

WYOMING

UNCLAIMED
PROPERTY



Reporting Instructions

Reporting Deadline November 1 of Every Year

WYOMING

UNCLAIMED
PROPERTY



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UNCLAIMED PROPERTY
REPORTING INSTRUCTIONS

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GENERAL INFORMATION

HOW TO USE THIS MANUAL

This reporting manual should be used when filing your unclaimed property reports with the Wyoming Unclaimed Property Division. The document does not address legal issues relating to unclaimed property, nor does it describe all types of property which must be reported. It will, however, provide instructions for reporting the more common types of abandoned property.

The manual is divided into four chapters:

The **General Information** chapter gives an overview of unclaimed property reporting and provides basic information such as when to report.

The **Property Specific Reporting** chapter discusses, in detail, some of the more common types of unclaimed property, as well as those requiring extra care such as securities and minerals.

The **Preparing Your Report** chapter gives general instructions for filing the unclaimed property report. For detailed information on filing the report, refer to the "Forms and Instructions."

The last chapter of the manual contains **Reference Tables** which will be helpful when preparing your reports and managing your unclaimed property records.

Included in this section is a quick reference chart that lists the topical categories of unclaimed property and the legal references for each type. If you have additional questions not answered in these instructions, contact the Unclaimed Property Division.

Your remittance and report must be delivered by November 1. Safe deposit box contents will be delivered as "called for" by the Unclaimed Property Division. Once the property has been delivered to the Unclaimed Property Division, refer owners to our office and we will pay them directly. The option also exists for *you* to pay the claimants directly, and file for reimbursement from the Unclaimed Property Division.

The goal of the Unclaimed Property Division is to reunite as many owners as possible with their unclaimed property. Once you have delivered your remittance to the Division, owners may claim their property at anytime thereafter; there is no time limit.

YOUR RESPONSIBILITIES AS A HOLDER

Filing Deadlines and Extensions

The deadline for filing your report and *remitting your property* is November 1 of every year.

Unclaimed property may not be remitted until it has reached the required abandonment period as of June 30. You must hold the property until the appropriate abandonment period has run and include it in your next remittance to the state. Property that is due November 1 may be remitted any time between July 1 and November 1.

Requests for an extension of time for filing your annual report must be submitted to the Unclaimed Property Division prior to November 1. Upon receipt of this request, the Unclaimed Property Division will review the request and advise holders of a decision within 10 business days.

If an extension is approved, written confirmation is required if you determine there is no unclaimed property for owners with last known addresses in Wyoming.

Notice to Owners

The Wyoming Unclaimed Property Act requires you to send written notice to the apparent owner at the owner's last known address not more than 120 days before filing the report. A sample letter is included on page 15.

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 to Wyoming is that for which the whereabouts of the owners are unknown. You must determine that the owners are truly lost before you report them to us. Expenses for maintaining accounts and locating owners may not be deducted from your remittance.

The Unclaimed Property Division is responsible for providing notification to owners of unclaimed property. This office publishes the names of missing owners in the calendar year following our receipt of the annual holder reports. We also mail notices of unclaimed property to those owners for whom we have a complete address and the account value is \$50 or greater.

It is important that you keep records of owners' *last-known addresses*, even though mail may have been returned by the post office. The information could later be used to assist claimants in verifying ownership of their property if the addresses are included on your report.

Once the property has been delivered to the state, there is no time limit by which the owners must file a claim for its return.

Negative Reports

Effective with the 2006 Annual Reporting Period, Negative Reports (\$0.00 Reports) are no longer required.

Aggregate Reporting of Property Less Than \$50

Aggregation of property items under \$50 is allowed by law. However, we require that you do not report any property in the aggregate. Roll the accounts less than \$50 into the report and provide the account detail. Providing the owner information up-front will alleviate our office and/or the owner from having to

contact you (the holder) in the future for verification when the property was included in the aggregate total. At that time, records may be unavailable.

NOTE: If an owner files a claim for an account under \$50 which you reported in the aggregate, the state will contact you for verification that the owner's property was included in your aggregate total.

Do not aggregate mineral proceeds, securities-related cash or any property with on-going payments

Combining Properties Owed to the Same Owner

Owners who are owed more than one amount of the *same property type* should be listed on your report only once. Accumulate all the amounts due the owner during the applicable reporting period into one total. Provide the beginning and ending dates for the payable amounts.

Retention of Records

All holders are required to retain records of unclaimed property for five (5) years after the property becomes reportable, except to the extent that a shorter time period is provided in the law. You may be contacted periodically by the Unclaimed Property Division to verify previously reported information.

Computer Printouts

Computer listings cannot be accepted in lieu of the approved reporting forms unless all required data fields are included on the printout and, if possible, in the same order (format). Property type codes must appear on the printout. Refer to the "Forms and Instructions" for a listing of the approved codes.

Mail Not Returned by Post Office

The fact that mail is *not* returned to you by the Post Office does not, by itself, qualify as contact with that owner or activity on the account. When reviewing your records for unclaimed property, look for the *last documented communication or other contact with the owner or the last debit or credit generated by the owner on any account or safe deposit box*, not merely the one that is "inactive." Contact with the owner may be established by mail or by phone, but phone contact must be documented in writing with the date and time of the conversation.

Additional Forms

If additional unclaimed property forms are needed, you may photocopy the blank forms sent to you and complete the report on the photocopies.

Provide Your Tax ID and Current Address

It is your responsibility to keep this office advised of your current address and any changes with the person, department or branch responsible for filing your reports. All correspondence should include your Federal Employer Identification Number (tax ID number).

The Unclaimed Property Division is always available to assist you with special reporting problems. *When you have questions, please call or write for assistance.*

Supplemental Reports

If you find it necessary to file a supplemental report at any time, please do not combine the report with any previously reported accounts. Prepare a new report and indicate in a cover letter that it is a supplemental filing.

Penalties and Interest

A person who fails to timely pay or deliver property shall pay interest from the date the property should have been paid until the date it is received in our office. Immediately file a report and remit the unclaimed property if you determine you are holding property which should have been delivered to the Unclaimed Property Division in previous years.

A holder who willfully fails to file a report is subject to civil penalties.

REPORTING TO OTHER STATES

To assist holders reporting to other states, a listing with addresses and phone numbers of unclaimed property offices in all states, Canada, Puerto Rico and the District of Columbia follows. Holders reporting and remitting property to other states can also visit the website of the National Association of Unclaimed Property Administrations (NAUPA) at www.unclaimed.org.

ALABAMA
Unclaimed Property Section
PO Box 302510
Montgomery AL 36130
888-844-8400

ALASKA
Unclaimed Property Section
PO Box 110420
Juneau AK 99811-0420
970-465-3726

ARIZONA
Unclaimed Property Section
1600 West Monroe
Phoenix AZ 85007-2612
602-364-0380

ARKANSAS
Unclaimed Property Section
PO Box 251906
Little Rock AR 72225-1906
1-800-525-4648

CALIFORNIA
Unclaimed Property Section
300 Capitol Mall Room 185
Sacramento CA 95814
916-323-2827

COLORADO
Unclaimed Property Section
1580 Logan Street, Suite 500
Denver CO 80203
303-894-2452

CONNECTICUT
Unclaimed Property Section
55 Elm Street
Hartford CT 06106-1773
1-800-833-7318

DELAWARE
Bureau of Abandoned Property
PO Box 8931
Wilmington DE 19899
302-577-8205

DISTRICT OF COLUMBIA
Unclaimed Property Section
1101 4th Street, Suite W 800-B
Washington D C 20024
202-442-8195

FLORIDA
Unclaimed Property Section
PO Box 6350
Tallahassee FL 32314-6350
850-413-5522

GEORGIA
Unclaimed Property Section
4245 International Parkway #A
Hapeville, GA 30354-3918
404-968-0575

HAWAII
Unclaimed Property Section
PO Box 150
Honolulu HI 96810-0150
808-568-1589

IDAHO
Unclaimed Property Section
PO Box 70012
Boise ID 83707-0112
208-334-3200

ILLINOIS
Unclaimed Property Section
PO Box 19496
Springfield IL 62794-9496
217-524-0023

INDIANA
Unclaimed Property Section
PO Box 2504
Indianapolis IN 46142
317-883-4520

IOWA
Unclaimed Property Section
Lucas state Office Building
Des Moines IA 50319
515-281-7677

KANSAS
Unclaimed Property Section
900 SW Jackson #201
Topeka KS 66612-1235
785-296-4165

KENTUCKY
Unclaimed Property Section
1050 US Hwy 127 South #100
Frankfort KY 40601-2800
502-564-4722

LOUISIANA
Unclaimed Property Section
PO Box 91010
Baton Rouge LA 70821-9010
225-219-9400

MAINE
Unclaimed Property Section
39 State House Station
Augusta ME 04333-0039
207-287-7470

MARYLAND
Unclaimed Property Section
301 W Preston Street #310
Baltimore MD 21201-2385
1-800-782-7383

MASSACHUSETTS
Abandoned Property Division
1 Ashburton Place 12 Floor
Boston MA 02108-1518
617-367-0400

MICHIGAN
Unclaimed Property Section
PO Box 30756
Lansing MI 48909
517-636-5320

MINNESOTA
Unclaimed Property Section
85 - 7th Place East #600
ST Paul MN 55101-3165
651-296-2568

MISSISSIPPI
Unclaimed Property Section
PO Box 138
Jackson MS 39205-0138
601-359-3600

MISSOURI
Unclaimed Property Section
PO Box 1004
Jefferson City MO 65102-1272
573-751-0123

MONTANA
Unclaimed Property Section
PO Box 5805
Helena MT 59604-5805
406-444-6900

NEBRASKA
Unclaimed Property Section
809 P Street
Lincoln NE 68508
402-471-8497

NEVADA
Unclaimed Property Section
555 East Washington Ave #4200
Las Vegas NV 89101-1070
702-486-4100

NEW HAMPSHIRE
Unclaimed Property Section
25 Capitol Street #205
Concord NH 03301-6312
603-271-2619

NEW JERSEY
Unclaimed Property Section
PO Box 214
Trenton NJ 08695-0214
609-292-9200

NEW MEXICO
Unclaimed Property Section
PO Box 25123
Santa Fe NM 87504-5123
505-476-1774

NEW YORK
Unclaimed Property Section
110 State Street - 8th Floor
Albany NY 12236-0000
1-800-221-9311

NORTH CAROLINA
Unclaimed Property Section
325 North Salisbury Street
Raleigh NC 27603-1385
919-508-1000

NORTH DAKOTA
Unclaimed Property Section
PO Box 5523
Bismarck ND 58506-5523
701-328-2800

OHIO
Unclaimed Property Section
77 South High Street 20th Floor
Columbus OH 43266-0545
614-466-4433

OKLAHOMA
Unclaimed Property Section
4545 N. Lincoln Blvd #106
Oklahoma City OK 73105
405-521-4273

OREGON
Unclaimed Property Section
775 Summer Street NE
Salem OR 97301-1279
503-986-5200

PENNSYLVANIA
Unclaimed Property Section
PO Box 1837
Harrisburg PA 17105-1837
1-800-379-3999

PUERTO RICO
Unclaimed Property Division
PO Box 11855
San Juan PR 00910-3855
787-723-3131

QUEBEC
Unclaimed Property Division
500 Boulevard Rene-Levesque
Quest Bureau 10.00
Montreal, QC H2Z 1W7

RHODE ISLAND
Unclaimed Property Section
PO Box 1435
Providence RI 02901-1435
401-222-6505

SOUTH CAROLINA
Unclaimed Property Division
PO Box 11778
Columbia SC 29211
803-737-4771

SOUTH DAKOTA
Unclaimed Property Division
500 East Capitol Avenue #212
Pierre SD 57501-5070
605-773-3379

TENNESSEE
Unclaimed Property Section
Andrew Jackson Building 10th Floor
Nashville TN 37243-0242
615-253-5362

TEXAS
Unclaimed Property Section
PO Box 12019
Austin TX 78711-2019
1-800-321-2274

UTAH
Unclaimed Property Section
PO Box 140530
Salt Lake City UT 84114-0530
801-715-3300

VERMONT
Unclaimed Property Section
109 State Street 4th Floor
Montpelier VT 05609-6901
802-828-2407

VIRGINIA
Unclaimed Property Section
PO Box 2478
Richmond VA 23218-2478
800-468-1088

WASHINGTON
Unclaimed Property Section
PO Box 47454
Olympia WA 98504-7454
360-570-3264

WEST VIRGINIA
Unclaimed Property Section
One Players Club Drive
Charleston WV 25311
304-558-5000

WISCONSIN
Unclaimed Property Section
PO Box 2114
Madison WI 53701-2114
608-267-7977

WYOMING
Unclaimed Property Division
2515 Warren Avenue, Suite 502
Cheyenne WY 82002
307-777-5590

GLOSSARY OF TERMS

ABANDONED OR UNCLAIMED PROPERTY: A financial asset for which there has been no owner activity for a specified period of time (usually 3 or 5 years).

