



2009 UNCLAIMED PROPERTY REPORT CHECKLIST - Page 1

REMINDER: Effective 2006, Negative Reports (\$0.00 reports) are no longer required.

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

The Verification and Checklist (WUP-1) that includes the signature page 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 the relation codes when filing electronically to assure they are correct.
- ▶ Verify the owner type. In all cases, the owner type is "other" when the account includes an owner's name. Use the applicable owner type for aggregate or unknown accounts.
- ▶ Review the original intent of the check to determine the property type code, relation 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).
- ▶ 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.
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Smith, Mary Cust Smith, Johnny (UGMA)	NOT	Smith, Mary Smith, Johnny
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Smith, Mary Living Trust (Name) Trustee	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.
- ▶ 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.



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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. (DO NOT aggregate on-going payments, such as, mineral interests, dividends and other securities-related property.)

- 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.

- Securities:** We do not accept DTC accounts or dividend reinvestment (DRP).
 - ▶ Once an account is deemed unclaimed, the entire account is deemed unclaimed. All associated property is to be turned over at the same time. For example, if dividends are deemed unclaimed and reported, the associated securities are to be reported at the same time. Do not hold the securities for a later filing date.
 - ▶ Physical stock certificates **MUST BE** included with the report.
 - ▶ Mutual funds statements **MUST BE** included with the report.
 - ▶ If you are reporting securities, please check the appropriate box on the Verification page (lower section) and also the appropriate box on the Checklist (SC08, SC10, SC11, SC12, SC16, SC86).

- Report Filing:**
 - ▶ The maximum number of properties accepted without an electronic file is 10 or fewer properties.
 - ▶ We prefer that reports be sent via CDs or e-mail (upreports@state.wy.us). Due to technology, we are no longer able to accept 3.5" diskettes.
 - Verify that the data can be retrieved from the CD.
 - E-mail the password for encrypted reports to: upreports@state.wy.us.

- Cities/Towns:**

Wyoming cities and towns are being misspelled on reports. Please refer to our website - www.wywindfall.gov - for the Cities/Towns link.

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