



2006 UNCLAIMED PROPERTY REPORT CHECKLIST - Page 1

Please use this checklist, and refer to our website - <http://treasurer.state.wy.us> (click on "Wyoming Unclaimed Property") - to assure you have reported correctly and in accordance with laws and policies. Thank you.

EFFECTIVE WITH THE 2006 UNCLAIMED PROPERTY REPORTS - Negative Reports (\$0.00 reports) are no longer required.

- The WUP-1 (signature page) is required for all reports.**
- Hard copies of reports are required if you file electronically (see encrypted filing information on page 2).** The hard copy should be identical to the electronic data. Both should include the property type codes and relationship codes.
- If you are filing electronically, please include the following information on the label:

WYOMING	Company Name	FEIN	Report Year	File Name
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- Review the previous Reporting Forms Checklists (available online) to determine that all applicable property types are being reported.
- If reporting accounts in the aggregate, please include the names, last known addresses and amounts on either a separate report and/or electronic media. (Do not combine different property types into one aggregate record. **Mineral interests, dividends and other securities-related property should never be aggregated.**)
- Accounts with multiple remittance detail should include a sum total by owner and property type, i.e., owner has 7 payments of \$1.00 each for the MS05 Property Type Code, a line indicating the total of \$7.00 for MS05 should appear on the report; owner has 4 payments of \$2.00 each for the AC07 Property Type Code, a line indicating the total of \$8.00 for AC07 should appear on the report.



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- Verify that trust and custodians accounts are reported correctly and that relationship designations are included, i.e., Jt Ten, Jt Ten WROS, Trustee, etc.**

Smith, Mary Cust	NOT	Smith, Mary (UGMA)
Smith, Johnny (UGMA)		Smith, Johnny Cust

Smith, Mary Living Trust	NOT	Smith Trust
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- 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.
- Escrow accounts should include the owner's name and last known address - not the address of the escrow agent or bank.
- Payments to courts (listed as the owner), i.e., child support or garnishments, should include the detail regarding the original intent of the payment. For example, if the unclaimed property is for child support payments, the parent's name, social security number and case number are to be provided to ensure the account is properly credited.
- Cashier's check copies are attached, if reported.
- E-mail the password for encrypted reports to: slarso@state.wy.us. Please include/attach a "printable" file, i.e., Excel, with the encrypted report.

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