ABANDONMENT PERIOD: The period of inactivity (usually 3 or 5 years) after which property is considered abandoned or unclaimed.

ACTIVITY: Action taken by the owner, including making a deposit or a withdrawal, which provides evident of continued interest in the property.

CUSTODIAN: An individual or entity that holds property until it is delivered to the rightful owner. Most states' laws make the state the "custodian" of unclaimed property.

DATE OF LAST ACTIVITY: The date of the owner's last activity on the property or the owner's contact with the holder. The date of last activity is not the date of a computer conversion.

DOMICILED: The state of incorporation, or for federally chartered or partnership organizations, the state of their principal business.

DORMANCY PERIOD: The period of inactivity (usually 3 or 5 years) after which property is considered abandoned.

DUE DILIGENCE: The requirement by statute that a holder of unclaimed property must attempt to locate the rightful owner of property before the property is remitted to the state.

HOLDER: Any individual or entity in possession of property subject to the Unclaimed Property Law.

INDEMNIFICATION: Releasing the holder from liability by transfer of that liability to the state.

OFFICIAL CHECK: A check or written instruction for which a bank, financial organization or business association is directly liable; including, but not limited to, drafts, money orders, traveler's checks, cashier's checks, and expense and payroll checks.

OWNER: A person having a legal or equitable claim to the property subject to the Unclaimed Property Law.

TANGIBLE PROPERTY: Physical property, such as a ring or a silver coin.

UNCLAIMED PROPERTY LAW: Legislation governing the acquisition and disposition of unclaimed property (Wyoming Statutes 34-24-101 through 140).

UNDERLYING SHARES: Shares of stock that have been issued by a business association or a banking or financial institution. The original certificate for the shares is in the possession of the shareholders, who have failed to either cash the dividend checks or correspond with the issuing corporation.

FILING FOR REIMBURSEMENT AND REFUNDS

There are two types of payments the Unclaimed Property Division will make to holders after they have remitted their unclaimed property. The most common type is a *reimbursement*; the second type is a *refund*.

Reimbursement: In this process a holder pays an owner or reinstates the account and then files a claim with the Unclaimed Property Division for reimbursement. We encourage you to use the reimbursement process for those customers and owners demanding immediate payment or reinstatement of their accounts. In most instances, we can process a reimbursement faster than an owner claim.

To obtain reimbursement you must complete and properly execute a “Holder Request for Reimbursement” form and provide proof of payment for each owner you paid and listed on the form. After we receive your reimbursement request and proof of payment to the owner, a check will be mailed to you in approximately two weeks.

A sample of the Holder Request for Reimbursement form is provided on the following page.

Refund: Refunds are made to holders who have overpaid their unclaimed property reports due to accounting errors or other mistakes made during the preparation of reports. In many cases, the refunds are not associated with specific owners' accounts.

To file for a refund, write a letter to the Unclaimed Property Division and explain the nature of the mistake. Include documentation with your request that supports your explanation of the error. No special form is required.

The Unclaimed Property Division staff will review your request and contact you if additional proof is needed. *Refunds are reviewed on a case-by-case basis and the proof required will vary.* The processing of your refund takes approximately two weeks after you have satisfactorily documented your overpayment.

PLEASE TYPE OR PRINT AND RETURN TO:

Unclaimed Property Division
2515 Warren Avenue, Suite 502
Cheyenne, WY 82002



UNCLAIMED PROPERTY DIVISION USE ONLY

Reviewed by: _____ Approved by: _____
Claim Number: _____
Paid Date: _____
Check Number: _____

HOLDER REQUEST FOR REIMBURSEMENT

For Funds Paid to the State of Wyoming on _____

NOTE: Please attach proof of payment to the owner when submitting this form, if applicable.

PART I. HOLDER INFORMATION (See instructions for requesting reimbursement on the backside of this form.)

Name of Holder _____ Holder No. (FEIN) _____ Address _____ City _____ State _____ ZIP _____ Telephone Number _____
()

PART II. CLAIM INFORMATION

Property Code	Account/Reference Number (If "Aggregate," specify)	Owner(s) Name (Exactly as indicated on report)	Owner(s) Address	Claimant(s) Name (If different than owner)	Claimant(s) Address (If different than owner)	Date Paid to Claimant or Account Reactivated	Amount Paid
If amount was remitted in error, please attach a written explanation.						TOTAL AMOUNT OF REIMBRUSEMENT	

PART III. HOLDER CERTIFICATION

Supporting documentation is attached

State of _____ County of _____ ss

I, _____, a duly authorized representative of the holder listed above, do hereby certify that the above listed funds, or other property which was listed in the report filed by the holder have been paid to the rightful owner(s) or their appointed representative or if the fund were remitted in error. I agree, upon payment of the above described property, to indemnify the State and hold it harmless from all claims and loss, demands, costs and other expenses which the State may sustain by reason of turning over property to the holder and by reason further of its refusal to pay the property to any other person or persons.

Signature of Holder Representative _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 2001.

Name of Representative (Type or Print) _____

Notary Signature _____

Place Notary Seal Here

INSTRUCTIONS FOR HOLDER REQUEST FOR REIMBURSEMENT

PURPOSE: A holder of abandoned and unclaimed property must complete this form and submit it to the State for reimbursement of funds which were paid by the holder for which the right owner (or his representative) has submitted a claim to the holder for the property.

PLEASE CONTACT THE UNCLAIMED PROPERTY DIVISION IMMEDIATELY IF YOU REIMBURSE AN OWNER THAT WAS PREVIOUSLY REPORTED TO THIS OFFICE SO THAT THE ACCOUNT MAY BE FLAGGED TO AVOID DUPLICATE PAYMENTS.

COMPLETION OF FORM: All information must be accurate and complete. A separate Holder Request for Reimbursement must be submitted for each reporting year.

PART I. Holder Information: Enter the name, FEIN, address, and telephone number of the holder.

PART II. Claim Information: Enter all data necessary to identify property for which the holder is seeking reimbursement. The identification data entered on this form must be identical to the information included on the Report of Unclaimed Property submitted to the State.

- 1) Property Code - the universal NAUPA codes for the property claimed as defined on the "Reporting Forms and Instructions - Checklist"
- 2) Account/Reference Number - the identification number of the property which was entered.
- 3) Owner(s) Name and Address - the full name(s) and address(es) of all the owner(s) as shown on the report that you are seeking reimbursement. If "unknown" at the time of the report, designate the same.
- 4) If the account was reported in the aggregate, please indicate this in the "Account/Reference Number" column.
- 5) Claimant(s) Name and Address - the full name(s) and address(es) of the person(s) who filed the claim, if different than the owner.
- 6) Date Paid to Claimant or Date Account Reactivated - the date the claim was paid to the owner (or representative) or when the account was reactivated by the holder.
- 7) Amount Paid - the amount paid for the property transmitted by the holder to the State.
- 8) Total of Reimbursement - the amount expected to be reimbursed to the holder by the State.

PART III. Holder Certificate: This notarized statement must be completed before the State will process the request for reimbursement and make payment. Proof that the claimant was paid and is entitled to the property must be maintained and is subject to audit and review by the State.

ASSISTING CLAIMANTS

Unclaimed property owners may contact you *after* you have remitted the property to the Unclaimed Property Division. These types of calls should be referred to this office. If this is not possible, the reimbursement option is the quickest return of their funds. Refer to the section in this chapter titled “Filing for Reimbursements and Refunds” for more information.

When the reimbursement process is not appropriate, direct potential claimants to contact our office to initiate a claim. (NOTE: We cannot provide claim forms to third parties. We must deal directly with the claimant or rightful heir(s).)

CALL OR WRITE:

Unclaimed Property Division
Wyoming State Treasurer's Office
2515 Warren Avenue, Suite 502
Cheyenne, WY 82002

(307) 777-5590

How Claims are Processed

The Unclaimed Property Division is committed to processing and paying all “complete” unclaimed property claims within 30 days or less. Claimants are required to provide the Unclaimed Property Division with sufficient proof and documentation to substantiate ownership and entitlement to payment. Proof provided by claimants is compared with owner information and property descriptions provided by *you*, the reporting company or institution.

When preparing your report, keep in mind that all available information that you can list which identifies owners and properties will help us *avoid* contacting you during the claims process. Social Security numbers (FEIN, if applicable), last-known addresses and property descriptions are three items used to verify ownership during the claims process.

PROPERTY SPECIFIC REPORTING

UNCASHED CHECKS

Most unclaimed property holders will have uncashed checks. The period of abandonment for these items, in most cases, is five years and commences on the date of last contact with the payee or on the check issue date. If an actual check was not issued, use the date the item was payable to the owner. Reissuing a check does not change the date it should be remitted to the Unclaimed Property Division. The abandonment period still begins on the *original* date the amount was payable to the owner.

Owner contact may be established by mail or by phone. Telephone calls, however, must be documented in a log that states the dates and times you spoke directly with the payee.

No amounts may be written off to income or surplus.

Property Type Codes and Property Descriptions

Select the property type code from the “Reference Tables” or the “Forms and Instructions - Checklist” that would best describe the *original property* of the missing owner. For example, a closed checking account converted to a check form would still be reported as a checking account (AC01)—not a cashier’s check. The miscellaneous outstanding check code (MS16) should be used only as a last resort when the nature of the uncashed check is truly unknown.

When available, the social security number and last-known address should be provided for all unclaimed checks you remit. Providing adequate information at the time you report and remit the property will reduce or eliminate the need for our office (or the claimant) to contact you in the future.

The list of property types that follows describes some of the more common types of unclaimed checks. It also indicates what additional information you should provide in the property description field.

