Wyoming State Treasurer - Unclaimed Property Division. Besides providing the issue name, certificate

number and the number of underlying shares held by the owner, you must also report all cash and stock dividends payable on the underlying shares as of the date of your remittance.

Remember that any additional shares involved, such as shares issued as a result of stock split distribution, stock dividend distribution, etc., must be reported as undelivered shares (SC08) if the owner does not possess the physical stock certificate (the certificate was RPO'd; the shares were held in Book Entry form, held in DRS form; or held in Street Name).

SC19 *Dividend Reinvestment Plan* stock shares must be issued in physical certificate form/or DRS registration if the stock issue company does not allow physical stock certificates be issued to their shareholders. **We do not accept DRP accounts in any form, i.e. Employee Investment Plans, etc.** Any fractional shares involved should be sold and the resulting cash amount be reported for the owner.

SC86 *Demutualization* shares must be reported under this code. Shares issued to policy holders through the insurance company's demutualization process. Provide policy number and name of insured.

Preparing Your Report

SECURITIES must be registered to:

Wyoming State Treasurer
Unclaimed Property Division
200 West 24th Street
Tax ID# 83-0208667

Mail your REPORT, SECURITIES and RELATED CASH to:

Mailing Address:
Wyoming State Treasurer
Unclaimed Property Division
200 West 24th Street,
Cheyenne, WY 82002

Physical, Fedex, UPS Address:
Wyoming State Treasurer
Unclaimed Property Division
2020 Carey Ave, 3rd Floor
Cheyenne, WY 82002

Contact the Unclaimed Property Division at (307) 777-5590 if you have any questions.

COMPLETING THE PROPERTY REPORT

Electronic Filing

We **do not** accept 3.5" diskettes. Reports are to be filed electronically or via a CD.

If you are filing 10 or more owners, you must file your report electronically.

If you encrypt your report, **do not** send it in a .zip or .exe file. Due to flaws in these file formats, Malware can sneak onto computers by evading antivirus detection. Therefore, for obvious security reasons, absolutely no .zip or .exe files are allowed or will be accepted. The preferred extension is .hde.

If you send your annual report via e-mail, include the holder name in the subject line. Remember to include an executed signature page and refer to the current Checklist on our website.

Reports: E-mail reports to upreports@wyo.gov

Passwords: E-mail passwords to uppasswords@wyo.gov

Securities

- ▶ If reporting stock and/or mutual funds and you file your report via CD or electronically, you must also include a PDF file or hard copy of the report that details the related owner information.
- ▶ When reporting stock and/or mutual funds, registration of reported shares must be completed prior to submitting the report.
- ▶ If reporting mutual funds, see the applicable area of the website. Do not include a broker/dealer on the account and do not list your company as the custodian for the owner.

REMINDERS:

Negative reports (\$0.00 Reports) are not required. **Do not** forward any to this office.

Do not report in the aggregate. Include owner detail for less than \$50 accounts with the report.

Do not fax your report. Faxes are not allowed.
