

## Securities Registration and Deposit Instructions

### DTC Eligible Shares

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

DTC #0235  
Account #31946272  
Registration: Wyoming State Treasurer, Unclaimed Property Division

Please include instructions regarding the security/securities and quantity of shares.

Two days prior to actual delivery, we request you submit our [Security Report Form](#) to [upreports@wyo.gov](mailto:upreports@wyo.gov). Reference "Security Reporting" in your email subject line.

After delivering the securities, you must provide evidence of the securities being transferred into Wyoming's Unclaimed Property Division ownership. The required evidence depends on the type of security and how it's delivered. Your report is not complete until you provide this evidence.

### Non-DTC Eligible Shares

For all other securities that are not DTC eligible, including Book Entry shares, DRS or when a physical certificate is required, register the shares as follows:

Wyoming State Treasurer  
Unclaimed Property Division  
200 West 24<sup>th</sup> Street  
Cheyenne, WY 82002  
FEIN: 83-0208667

Please note: Wyoming no longer requires physical certificates. Physical certificates will be returned if the shares are DTC, DWAC or DRS eligible.

After delivering the securities, you must provide evidence of the securities being transferred into Wyoming's Unclaimed Property Division ownership. The required evidence depends on the type of security and how it's delivered. Your report is not complete until you provide this evidence.

### Mutual Funds

When possible, mutual fund shares are required to be transferred into our RBC Wealth Management account:

DTC #0235  
Account #31946272  
Registration: Wyoming State Treasurer, Unclaimed Property Division

Please include instructions regarding the security/securities and quantity of shares.

Two days prior to actual delivery, we request you submit our [Security Report Form](#) to [upreports@wyo.gov](mailto:upreports@wyo.gov).

If the shares are not able to be transferred to the Wyoming's Unclaimed Property Division account at RBC, please include the Fund Number, Account Number and where the mutual fund shares are being held.

Closed End Mutual Fund accounts held for the State of Wyoming Unclaimed Property Division should be registered as follows:

Wyoming State Treasurer  
Unclaimed Property Division  
200 West 24<sup>th</sup> Street  
Cheyenne, WY 82002  
FEIN: 83-0208667

Please send ongoing statements for open-end and closed-end mutual fund accounts to:

Wyoming State Treasurer  
Unclaimed Property Division  
200 W 24<sup>th</sup> Street  
Cheyenne, WY 82001

After delivering the securities, you must provide evidence of the securities being transferred into Wyoming's Unclaimed Property Division ownership. The required evidence depends on the type of security and how it's delivered. Your report is not complete until you provide this evidence.

### **General rules for reporting securities**

Only remit securities for Wyoming owners.

Do not remit fractional shares of stock. Liquidate fractional shares and remit the proceeds.

Dividends must be paid in cash only.

Securities related property cannot be reported in the aggregate.

### **DRP accounts**

Dividend Reinvestment Plan (DRP) accounts should be closed and full shares must be delivered. Sell fractional shares and apply the proceeds to individual owners when reporting.

### **Worthless securities**

Do not report worthless securities. Worthless securities are those whose cost of liquidation and/or delivery would exceed the value of the security on the date a report is due. Do not report worthless securities or transfer them to the Wyoming State Treasurer, Unclaimed Property Division.

Holder should maintain these accounts and if a security gains value, it should be reported and remitted during the next reporting period.

### **Non-transferable securities**

If securities are non-transferable but have value, they should be moved to an account on the books at the broker/agent and registered to: Wyoming State Treasurer, Unclaimed Property Division. The same account should be used year after year, do not open multiple accounts in the State's name. Please include an account statement with the holder report that contains information on the non-transferable securities.

### **Need Assistance?**

Please contact the Wyoming Unclaimed Property Division at:

307-777-5590  
upreports@wyo.gov