(Continued on next page)

Property Type	Additional Information Needed in the Property Description Field or as Otherwise Noted
Cashier's checks (CK01) <i>for financial institutions only</i>	Check number NOTE: A copy of the original cashier's check is to be included with the report.
CD Interest checks (CK16) <i>for financial institutions only</i>	Check number; CD certificate number
Customer overpayments (MS05)	Account number (Column #4)
Dividends (SC01, TR02)	Issue name of security producing dividend; check number; account number (Column #4)
Escrow accounts held by title companies (TR04)	File number; property address
Insurance claim checks (IN01, IN02)	Name of insured if different from payee; employer name if group policy; check number; policy number (Column #4)
Payment for goods or services (MS04)	Check number; vendor number; invoice number; account number (Column #4)
Pension Checks (CK11)	Check number; employee name; employee number if not SSN; employer name if not same as reporting holder
Refunds due (MS11)	Check number; account number (Column #4)
Royalty payments (MI02)	Owner number in your system; lease number; lease name
Utility refunds (UT03)	Service address; account number (Column #4)
Vendor checks (CK13)	Check number; vendor number; invoice number; account number (Column #4)
Wages; commissions (MS01, MS02)	Check number; employer number; dates of employment

FINANCIAL INSTITUTIONS

Financial institutions include banks, savings and loans, state credit unions, and federal credit unions. Organizations such as federal land banks or personal finance companies are not included in this group for the purposes of this chapter.

Abandonment Periods

All properties reportable by financial institutions have dormancy periods of one or five years.

One-Year Property: Employee Wages.

Five-Year Property: All types of DDA and savings accounts, unclaimed safe deposit box contents and matured certificates of deposit.

Other types of unclaimed property reportable by financial institutions include, but are not limited to, all types of uncashed checks; trust-related properties, investments and escrow accounts; all types of securities-related properties; sums payable under pension and profit-sharing plans; safekeeping properties; loan collateral; and miscellaneous types of unclaimed property such as unidentified remittances.

Financial institutions are required to report many types of unclaimed property. It is important that you review your records closely for all types of property listed in the Verification and Checklist (WUP-1). If you are holding a type of property not listed, contact the Unclaimed Property Division for guidance.

Customer Contact

Property must meet two criteria to be considered and reported as “unclaimed”: one or five years without customer activity **and** the whereabouts of the owners are unknown.

We encourage you to stay in touch with your customers. Where there has been no owner-generated activity for one year, consider mailing confirmation letters to the customers. Refer to the sample letter on the following page. It can be easily adapted for use with other property types such as safe deposit box contents, certificates of deposit or securities-related property.

If customers respond to your letters, you are excused from reporting their property to the Unclaimed Property Division for another one or five years from the dates of their response. However, the accounts are still inactive if the owners do not make a debit or credit to their accounts. Since the accounts are still dormant, you may not reduce the balances by the imposition of service charges or fees, unless there is an enforceable contract allowing this to occur.

(Continued on next page)

Mail Not Returned by Post Office

The fact that mail is *not* returned to you by the Post Office does not, by itself, qualify as contact with that owner or activity on the account. In other words, you cannot assume you know the whereabouts of customers just because the post office did not return their monthly statements.

When reviewing your records for unclaimed property, look for the *last documented communication with the owner*, or the last debit or credit generated **by the owner on any account or safe deposit box**, not merely an account that is “inactive.” Contact with the owner may be established by mail or by phone, but phone contact must be documented in writing with the date and time of the conversation.

Other Methods of Verifying Whereabouts of Owners

Before mailing confirmation letters, remember there are other methods by which you may document your knowledge of the whereabouts of owners even though there has been no owner-generated activity. If your institution maintains any type of customer profile record for each account holder, the field for last contact date should be protected with very limited access. Designated employees should be notified in writing of the most current contact and be responsible for updating as appropriate. Customer profiles that are properly updated and maintained are your best documentation of contact.

Some other methods recognized by the Unclaimed Property Division are:

- Cross-referencing of your records to show that the individuals have other active accounts with your institution if customer profiles are not available
- Signed W-9 Forms, change of address notices or other correspondence from the customers
- A telephone log which states the dates and times you spoke directly with the account owners.

Remember: If you know the whereabouts of the owners, do not report them.

Again, none of the methods for establishing owners' whereabouts described above can be used to update the dates of last owner-generated activity or resume service charging. Receipt of signed confirmation letters or use of any of the methods described above only excuse the holder from reporting and remitting the properties to the Unclaimed Property Division.

(Continued on next page)

Recommended Timeline for Unclaimed Property Review

June 30 Send memo to remind department heads to request reports with parameters that reflect all accounts that are inactive and could be reportable as unclaimed property. The memo should be addressed to the officers who supervise the following functions in each branch:

Administration (Employees Payroll)

Cashier's and Official Checks

Certificate of Deposit and IRAs

DDA and Savings Accounts

Dividend and Stock Payments

Loan Collateral and Safekeeping

Safe Deposit Boxes

Trust and Bond Administration

Unidentified Deposits

July 31 Send reminder to officers to mail confirmation letters to those customers listed as inactive **for whom no other active account has been identified**. The inactive lists should be circulated among the officers, requesting their notation of any current contact.

Confirmation letters should be mailed no later than August 15. Any letters which are signed and returned should be retained as documentation of contact. Any type of customer profile that is maintained for each customer should have a field for the latest contact date. This should be a protected field with very limited access. Designated employees should be notified in writing of the most current contact and be responsible for updating as appropriate.

September 30 Request from branch managers and department supervisors their list of customers with whom contact has been lost, **and** for whom the requisite abandonment period has been met. These owners should have been fully researched prior to delivery of the list to the person responsible for preparing your institution's report. Each department should provide the last-known addresses and all relevant account or check information. Social security numbers should always be reported if known.

These procedures should greatly facilitate the reporting process and reduce the time demanded from the person preparing the November report.

October 5 Begin report preparation

October 30 Mail report and remittance to the Unclaimed Property Division

Certificates of Deposit (CDs)

The period of abandonment for matured certificates of deposit is five years. The abandonment period begins on the day following the *first* maturity of the certificates - that is, the day following the end of the first term or after one year if the initial rollover period is less than one year. Thus, unclaimed CDs must be reported five years from the dates the owners were first able to recover the funds without penalties.

For CDs to be considered unclaimed, there must have been five years without customer contact, *and* the customer's whereabouts are unknown. If owners of CDs have other active accounts with your institution, or you otherwise have contact with them, **do not** report or remit their inactive certificates.

To facilitate your review of CDs for possible abandonment, a report should be generated listing all certificates with a first maturity date five years prior to the cutoff date of June 30 of that year. Various resources can be used to verify the last contact date with the customer. Refer to the previous pages for suggestions.

If none of these resources indicate current contact, confirmation letters should be mailed to the customers. Slight modifications to the "Due Diligence Sample Letter" should be made to alter the account type and the period of no contact. The letters should be mailed, ideally, in early August to allow ample time for your customers to reply.

The due date for the unclaimed property report is November 1 of each year. We recommend your lists of customers with whom no contact has been reestablished be relayed to the person responsible for preparing your institution's report by the first of October (or whatever deadline is set by your institution). All the information that you can provide for each customer will assist in the return of their funds to them through the Unclaimed Property Division. The owner name(s), last-known address, social security number, and the CD number should be included.

When a CD is deemed unclaimed, cease paying interest at the maturity date then report/remit the next report cycle.

When reporting *automatically renewable* CDs, you should hold the funds until the next maturity.

NOTE: *Automatically renewable CDs have the same reporting criteria as other certificates of deposit.* If you have had no contact with the owner for five years from the day following first maturity and the customer's whereabouts is unknown, the certificates should be remitted. Depositing the CD interest in another account that has no activity, or the non-return of interest checks by the post office, does not constitute contact.

Interest earned on CDs must be reported five years from the date it was payable. However, if the owners instructed that interest be added to the principal amounts of the certificates, the interest must be reported with the principal five years from the dates of first maturity.

Remember: If owners of CDs have other active accounts with your institution, or you otherwise have contact with them, **do not** report or remit their inactive certificates.

Individual Retirement Accounts – Refer to Wyoming Statute 34-24-112

Individual retirement accounts (IRAs) have an abandonment period of five years. This period begins five years prior to the mandatory distribution date if there is no owner-generated activity. The accounts should be reported on November 1st (as of June 30th) of the year in which they are to be reported.

The accounts are not considered unclaimed property if there has been owner-generated activity for the five-year period prior to the mandatory distribution date.

If some event, such as death of an owner, occurs prior to the owner reaching the mandatory distribution age, i.e., 59-1/2 or 70-1/2, commence the abandonment period from the date of the owners' death, if the existence or whereabouts of any beneficiaries are unknown to you.

Personal Trust Properties

If you have trust properties to report, remember to list *beneficiaries* of trusts as primary owners. For instance, we will publish the names of minor children on accounts held under the Uniform Gift to Minors Act (UGMA). The parents will be listed in our records as additional owners.

If the trust properties you hold are securities-related, you must complete Form WUP-3, "List of Owners of Unclaimed Stock and Other Securities." Instructions for reporting these property types and completing the forms are on the back of the WUP-3 form.

Any personal trust properties which are not securities-related may be reported in the same manner as other properties. For example, if you are holding any properties in safekeeping for trust customers, you should report them in the same manner as safe deposit box contents. Refer to the instructions in this chapter titled "Reporting Safe Deposit or Safekeeping Property."

Corporate Trust Properties and Paying Agent Accounts

Corporate trust properties and paying agent accounts are to be reported on the "List of Owners of Unclaimed Stock and Other Securities" (WUP-3).

Include the issue name and each issuing company's Federal Identification Number (FEIN).

All other requirements for reporting securities-related property should be followed. Refer to the last section of this chapter for complete instructions.

Unclaimed Loan Collateral

Unclaimed loan collateral has an abandonment period of five years. This period begins on the date the loan was paid in full. There are three criteria for collateral to be reported as unclaimed:

- The loan has been paid in full or charged off **and**
- There has been no customer contact for five years **and**
- The owner's whereabouts are unknown.

Each time collateral in the vault is physically inventoried and matched to the collateral file receipts, items that cannot be matched to an unpaid loan should be identified. These items should be audited for the time span from the payoff date. Letters should be mailed to the customers, reminding them to collect their collateral. The "Due Diligence Sample Letter" can be modified to serve this purpose. Any items not retrieved are reportable as unclaimed property after the five-year abandonment period has passed.

If a customer has other active accounts at your institution or responds to the notification letter, their property should **not** be reported. Refer to the previous pages for other methods by which you may document your knowledge of the whereabouts of owners.

Your records should be reviewed for unclaimed collateral as of June 30 of each year. The report is due each November 1. Therefore, your cross-referencing for other active accounts and notification efforts should be completed by October 1 to provide ample time for preparing the unclaimed property report.

When reporting unclaimed loan collateral, two property type codes are available. Select property code **SD04** for **tangible** property set aside for a loan. Examples of tangible collateral are jewelry, stock certificates, deeds, etc. All requirements for reporting and remitting safe deposit or safekeeping property must be followed. Refer to the next section of this chapter for instructions.

Loan collateral which will be remitted to the Unclaimed Property Division as **cash** should be coded with property type code **MS13**. Examples of cash loan collateral are savings accounts, certificates of deposit, etc. The following information is needed in the description field when reporting MS13 loan collateral:

- Collateral receipt number
- Loan number
- Description of collateral (e.g., issuing bank and certificate number for certificate of deposit; bank name and account number for bank account)

The person or entity who pledged the loan collateral should be listed as the owner of the property. If the loan was in the name of a person or entity other than the owner of the collateral, enter the name on the loan in the description field of the report.

