



## 2007 UNCLAIMED PROPERTY REPORT CHECKLIST - Page 1

**REMINDER: Effective last year, Negative Reports (\$0.00 reports) are no longer required.**

Please use this checklist and refer to our website - [www.wywindfall.gov](http://www.wywindfall.gov) - scroll down to "For Holders" - to assure you have reported correctly and in accordance with laws and policies. Thank you.

- The WUP-1 (signature page/checklist) is required for all reports.**
- Review the "Verification and Checklist" included with the Reporting Forms (available online) to determine that all applicable property types are being reported.

**Account Verification:**

- 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	<b>NOT</b>	Smith, Mary
Smith, Johnny (UGMA)		Smith, Johnny

Smith, Mary Living Trust (Name) Trustee	<b>NOT</b>	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.



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- Aggregate Reporting:** 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.**)
  
- Multiple Remittance Detail:** 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.
  
- Cashier Checks** - Copies of cashier's checks, if reported, are required.
  
- Stock:** We do not accept DTC accounts or dividend reinvestment (DRP).
  
- Electronic Filing:**
  - Hard copies of reports are required if you file electronically.** (This does not apply if you are filing encrypted reports.)
  
  - The hard copy of the report should be identical to the electronic data. Both should be in alphabetical order by owner last name and include the property type codes and relationship codes.
  
  - Verify that the data can be retrieved from the CD or diskette.
  
  - E-mail the password for encrypted reports to: [slarso@state.wy.us](mailto: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.