NOTE: For charged-off or defaulted loans, any amount of money received for the collateral which exceeded the amount of the unpaid loan must be remitted to the Unclaimed Property Division.

Safe Deposit Box Contents or Safekeeping Property

Safe deposit box contents held by depositories which have remained unclaimed by the owners for *five years* should be reported to the Unclaimed Property Division on November 1 of every year.

Safekeeping properties, loan collateral and any other tangible properties which have remained unclaimed by the owner(s) for more than *five years* should be reported to the Unclaimed Property Division on or before November 1 of each year.

The five-year abandonment period commences on the date of last contact with the property owner.

- Safe deposit box contents: Calculate five years from the date the last rental payments *expired* (i.e., the rental payment then **due** went unpaid).
- Unclaimed loan collateral: Calculate five years from the dates the loans were paid in full and the collateral was returnable to the borrowers.
- Safekeeping properties: Calculate five years from the dates of last contact with the owner.

Remember: If the owners have other active accounts at your institution or there is other evidence of contact, **do not** report their property, even though the above criteria are met.

Preparing Your Report

Safe deposit box contents or safekeeping property must be reported on the "List of Owners of Unclaimed Contents of Safe deposit Boxes or Other Safekeeping Repositories" (Form WUP-4). The report must include the names, addresses and box numbers of the missing owners. Refer to the instructions on the backside of the WUP-4 for further information.

NOTE: If the owner owes funds for unpaid safe deposit box rental charges, drilling fees, safekeeping costs, etc., **DO NOT** deduct any of these costs from any cash that may be in the safe deposit box at this time. Enter this information in the block below the owner's name on the WUP-4 form. Following the Division's auction of the contents, holders will be reimbursed by the state.

DO NOT send the contents along with the report at that time. You will be notified in writing approximately 30 days prior to your scheduled delivery date. This will avoid having all financial institutions deliver contents at one time.

(Continued on next page)

Inventories and Delivery of Property

The following five categories should be used to identify the contents of each envelope:

- Papers
- Securities
- Firearms and Controlled Substances
- Cash
- Valuables and Others.

Remember that all contents **MUST** be inventoried (column 9 of WUP-4). However, it is not necessary to write down every piece of paper in the box. Any items that have, or may have, a monetary value should be inventoried separately. If you have letters, slips of papers, pictures, or items of a personal affect, these may be inventoried together.

If cash is found in the box, it should be inventoried as to the type of coin or currency. See "Cash" section on the following page.

The properties of each owner should be sent in individual envelopes or packages. Two copies of the inventories must accompany the contents of each box or any delivery of safekeeping properties. Include the box or account numbers and owner names on each inventory sheet, as well as the name of your institution. Place each original inventory inside the corresponding owner envelope. Attach the second copy of the inventory to the outside of the envelope.

When preparing your inventories, include the following information on the inventory sheets:

Papers - Do not itemize papers of no value. Miscellaneous documents may be listed as "misc. papers," with no detail required. Only *military discharge papers, wills and life insurance policies* must be described on your inventory. When describing wills, include the names of the makers of the wills. Descriptions of life insurance policies should include the company names and the names of the insured.

Securities - Securities include stock certificates, government bonds, interest coupons, etc. When describing securities-related properties, include the registered owners' names, names of the security issuers and number of shares.

Firearms and Controlled Substances - You must contact your local law enforcement agency if firearms or controlled substances are found in safe deposit boxes. Firearms must **NOT** be sent to the Unclaimed Property Division until police have unloaded the weapons.

Your local law enforcement agency should confiscate any controlled substances and live ammunition. **DO NOT** send these items to the Unclaimed Property Division. Include a letter with the inventory sheets, explaining that those items were found but turned over to your local law enforcement agency.

Cash - List coins or currencies by denomination. *Do not send checks in place of the actual cash.*

Valuables and Others - Valuables include all types of property not described in the other four categories. When describing jewelry or loose stones, describe the gems by color (i.e., gold-tone ring with small blue stone).

Please account for all properties that you reported in November by including an updated owner listing with your delivery.

Mail or deliver your contents to the Unclaimed Property Division on your *assigned delivery date*. Courier service is not required, but is suggested when your contents include valuables. If you choose to deliver your valuables by U.S. Mail, they should be sent registered and insured. Non-valuables need only be mailed certified, return receipt requested.

Mail or deliver to:

Unclaimed Property Division
2515 Warren Avenue, Suite 502
Cheyenne, WY 82002

For questions or assistance, please call:

Unclaimed Property Division
(307) 777-5590

REMEMBER: Even though you may think the items are "worthless," they may not be to someone else.

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EXAMPLE SAFE DEPOSIT BOX INVENTORY

Papers: Will of John Doe
American General Life insurance policy Insured John Doe
Military discharge papers issued to John Doe
Misc. papers of no value

Securities: 1 share preferred AT&T - registered owner John Doe
\$25.00 US Savings Bond payable to Mary Doe
\$50.00 US Savings Bond payable to John Doe

**Firearms and
Controlled
Substances:** 1 Colt 45 revolver (unloaded by local law enforcement agency)
Unidentified red capsules (not included in delivery - confiscated
by local police - see attached letter)

Cash: 12 wheat pennies
5 buffalo nickels
20 Mexican pesos
40 nickels
47 dimes
2 quarters
10 - \$1.00 bills

Valuables, Other: 1 ring with 5 red and 5 blue stones
1 gold-tone pocket watch, open face
1 brown leather wallet
1 red piece of metal
1 small crystal-like bowl
4 baby teeth

MINERAL PROCEEDS

The abandonment period for unclaimed mineral proceeds is three years and commences on the date you were *first* unable to make payment to the owner because you had lost contact. This could be the date of an uncashed check, the date of a returned check or the date the owner's funds are put into suspense because the whereabouts are unknown.

Do **not** report owners who are in suspense for legal or other such reasons if you have contact with them. Review your records as of June 30 of the current year, and report all property for which the whereabouts of the owner has been unknown for three years or longer.

Property which must be remitted is not limited to royalties held in suspense. You must also review your records for abandoned working interests, delay rentals, overriding royalties, etc. Refer to Chapter Four of this manual for a complete list of property types. Also, your revenue account department may have information on returned or uncashed checks for owners *not* yet in suspense.

Once an owner has been listed on a report, do not include continuing payments due on the same property in subsequent years' reports. Instructions for remitting continuing payments due an owner follow on the next page.

Special Rules for Wyoming Production: Wyoming law provides that dormant mineral proceeds from Wyoming production be reported and remitted to the Wyoming Unclaimed Property Division if: (1) the last known address is in this state; (2) the records do not reflect the last known address but it is established that the last known address is in this state; (3) there is no last known address but the holder is domiciled in the state; OR (4) the mineral interest is located in this state AND the last known address is in a state that has no provision for this type of property OR the last known address is unknown and the holder is a domiciliary of a state that does not have a provision for this type of property. **Please refer to Wyoming Statute 34-24-117 for further details.**

Also, the only time a mineral proceeds unclaimed property account needs to be escrowed is when the ownership is disputed or the account is in litigation.

General Rules for Reporting

Your report *and* remittance are due on November 1 of every year.

- Do not include an owner of one or more wells or leases on your report if the cumulative *net amount* owed is a *negative* amount.
- **Do not aggregate** mineral proceeds. List all names on your initial report, so that *subsequent payments* you make to the Unclaimed Property Division for ongoing production can be credited to the correct owner.
- Remit the total net amount you are holding for the owners as of the date of your remittance to the Unclaimed Property Division, even though the three-year abandonment period may not have run on the entire balance due the owner.
- An owner having interests in more than one well or lease should be listed only once on your report with the net amount due that owner for all properties *combined in one total*.

Property Description

We use the data you provide in the description field to verify ownership during the claims process. Generally, the same information you normally provide owners on their check stubs or the "Remittance Advice" which accompanies their checks is helpful. The *owner number* you use to identify an individual in your records is the first and most important information you should list in the description box of your report. The lease names (or numbers) and well names (or numbers) are helpful, but are not required.

Continuing Payments Due Owner

Once you have remitted money to the Unclaimed Property Division on behalf of an absent owner, the additional amounts that accrue in subsequent years should be sent to the state as follows:

1. Current production payments should not be accompanied by a report form, nor should that owner be reported again on a subsequent report.
2. Payments should be sent on whatever time basis you use to pay other owners - monthly, quarterly, or *annually in the case of minimum amounts*. Remit only one check per year if an owner is due less than \$25.
3. **One check for the total due all owners is required.** Your check should be accompanied by supporting detail providing the dollar amount due each owner, with all owners identified by name and owner number as they appeared on your initial report. Please provide the **grand total due each owner**, even though they may have more than one interest.

NOTE: If the *net* total due an owner for all leases is a negative amount, you may not recover production costs by deducting negative amounts from the total amount you are remitting for other missing owners.

4. If you sell or otherwise transfer a lease, or someone else assumes responsibility for paying owners, please inform us of the new lease owner or payor with your final payment.

NOTE: The Unclaimed Property Division's Tax ID number is 83-0208667.

The number and Unclaimed Property Division's address should be used only for generating and mailing current production payments for the benefit of the missing owner.

Do not update the owner's permanent records by overwriting their social security number or last-known address with ours.

Other Types of Property Which Must be Reported by Oil & Gas Companies

Oil and gas companies are required to report other types of property besides mineral proceeds. Examples of other property types held by corporations are securities and securities-related cash, expense checks, vendor checks, employee wages, and miscellaneous outstanding checks. The Verification and Checklist Form (WUP-1) should be reviewed closely to determine if other types of unclaimed property are held.

ESCROW FUNDS REPORTED BY TITLE COMPANIES

Any funds, including escrow accounts, which have not been claimed and for which there has been no activity or current contact with the owner for five years must be reported to the Unclaimed Property Division. Your report and remittance are due on November 1 of every year. The abandonment period commences on the date of last contact with the owner or on the date of the last owner-generated activity.

Earnest Money

Escrow balances include accounts where you hold money because of *nonperformance of the conditions of the escrow agreement*. In transactions involving earnest money, both the buyer and the seller have an undivided interest in the entire amount. Therefore, both the buyer and the seller are considered the “owner” under the statute, and *both* parties’ names should be listed on your report. The person who placed the money in escrow, usually the buyer, should be reported as the primary owner. The other parties should be listed as additional owners. However, if you have communicated with *both* the buyer and the seller within the last five years, and they cannot agree on the disposition of the funds, the *account would not be unclaimed and should not be remitted* to the Unclaimed Property Division.

If the contract stipulates that the seller may claim the funds under specific conditions, and documenting evidence in your file indicates that those conditions exist, the seller’s name would then be listed as the owner on your report. The buyer would not be listed as an additional owner.

If you have contact with one party, but a release cannot be secured from the missing party, the funds should be reported five years from the date of last contact with the missing party or date of *scheduled* closing. If one party believes they are entitled to the funds, the claim is not diminished when the funds are remitted to the Unclaimed Property Division.

Other Escrow Funds

Generally, amounts placed in escrow at closing should be reported in the name of the party who provided the funds. A portion of the seller’s payoff held to ensure all taxes were paid and repairs were completed is one example. Once the taxes are paid, repairs are made or other *conditions of the escrow agreement are met* and funds remain unclaimed, the seller’s name would be reported as the owner of the unclaimed amount. The buyer would *not* be entitled to the funds.

NOTE: Service or maintenance fees may not be deducted from funds that are subsequently reported as unclaimed property unless stipulated in the contract and acknowledged by the signatures on the contract.

Property Type Codes

Earnest money and other escrow funds should be reported using property type code TR04. Title companies should also review their records for other types of unclaimed property, such as wages and uncashed checks. Refer to the first two pages of this chapter for an explanation of which property type codes to select when reporting any type of uncashed check.

INSURANCE-RELATED PROPERTY

All types of insurance companies should follow the general guidelines of this manual for reporting unclaimed property. The *cutoff date* for reviewing your records is *June 30* of every year. *Your report and remittance are due November 1* of every year.

Property Type Codes and Property Descriptions

All unclaimed properties listed on your report must be assigned property type codes. Your choice of codes is important because it determines what kinds of information we require of claimants. The list that follows describes which code to use for a particular property type. It also indicates what information you must provide in the property description field when remitting those types.

NOTE: In the description field, first specify the type of insurance you are reporting. Use the abbreviations **AH** for *accident and health*; **L** for *life insurance*; **PC** for *property and casualty*.

- IN01 **Individual** policy benefits and claim payments - Provide the names of the insured (if different than the owner); claim numbers, if applicable; policy numbers (Column #4)
- IN02 All **group** policy benefits and claim payments, excluding death benefits - Provide employer names; names of insured (if different than the owner); claim numbers, if applicable; policy numbers (Column #4)
- IN03 *Death benefits* on an individual or group policies - Provide names of the insured (if different than the owner); claim numbers if applicable; dates of birth of the insured if available. When reporting death benefits, the beneficiary should be listed as the owner of the property; policy numbers (Column #4)
- IN04 *Matured policies, endowments and annuities* - Provide the name of insured (if different than the owner); policy numbers (Column #4)
- IN05 *Premium refunds* on **individual** policies - Provide the name of insured (if different than the owner); policy numbers (Column #4)
- IN06 *Unidentified premium payments or remittances* - Provide any information available; owner name will be reported as unknown.
- IN07 *All other* insurance-related property not described above - Provide a complete description of the property.
- IN08 *Agent credit balances* - Provide dates of employment; the agent's social security number (Column #1).
- IN99 *Aggregate properties* less than \$50 - Provide number of records and property type. Property type codes used on aggregate records should always end in "99." Do not combine different property types into one aggregate record.
- CK10 *Expense checks or drafts* - Provide check number; description of expense, if available.
- CK13 *Vendor checks or drafts* - Provide invoice number and check number.
- MS01 *Employee wages* - Provide dates of employment; employee's social security number (Column #1).
- MS02 *Agent commission checks* - Provide dates of employment; agent's social security number (Column #1).

All descriptive information should be preceded by an abbreviation that includes what you are describing. **POL** for policy numbers, **CK** for checks or **DFT** for drafts are just three examples. Refer to the following list for additional suggestions:

Suggested Abbreviations

Beneficiary	BENF
Check	CK
Draft	DFT
Date of Birth	DOB
Endowment	ENDW
Group Policy	GRP
Insured	INS
Matured policy	MAT
Paid-up policy	PDUP
Policy Number	POL

MUTUAL FUND SHARES, DISTRIBUTIONS AND CHECKS

Investment companies generally hold the following types of unclaimed property:

Property Description	Property Type Code
Capital gains distribution checks	SC01
Commission checks	MS02
Expense or vendor checks	MS04 (CK10/CK13)
Income distribution checks	SC01
Payroll checks	MS01
Shares	SC16

Identifying Unclaimed Shares

The abandonment period begins when either a sum payable to an owner is unclaimed or the *first piece of mail is Returned by the Post Office (RPO)*. Check your system to determine if the recorded RPO date reflects the *first* RPO event. For shares, use the following test to determine if the account is unclaimed as of the immediate past June 30:

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

Continue to hold the account until these conditions are met.

At the time the shares become unclaimed, the entire account and any cash proceeds due the owner are also considered unclaimed. The shares should be reported using property type code SC16. The cash proceeds should be reported as dividends with property type code SC01.

Identifying Unclaimed Distributions and All Other Checks

Mutual fund companies may also hold unclaimed income or capital gains distributions for various reasons. Distribution proceeds may not have been reduced to check form. If a check was issued, the check may have never been reported. Checks for closed accounts may be outstanding or RPO'd and should be reported as credit balances, using property type SC20.

Use the following test to determine if *checks* are unclaimed:

1. The existence and location of the owner have been unknown for at least three years from the June 30 cutoff date.
2. The owner has not tried to claim the proceeds for at least three years from the June 30 cutoff.

If the liability was not reduced to a check, it is still reportable, and this test still applies.

Preparing Your Remittance

1. Prepare a separate remittance report for each fund. A separate report should be filed for all other unclaimed property types.
2. Open a master account with the applicable mutual funds company for each fund using the following format:

Registration: WYOMING STATE TREASURER
UNCLAIMED PROPERTY DIVISION
2515 WARREN AVENUE, SUITE 502
CHEYENNE WY 82002

Tax ID Number: 83-0208667

3. Close all unclaimed accounts. Credit the share balance in each account to the appropriate State Treasurer, Unclaimed Property Division, master account.
4. On November 1, forward the following:
 - Your owner *report* for each fund. If you file your report via CD or electronically, a PDF file or hard copy of the report for securities-related owner information must be provided.
 - Your *check* for the total amount of cash listed on the reports
 - A *statement* for the master account of each fund, as of October 31.
5. Include the CUSIP number.

Continue to send statements to the Unclaimed Property Division. From time to time, you may receive redemption instructions. Those instructions will detail how to remit proceeds to us. Until then, do *not redeem* accounts and send us cash.

When a rightful owner proves ownership, we will provide you with the owner's updated address and any necessary instructions. We will disburse any cash we may hold directly to the owner.

Remember:

- *Do not make a physical delivery of shares to the Unclaimed Property Division.*
- *Do not redeem shareholders' accounts and remit proceeds unless otherwise notified.*
- *Do not combine mutual fund accounts with physical share accounts.*

SECURITIES OR SECURITIES-RELATED CASH

Securities or securities-related cash are to be reported on List of Owners of Unclaimed Stock and Other Securities (WUP-3). Instructions for completing the form are on the back of the WUP-3 form. The following types of marketable securities should be reported on this form:

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

DTC Accounts: We do not accept property held in DTC accounts. We require a physical certificate. DRS registration is allowed only when a physical certificate issuance is not an option through the transfer agent.

General Rules for Reporting

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

- 1) Securities-related cash less than \$50 should not be reported in the aggregate under any circumstances.
- 2) List minor children as primary owners of properties on Uniform Gift to Minor Act (UGMA) accounts. The trustees should be listed as additional owners.
- 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 surrendered shares.
- 7) If you are remitting underlying shares, undelivered shares (RPO; book entry; street name - specify type of undelivered shares on the report) 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 and the number which are unexchanged for *each owner*.
- 8) Please begin the registration process early so that securities are delivered no later than the November 1 remittance deadline. Extensions cannot be granted for delays in registration.
- 9) If you file your report via CD or electronically, a PDF file or hard copy of the report that details securities-related owner information must be provided.

NOTE: To ensure that proper credit is posted for your securities, we recommend that *you*, not your transfer agent, mail the securities. Refer to the last two pages in 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.

Please provide the underlying/unexchanged certificate number.

For underlying shares, 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.

Continue to hold the property until these conditions are met.

WORTHLESS/NON-TRANSFERABLE SECURITIES: Except in the case of safe deposit box content reporting, **do not report or remit worthless stock.** If the stock is worthless and cannot be registered, 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. Refer to the Chapter Four table titled “Property Description Field Requirements” for a complete list.

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 cash-in-lieu fractional share rate should also be listed. The *total cash amount* owed each shareholder should be provided.
- 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 returned by the post office (RPO shares), shares issued in street name or shares issued in book entry form (**the owner was never in possession of a physical stock certificate for the issued shares**). These shares are normally the result of a stock split or stock dividend. The issue name of the security must be included in Column #1 on the Form WUP-3. Specify the type of undelivered shares on the report.
- SC10 **Unexchanged shares** arising from a merger or buy-out 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. Provide the issue name of the **successor** corporation's stock and the issue name of the unexchanged stock in Column #1 of the Form WUP-3.

EXAMPLE: XYZ Corp. merged into ABC Corp.

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

An owner fails to exchange his 100 shares of XYZ.

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

The 100 shares of XYZ (**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 merge history information, the rate at which the stock was exchanged and the cash in lieu of fractional shares rate, if applicable.

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 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 dividend distribution, 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 issued in book entry form; or the shares were issued in street name).

SC19 **Dividend Reinvestment Plan** stock shares must be issued in physical certificate form. **We do not accept DRPs in book entry form.** Any fractional shares involved should be remitted in cash and the cash-in-lieu fractional share rate provided on the reporting form.

SC85 **Demutualization - Cash**

SC86 **Demutualization - Stock**

Preparing Your Report

All holders reporting securities-related property must complete the Form WUP-3, "List of Owners of Unclaimed Stock and Other Securities." The instructions on the backside of this form should be reviewed for a better understanding of the information that must be included with the report.

SECURITIES MAILING INSTRUCTIONS

SECURITIES must be registered to:

Wyoming State Treasurer
Unclaimed Property Division

Tax ID 83-0208667

Mail your REPORT, SECURITIES and RELATED CASH to:

Wyoming State Treasurer
Unclaimed Property Division
2515 Warren Avenue, Suite 502
Cheyenne, WY 82002

The WUP-3 Form must list the physical securities you are mailing. Reproduce this form as needed. Contact the Unclaimed Property Division at (307) 777-5590 if you have any questions.

PREPARING YOUR REPORT

GETTING STARTED: WHAT PROPERTY SHOULD YOU REPORT?

All property not previously reported to the Unclaimed Property Division for the applicable period of abandonment *or longer* should be included in your report. When examining your records, use the last entry or activity generated *by the owner* or the date of documentable contact with the owner to commence the abandonment period. If the property type does not generate owner activity, use the date the item was *payable or distributable to the owner*.

Your report is due on November 1 of each year. Step-by-step instructions for completing the forms are included on the backside of the applicable forms (WUP-2, List of Owners of Unclaimed Property; WUP-3, Unclaimed Stock and Other Securities; WUP-4, Safe Deposit Boxes or Other Safekeeping Repositories).

Review your records as described below:

Reporting One-Year Property - Review your records as of June 30 of the current year, and report all property which has had no owner-generated activity or contact since June 30 one (1) year ago, *and* for which the *whereabouts* of the owner are unknown.

Reporting Three-Year Property - Review your records as of June 30 of the current year, and report all property which has had no owner-generated activity or contact since June 30 three (3) years ago, *and* for which the *whereabouts* of the owner are unknown.

Reporting Five-Year Property - Review your records as of June 30 of the current year, and report all property which has had no owner-generated activity or contact since June 30 five (5) years ago, *and* for which the *whereabouts* of the owner are unknown.

NOTE: In all cases, the amount reported on your remittance report is the amount due the owner as of the date of your remittance.
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If you find you are holding one-year property with a date of last activity more than one year prior to July 1, or three-year property with a date of last activity more than three years prior to July 1, or five-year property with a date of last activity more than five years prior to July 1, you should report and remit the property immediately.

COMPLETING THE PROPERTY REPORT

All holders should review the “Forms and Instructions” for detailed information on completing the report. Specific instructions are included on the backside of each of the WUP-2, WUP-3 and WUP-4 forms.

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 (CD or e-mail).

Software should be updated to include Wyoming’s specifications.

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

► We do not accept:

DTC accounts – Physical certificates are required.
DRP (Dividend Reinvestment) accounts.

► If reporting securities and you file your report via CD or electronically, a PDF file or hard copy of the report that details securities-related owner information must be provided.

► If reporting mutual funds, follow the “Mutual Fund Shares, Distribution and Checks” section in this manual. 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. Roll owner detail for less than \$50 accounts into the report.

Do not fax your report. Faxes are not allowed.

Many thanks to the Texas Unclaimed Property division for allowing this office to use their Unclaimed Property Reporting Instructions to develop this manual.

REFERENCE TABLES

REPORT YEAR CONVERSION TABLE

Items that were issued or
had a last activity date during

Need to be reported
on the report due by

Five year abandonment period - Most property

07/01/05 thru 06/30/06	November 1, 2011
07/01/04 thru 06/30/05	November 1, 2010
07/01/03 thru 06/30/04	November 1, 2009
07/01/02 thru 06/30/03	November 1, 2008
07/01/01 thru 06/30/02	November 1, 2007
07/01/00 thru 06/30/01	November 1, 2006
07/01/99 thru 06/30/00	November 1, 2005
07/01/98 thru 06/30/99	November 1, 2004
07/01/97 thru 06/30/98	November 1, 2003

Three Year Abandonment Period

07/01/07 thru 06/30/08	November 1, 2011
07/01/06 thru 06/30/07	November 1, 2010
07/01/05 thru 06/30/06	November 1, 2009
07/01/04 thru 06/30/05	November 1, 2008
07/01/03 thru 06/30/04	November 1, 2007
07/01/02 thru 06/30/03	November 1, 2006
07/01/01 thru 06/30/02	November 1, 2005
07/01/00 thru 06/30/01	November 1, 2004
07/01/99 thru 06/30/00	November 1, 2003

One Year Abandonment Period

07/01/09 thru 06/30/10	November 1, 2011
07/01/08 thru 06/30/09	November 1, 2010
07/01/07 thru 06/30/08	November 1, 2009
07/01/06 thru 06/30/07	November 1, 2008
07/01/05 thru 06/30/06	November 1, 2007
07/01/04 thru 06/30/05	November 1, 2006
07/01/03 thru 06/30/04	November 1, 2005
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WYOMING UNIFORM UNCLAIMED PROPERTY ACT

TITLE 34: CHAPTER 24 - UNIFORM UNCLAIMED PROPERTY ACT

34-24-101. Short title; policy statement; uniform construction.

- (a) This act may be cited as the "Uniform Unclaimed Property Act."
- (b) Property shall be deemed to be "abandoned" or "unclaimed" when:
 - (i) It is held, issued or owing by a holder;
 - (ii) The identity, status or present location of the apparent owner is unknown; and
 - (iii) The property cannot be paid, distributed or given to the apparent owner after the dormancy period stated for the type of unclaimed property in this act.
- (c) Property shall not be deemed to be "abandoned" or "unclaimed" while the character or degree of ownership interest of the apparent owner in the property is unsettled or disputed and the holder is notified of this fact.
- (d) All unclaimed property shall be placed in the custody of the administrator, subject to the perpetual right of the party originally owning or being entitled to the property to reclaim it upon proper proof of ownership and identity. Except for escrow agreements pursuant to W.S. 30-5-302, any provision, contract, agreement, practice, resolution, ordinance, decision, order or understanding, shall be void as contrary to this public policy, if the purpose of that provision is to avoid or contradict the custodial taking of unclaimed property by the administrator.
- (e) This act shall be liberally construed in favor of the state and so as to foster the report and turnover of unclaimed property to the administrator.

34-24-102. Definitions.

- (a) As used in this act:
 - (i) "Administrator" means the state treasurer;
 - (ii) "Apparent owner" means the person whose name appears on the records of the holder as the person entitled to property held, issued or owing by the holder;
 - (iii) "Attorney general" means the chief legal officer of this state;
 - (iv) "Banking organization" means a bank, trust company, savings bank, private banker or any organization defined by other law as a bank or banking organization;
 - (v) "Business association" means a nonpublic corporation, joint stock company, investment company, business trust, partnership or association for business purposes of two (2) or more individuals, whether or not for profit, including a banking organization, financial organization, insurance company or utility;
 - (vi) "Domicile" means the state of incorporation of a corporation and the state of the principal place of business of an unincorporated person;
 - (vii) "Financial organization" means a savings and loan association, building and loan association or credit union;

- (viii) "Holder" means a person, wherever organized or domiciled, who is:
 - (A) In possession of property belonging to another;
 - (B) A trustee; or
 - (C) Indebted to another on an obligation.
- (ix) "Insurance company" means an association, corporation, fraternal or mutual benefit organization, whether or not for profit, which is engaged in providing insurance coverage, including but not limited to accident, burial, casualty, credit life, contract performance, dental, fidelity, fire, health, hospitalization, illness, life (including endowments and annuities), malpractice, marine, mortgage, surety and wage protection insurance;
- (x) "Intangible property" includes:
 - (A) Monies, checks, drafts, deposits, interest, dividends and income;
 - (B) Credit balances, customer overpayments, gift certificates, security deposits, refunds, credit memos, unpaid wages, unused airline tickets and unidentified remittances except balances represented on debit cards;
 - (C) Stocks and other intangible ownership interests in business associations except patronage capital of Wyoming rural electric cooperatives;
 - (D) Monies deposited to redeem stocks, bonds, coupons and other securities or to make distributions;
 - (E) Bonds, notes and any other debt obligations;
 - (F) Amounts due and payable under the terms of insurance policies;
 - (G) Amounts distributable from a trust or custodial fund established under a plan to provide health, welfare, pension, vacation, severance, retirement, death, stock purchase, profit sharing, employee savings, supplemental unemployment insurance or similar benefits; and
 - (H) Amounts distributable from a mineral interest in land.
- (xi) "Last known address" means a description of the location of the apparent owner sufficient for the purpose of the delivery of mail;
- (xii) "Mineral" means oil, gas, uranium, sulphur, lignite, coal and any other substance that is ordinarily and naturally considered a mineral, regardless of the depth at which the oil, gas, uranium, sulphur, lignite, coal or other substance is found;
- (xiii) "Mineral proceeds" includes:
 - (A) All obligations to pay resulting from the production and sale of minerals, including net revenue interest, royalties, overriding royalties, production payments and joint operating agreements; and
 - (B) All obligations for the acquisition and retention of a mineral lease, including bonuses, delay rentals, shut-in royalties and minimum royalties.
- (xiv) "Owner" means a depositor in the case of a deposit, a beneficiary in case of a trust other than a deposit in trust, a creditor, claimant or payee in the case of other intangible

property or a person or that person's legal representative having a legal or equitable interest in property subject to this act;

- (xv) "Person" means an individual, business association, state or other government (including any governmental subdivision, agency, entity, officer or appointee thereof) public corporation, public authority, estate, trust, two (2) or more persons having a joint or common interest or any other legal or commercial entity;
- (xvi) "State" means any state, district, commonwealth, territory, insular possession or any other area subject to the legislative authority of the United States;
- (xvii) "Utility" means a person who owns or operates for public use any plant, equipment, property, franchise or license for the transmission of communications, including cable television or the production, storage, transmission, sale, delivery or furnishing of electricity, water, steam or gas;
- (xviii) "This act" means W.S. 34-24-101 through 34-24-140.

34-24-103. Property deemed abandoned; general rule.

- (a) Except as otherwise provided by this act, all intangible property, including any income or increment derived therefrom, less any lawful charges, that is held, issued or owing in the ordinary course of a holder's business and has remained unclaimed by the owner for more than five (5) years after it became payable or distributable is deemed abandoned.
- (b) Property is payable or distributable for the purpose of this act notwithstanding the owner's failure to make demand or to present any instrument or document required to receive payment.

34-24-104. General rules for taking custody of intangible unclaimed property.

- (a) Unless otherwise provided in this act or by other statute of this state, intangible property is subject to the custody of this state as unclaimed property if the property is deemed abandoned under W.S. 34-24-103 and 34-24-106 through 34-24-117 and 34-24-140 are satisfied and:
 - (i) The last known address, as shown on the records of the holder, of the apparent owner is in this state;
 - (ii) The records of the holder do not reflect the identity of the person entitled to the property and it is established that the last known address of the person entitled to the property is in this state;
 - (iii) The records of the holder do not reflect the last known address of the apparent owner and it is established that:
 - (A) The last known address of the person entitled to the property is in this state; or
 - (B) The holder is a domiciliary or a government or governmental subdivision or agency of this state and has not previously paid or delivered the property to the state of the last known address of the apparent owner or other person entitled to the property.
 - (iv) The last known address, as shown on the records of the holder, of the apparent owner is in a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property and the holder is a domiciliary or a government or governmental subdivision or agency of this state;

- (v) The last known address, as shown on the records of the holder, of the apparent owner is in a foreign nation and the holder is a domiciliary or a government or governmental subdivision or agency of this state; or
- (vi) The transaction out of which the property arose occurred in this state and:
 - (A) The holder is a domiciliary of a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property; and
 - (B) The last known address of the apparent owner or other person entitled to the property is:
 - (I) Unknown; or
 - (II) In a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property.

34-24-105. Traveler's checks and money orders.

- (a) Subject to subsection (d) of this section, any sum payable on a traveler's check that has been outstanding for more than fifteen (15) years after its issuance is deemed abandoned unless the owner, within fifteen (15) years, has communicated in writing with the issuer concerning it or otherwise indicated an interest as evidenced by a memorandum or other record on file prepared by an employee of the issuer.
- (b) Subject to subsection (d) of this section, any sum payable on a money order that has been outstanding for more than seven (7) years after its issuance is deemed abandoned unless the owner, within seven (7) years, has communicated in writing with the issuer concerning it or otherwise indicated an interest as evidenced by a memorandum or other record on file prepared by an employee of the issuer.
- (c) A holder may not deduct from the amount of a traveler's check or money order any charge imposed by reason of the failure to present the instrument for payment unless there is a valid and enforceable written contract between the issuer and the owner of the instrument pursuant to which the issuer may impose a charge and the issuer regularly imposes such charges and does not regularly reverse or otherwise cancel them.
- (d) No sum payable on a traveler's check or money order described in subsections (a) and (b) of this section may be subjected to the custody of this state as unclaimed property unless:
 - (i) The records of the issuer show that the traveler's check or money order was purchased in this state;
 - (ii) The issuer has its principal place of business in this state and the records of the issuer do not show the state in which the traveler's check or money order was purchased; or
 - (iii) The issuer has its principal place of business in this state, the records of the issuer show the state in which the traveler's check or money order was purchased, and the laws of the state of purchase do not provide for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property.

- (e) Notwithstanding any other provision of this act, subsection (d) of this section applies to sums payable on traveler's checks or money orders deemed abandoned on the effective date of this act.
- (f) As used in this section, "money order" means a money order issued by a business association and includes a personal money order or other similar instrument issued by a banking or financial organization, but not a bank money order, which is deemed a cashier's check.

34-24-106. Checks, drafts and similar instruments issued or certified by banking and financial organizations.

- (a) Any sum payable on a check, draft or similar instrument, except those subject to W.S. 34-24-105, on which a banking or financial organization is directly liable, including a cashier's check and a certified check, which has been outstanding for more than five (5) years after it was payable or after its issuance if payable on demand, is deemed abandoned, unless the owner, within five (5) years, has communicated in writing with the banking or financial organization concerning it or otherwise indicated an interest as evidenced by a memorandum or other record on file prepared by an employee thereof.
- (b) A holder may not deduct from the amount of any instrument subject to this section any charge imposed by reason of the failure to present the instrument for payment unless there is a valid and enforceable written contract between the holder and the owner of the instrument pursuant to which the holder may impose a charge, and the holder regularly imposes such charges and does not regularly reverse or otherwise cancel them.

34-24-107. Bank deposits and funds in financial organizations.

- (a) Any demand, savings or matured time deposit with a banking or financial organization, including a deposit that is automatically renewable, and any funds paid toward the purchase of a share, a mutual investment certificate or any other interest in a banking or financial organization is deemed abandoned after five (5) years if the location of the owner is unknown, except where the owner, within five (5) years, has:
 - (i) In the case of a deposit, increased or decreased its amount or presented the passbook or other similar evidence of the deposit for the crediting of interest;
 - (ii) Communicated in writing with the banking or financial organization concerning the property;
 - (iii) Otherwise indicated an interest in the property as evidenced by a memorandum or other record on file prepared by an employee of the banking or financial organization;
 - (iv) Owned other property to which paragraph (i), (ii) or (iii) of this subsection applies and if the banking or financial organization communicates in writing with the owner with regard to the property that would otherwise be deemed abandoned under this subsection at the address to which communications regarding the other property regularly are sent; or
 - (v) Had another relationship with the banking or financial organization concerning which the owner has:
 - (A) Communicated in writing with the banking or financial organization; or
 - (B) Otherwise indicated an interest as evidenced by a memorandum or other record on file prepared by an employee of the banking or financial organization and if the banking or financial organization communicates in writing with the owner with regard to the property that would otherwise be abandoned under this subsection

at the address to which communications regarding the other relationship regularly are sent.

- (b) For purposes of subsection (a) of this section, property includes interest and dividends.
- (c) A holder may not impose with respect to property described in subsection (a) of this section any charge due to dormancy or inactivity or cease payment of interest unless:
 - (i) There is an enforceable written contract between the holder and the owner of the property pursuant to which the holder may impose a charge or cease payment of interest and the holder regularly imposes such charges or ceases payment of interest and does not regularly reverse or otherwise cancel them or retroactively credit interest with respect to the property; or
 - (ii) The holder is specifically exempted by federal law.
- (d) Any property described in subsection (a) of this section that is automatically renewable is matured for purposes of subsection (a) of this section upon the expiration of its initial time period, but in the case of any renewal to which the owner consents at or about the time of renewal by communicating in writing with the banking or financial organization or otherwise indicating consent as evidenced by a memorandum or other record on file prepared by an employee of the organization, the property is matured upon the expiration of the last time period for which consent was given. If, at the time provided for delivery in W.S. 34-24-120, a penalty or forfeiture in the payment of interest would result from the delivery of the property, the time for delivery is extended until the time when no penalty or forfeiture would result.

34-24-108. Funds owing under life insurance policies.

- (a) Funds held or owing under any life or endowment insurance policy or annuity contract that has matured or terminated are deemed abandoned if unclaimed for more than five (5) years after the funds became due and payable as established from the records of the insurance company holding or owing the funds, but property described in paragraph (c)(ii) of this section is deemed abandoned if unclaimed for more than two (2) years.
- (b) If a person other than the insured or annuitant is entitled to the funds and an address of the person is not known to the company or it is not definite and certain from the records of the company who is entitled to the funds, it is presumed that the last known address of the person entitled to the funds is the same as the last known address of the insured or annuitant according to the records of the company.
- (c) For purposes of this act, a life or endowment insurance policy or annuity contract not matured by actual proof of the death of the insured or annuitant according to the records of the company is matured and the proceeds due and payable if:
 - (i) The company knows that the insured or annuitant has died; or
 - (ii) It is determined that:
 - (A) The insured has attained, or would have attained if living, the limiting age under the mortality table on which the reserve is based;
 - (B) The policy was in force at the time the insured attained, or would have attained, the limiting age specified in subparagraph (A) of this paragraph; and
 - (C) Neither the insured nor any other person appearing to have an interest in the policy within the preceding two (2) years, according to the records of the company, has assigned, readjusted or paid premiums on the policy, subjected the policy to a loan, corresponded in writing with the company concerning the

policy or otherwise indicated an interest as evidenced by a memorandum or other record on file prepared by an employee of the company.

- (d) For purposes of this act, the application of an automatic premium loan provision or other nonforfeiture provision contained in an insurance policy does not prevent a policy from being matured or terminated under subsection (a) of this section if the insured has died or the insured or the beneficiary of the policy otherwise has become entitled to the proceeds thereof before the depletion of the cash surrender value of a policy by the application of those provisions.
- (e) If the laws of this state or the terms of the life insurance policy require the company to give notice to the insured or owner that an automatic premium loan provision or other nonforfeiture provision has been exercised and the notice, given to an insured or owner whose last known address according to the records of the company is in this state, is undeliverable, the company shall make a reasonable search to ascertain the policyholder's correct address to which the notice must be mailed.
- (f) Notwithstanding any other provision of law, if the company learns of the death of the insured or annuitant and the beneficiary has not communicated with the insurer within four (4) months after the death, the company shall take reasonable steps to pay the proceeds to the beneficiary.
- (g) Commencing two (2) years after the effective date of this act, every change of beneficiary form issued by an insurance company under any life or endowment insurance policy or annuity contract to an insured or owner who is a resident of this state shall request the following information:
 - (i) The name of each beneficiary, or if a class of beneficiaries is named, the name of each current beneficiary in the class;
 - (ii) The address of each beneficiary; and
 - (iii) The relationship of each beneficiary to the insured.

34-24-109. Deposits held by utilities.

A deposit, including any interest thereon, made by a subscriber with a utility to secure payment or any sum paid in advance for utility services to be furnished, less any lawful deductions, that remains unclaimed by the owner for more than one (1) year after termination of the services for which the deposit or advance payment was made is deemed abandoned.

34-24-110. Refunds and payments resulting from judicial or administrative proceedings.

- (a) The sum to be paid as a refund, under an order or decision of a court or administrative agency or by agreement, remaining unclaimed for more than six (6) months after it became payable, is deemed abandoned, regardless of whether the apparent owner has made any claim to the refund, unless, within the preceding six (6) months, there has been a communication between the apparent owner and the holder concerning that sum.
- (b) Any sum payable or intangible property distributable in the course of a voluntary or involuntary dissolution or liquidation, remaining unclaimed for six (6) months after the date of the final distribution or liquidation, is deemed abandoned, unless, within the preceding six (6) months, there has been communication between the apparent owner and the person making the payment or distribution concerning that sum or distribution.
- (c) Intangible property payable or distributable to a member of or participant in a class action, either one allowed by the court to be maintained as such or one essentially handled as a class action,

and remaining unclaimed for more than six (6) months after the time for the final payment or distribution is deemed abandoned, unless, within the preceding six (6) months, there has been a communication between the member or participant and the holder concerning the property.

- (d) Intangible property payable or distributable as the result of litigation or settlement of a dispute before a judicial or administrative body and remaining unclaimed for more than six (6) months after the time for the final payment or distribution is deemed abandoned, unless, within the preceding six (6) months, there has been a communication between the apparent owner and the holder concerning the property.
- (e) The person actually making or having the duty to make payment or distribution shall be deemed the holder for the purpose of this section.

34-24-111. Stock and other intangible interests in business associations.

- (a) Any stock, shareholding, or other intangible ownership interest in a business association, the existence of which is evidenced by records available to the association, is deemed abandoned and, with respect to the interest, the association is the holder, if:
 - (i) The interest in the association is owned by a person who for more than three (3) years has neither claimed a dividend, distribution or other sum payable as a result of the interest, or who has not communicated with the association regarding the interest or a dividend, distribution or other sum payable as the result of the interest, as evidenced by a memorandum or other record on file with the association prepared by an employee of the association; and
 - (ii) The association does not know the location of the owner at the end of the three (3) year period.
- (b) The return of official shareholder notifications or communications by the postal service as undeliverable shall be evidence that the association does not know the location of the owner.
- (c) This act shall be applicable to both the underlying stock, shareholdings or other intangible ownership interests of an owner, and any stock, shareholdings or other intangible ownership interest of which the business association is in possession of the certificate or other evidence or indicia of ownership, and to the stock, shareholdings or other intangible ownership interests of dividend and nondividend paying business associations whether or not the interest is represented by a certificate.
- (d) At the time an interest is deemed abandoned under this section, any dividend, distribution or other sum then held for or owing to the owner as a result of the interest, and not previously deemed abandoned, is deemed abandoned.
- (e) This act does not apply to any stock or other intangible ownership interest enrolled in a plan that provides for the automatic reinvestment of dividends, distributions or other sums payable as a result of the interest unless:
 - (i) The records available to the administrator of the plan show, with respect to any intangible ownership interest not enrolled in the reinvestment plan that the owner has not within three (3) years communicated in any manner described in subsection (a) of this section; or
 - (ii) Three (3) years have elapsed since the location of the owner became unknown to the association, as evidenced by the return of official shareholder notifications or communications by the postal service as undeliverable, and the owner has not within those three (3) years communicated in any manner described in subsection (a) of this section. The three (3) year period from the return of official shareholder notifications or

communications shall commence from the earlier of the return of the second such mailing or the time the holder discontinues mailings to the shareholder.

34-24-112. Property held by agents and fiduciaries.

- (a) All intangible property and any income or increment derived therefrom, held in a fiduciary capacity for the benefit of another person is deemed abandoned unless the owner, within five (5) years after it has become payable or distributable, has increased or decreased the principal, accepted payment of principal or income, communicated concerning the property or otherwise indicated an interest as evidenced by a memorandum or other record on file prepared by the fiduciary.
- (b) All intangible property and any income or increment derived therefrom held in an individual retirement account, a retirement plan for self-employed individuals, or similar account or plan established pursuant to the internal revenue laws of the United States, which has not been paid or distributed for more than ninety (90) days after the earliest of (1) the actual date of distribution or attempted distribution, (2) the date contracted for distribution in the plan or trust agreement governing the account or plan, or (3) the date specified in the internal revenue law of the United States by which distribution must begin in order to avoid a tax penalty, is deemed abandoned unless the owner or beneficiary, within five (5) preceding years has made additional payments or transfers of property to the account or plan, was paid or received a distribution, communicated concerning the property, or otherwise indicated an interest as evidenced by a memorandum or other record on file with the account or plan fiduciary.
- (c) For the purpose of this section, a person who holds property as an agent for a business association is deemed to hold the property in a fiduciary capacity for that business association alone, unless the agreement between him and the business association provides otherwise.
- (d) For the purposes of this act, a person who is deemed to hold property in a fiduciary capacity for a business association alone is the holder of the property only insofar as the interest of the business association in the property is concerned, and the business association is the holder of the property insofar as the interest of any other person in the property is concerned.

34-24-113. Property held by courts and public agencies.

Any intangible property held by the executive, legislative or judicial branch of the United States government, or a state or a county or municipal subdivision of a state, or any of their authorities, agencies, instrumentalities, administrations, services or other organizations, and remaining unclaimed for more than one (1) year after it became payable or distributable is deemed abandoned.

34-24-114. Gift certificates and credit memos.

- (a) A gift certificate or a credit memo in an amount greater than one hundred dollars (\$100.00) that remains unredeemed for more than three (3) years after issuance is deemed abandoned.
- (b) In the case of a gift certificate, the amount deemed abandoned is the price paid for the certificate itself. In the case of a credit memo, the amount deemed abandoned is the amount credited as shown on the memo itself.
- (c) The amount of a gift certificate or credit memo deemed abandoned is subject to the custody of this state in the following circumstances:
 - (i) The records of the issuer show that the last known address of the purchaser of the certificate or recipient of the memo is in this state;
 - (ii) The records of the issuer do not show the address of the purchaser or recipient, but do show that the certificate or memo was issued in this state;

- (iii) The records of the issuer do not show the address of the purchaser or of the recipient and do not show the state where the certificate or memo was issued, but the issuer is a domiciliary of this state; or
 - (iv) The records of the issuer show that the address of the purchaser or recipient, or if none, the state where the certificate or memo was issued, is in or is a state whose escheat or unclaimed property law does not provide for the escheat or custodial taking of gift certificates and credit memos, and the issuer is a domiciliary of this state.
- (d) Commencing on the effective date of this act, a business association issuing a gift certificate or credit memo in this state shall have a duty to record either the name and address of a purchaser of a certificate or a recipient of a credit memo or the state in which the certificate or memo was issued.

34-24-115. Wages.

Unpaid wages, including wages represented by un-presented payroll checks, owing in the ordinary course of the holder's business which remain unclaimed by the owner for more than one (1) year after becoming payable are deemed abandoned.

34-24-116. Contents of safe deposit box or other safekeeping repository.

All tangible and intangible property held in a safe deposit box or any other safekeeping repository in this state in the ordinary course of the holder's business and proceeds resulting from the sale of the property permitted by other law, which remain unclaimed by the owner for more than five (5) years after the lease or rental period on the box or other repository has expired, are deemed abandoned.

34-24-117. Mineral proceeds.

- (a) Any sum payable as mineral proceeds that has remained unclaimed by the owner for more than three (3) years after it became payable or distributable and the owner's underlying right to receive those mineral proceeds are deemed abandoned.
- (b) At the time an owner's underlying right to receive mineral proceeds is deemed abandoned, any mineral proceeds then owing to the owner and any proceeds accruing after that time are deemed abandoned. The sum deemed abandoned is subject to the custody of this state as unclaimed property if:
 - (i) The last known address, as shown on the records of the holder, of the apparent owner is in this state;
 - (ii) The records of the holder do not reflect the last known address and it is established that the last known address of the apparent owner is in this state; or
 - (iii) The records of the holder do not reflect the last known address, and the holder is domiciled in or is a government or governmental subdivision or agency of this state; or
 - (iv) The mineral interest is located in this state, and:
 - (A) The last known address of the apparent owner, as shown on the records of the holder, is in a state that does not provide by law for the escheat or custodial taking of the property or is in a state in which the state's escheat or unclaimed property law is not applicable to the property; or

- (B) The last known address of the apparent owner is unknown and the holder is a domiciliary of a state that does not provide by law for the escheat or custodial taking of the property or a state in which the state escheat or unclaimed property law is not applicable to the property.
- (c) A holder may not deduct from mineral proceeds any charge due to dormancy unless:
 - (i) There is an enforceable written contract between the holder and the owner of the mineral proceeds pursuant to which the holder may impose a charge;
 - (ii) For mineral proceeds in excess of five dollars (\$5.00), the holder, no more than three (3) months before the initial imposition of those charges, has mailed written notice to the owner of the amount of those charges at the last known address of the owner stating that those charges will be imposed, provided the notice required in this paragraph need not be given with respect to charges imposed before the effective date of this act; and
 - (iii) The holder regularly imposes such charges and in no instance reverses or otherwise cancels them.
- (d) Charges authorized under subsection (c) of this section may be made and collected monthly, quarterly or annually. However, beginning with the effective date of this act, the cumulative amount of charges may not exceed twelve dollars (\$12.00) per year, and may only be charged for a maximum of two (2) calendar years.

34-24-118. Report of abandoned property.

- (a) A person holding property tangible or intangible, deemed abandoned and subject to custody as unclaimed property under this act, shall report to the administrator concerning the property as provided in this section.
- (b) The report shall be verified and shall include:
 - (i) Except with respect to traveler's checks and money orders, the name, if known, and last known address, if any, of each person appearing from the records of the holder to be the owner of property of the value of fifty dollars (\$50.00) or more deemed abandoned under this act;
 - (ii) In the case of unclaimed funds of fifty dollars (\$50.00) or more held or owing under any insurance policy or annuity contract, the full name and last known address of the insured policy owner or annuitant and of the beneficiary according to the records of the insurance company holding or owing the funds;
 - (iii) In the case of the contents of a safe deposit box or other safekeeping repository or of other tangible property, a description of the property and the place where it is held and may be inspected by the administrator and any amounts owing to the holder;
 - (iv) The nature and identifying number, if any, or description of the property and the amount appearing from the records to be due, but items of value under fifty dollars (\$50.00) each may be reported in the aggregate;
 - (v) The date the property became payable, demandable or returnable and the date of the last transaction with the apparent owner with respect to the property; and
 - (vi) Other information the administrator prescribes by rule as necessary for the administration of this act.

- (c) If the person holding property deemed abandoned and subject to custody as unclaimed property is a successor to other persons who previously held the property for the apparent owner or the holder has changed a name while holding the property, the report filed shall contain all known names and addresses of each previous holder of the property.
- (d) The report shall be filed no later than November 1 of each year for the reporting period ending June 30 next preceding. On written request by any person required to file a report, the administrator may postpone the reporting date.
- (e) Not more than one hundred twenty (120) days before filing the report required by this section, the holder in possession of property deemed abandoned and subject to custody as unclaimed property under this act shall send written notice to the apparent owner at that owner's last known address informing the owner that the holder is in possession of property subject to this act if:
 - (i) The holder has in its records an address for the apparent owner which the holder's records do not disclose to be inaccurate;
 - (ii) The claim of the apparent owner is not barred by the statute of limitations; and
 - (iii) The property has a value of fifty dollars (\$50.00) or more.
- (f) Reports filed with the administrator under this section are not public records and are not open to public inspection until twenty-four (24) months after the date payment or delivery is made under W.S. 34-24-120.

34-24-119. Abandoned property lists; notice and publication of lists of abandoned property.

- (a) The administrator shall prepare two (2) lists with information about property paid or delivered to the administrator under W.S. 34-24-120:
 - (i) One [(1)] list shall refer to all unclaimed funds of fifty dollars (\$50.00) or more in the administrator's custody and shall contain:
 - (A) The name and last known address of each person appearing from the holders' report to be entitled to the property; and
 - (B) The name and last known address of each insured person or annuitant and beneficiary from the report of an insurance company.
 - (ii) The second list shall refer to property that has been in the administrator's custody for more than twenty-four (24) months and shall contain the following information:
 - (A) The name and last known address of each person appearing from the holders' report to be entitled to the property and the name and last known address of each insured person or annuitant and beneficiary from the report of an insurance company;
 - (B) The amount paid or delivered to the administrator;
 - (C) The name of the person who paid or delivered the property to the administrator;

- (D) A general description of the property; and
 - (E) Other information the administrator deems appropriate for inclusion in the list.
- (b) The lists described in subsection (a) of this section shall be updated semiannually and shall be available for public inspection at all reasonable business hours. Copies of each list shall be available to the public for a fee to be set by the administrator.
- (c) Within the calendar year following the year in which unclaimed property has been paid or delivered to the administrator, the administrator shall advertise the unclaimed property one (1) time in a newspaper generally circulating in this state. The advertisement shall be made in such form as in the discretion of the administrator is likely to attract the attention of the apparent owner of the unclaimed property. The advertisement shall contain the following information:
- (i) The name of each person appearing to be the owner of property deemed abandoned, as set forth in the report filed by the holder;
 - (ii) The last known address or location of each person appearing to be the owner of property deemed abandoned, if an address or location is set forth in the report filed by the holder;
 - (iii) A statement explaining that property of the owner has been deemed to be abandoned and has been taken into the protective custody of the administrator; and
 - (iv) A statement that information about the abandoned property and its return to the apparent owner can be obtained at any time by a person having a legal or beneficial interest in that property by making an inquiry to the administrator.
- (d) The administrator shall not be required to advertise the name and address or location of an owner of abandoned property having a total value less than fifty dollars (\$50.00) nor information concerning traveler's checks, money orders and other similar written instruments deemed abandoned under W.S. 34-24-105.

34-24-120. Payment or delivery of abandoned property.

- (a) At the time of the filing of the report required by W.S. 34-24-118 and with that report, the person holding property deemed abandoned and subject to custody as unclaimed property shall pay or deliver to the administrator all of the property shown on the report and remaining unclaimed by the apparent owner. Upon written request showing good cause, the administrator may postpone the payment or delivery upon such terms or conditions as the administrator deems necessary and appropriate. The property paid or delivered to the administrator shall include all interest, dividends, increments and accretions due, payable or distributable on the property on November 1 of the year in which the report is required. If payment or delivery is postponed, the property paid or delivered to the administrator shall include all interest, dividends, increments and accretions due, payable or distributable on the day that the property is paid or delivered to the administrator.
- (b) The holder of an interest under W.S. 34-24-111 shall issue and deliver to the administrator a duplicate certificate or other evidence of ownership if the holder does not issue certificates of ownership, registered in the name of the Wyoming state treasurer. Upon delivery of a duplicate certificate to the administrator, the holder and any transfer agent, registrar or other person acting for or on behalf of a holder in executing or delivering the duplicate certificate or other evidence of ownership is relieved of all liability in accordance with W.S. 34-24-121 to every person, including any person acquiring the original certificate or the duplicate certificate issued to the administrator, for any losses or damages resulting to any person by the issuance and delivery of the duplicate certificate or other evidence of ownership to the administrator.

- (c) When a certificate or other evidence of ownership, or a bond or other debt security, registered in the name of a person is delivered to the administrator pursuant to any provision of this act and is presented by the administrator to the issuer thereof of [or] its agent, the issuer shall transfer and register it in the name of the Wyoming state treasurer, and a new certificate or security, so registered, shall be delivered to the administrator. The issuer and its transfer agent, registrar or other person acting on behalf of the issuer in executing and delivering the certificate or security shall be fully and automatically relieved from any liability to any person in accordance with W.S. 34-24-121 for any loss or damage caused by the transfer, issuance and delivery of the certificate or security to the administrator.

34-24-121. Custody by state; holder relieved from liability; reimbursement of holder paying claim; reclaiming for owner; defense of holder; payment of safe deposit box or repository charges.

- (a) Upon the payment or delivery of property to the administrator, the state assumes custody and responsibility for the safekeeping of the property. A person who pays or delivers property to the administrator in good faith is relieved of all liability to the extent of the value of the property paid or delivered for any claim then existing or which thereafter may arise or be made in respect to the property. The person who pays or delivers in this manner shall not thereafter be liable for interest.
- (b) A holder who has paid money to the administrator pursuant to this act may make payment to any person appearing to the holder to be entitled to payment and, upon filing proof of payment and proof that the payee was entitled thereto, the administrator shall promptly reimburse the holder for the payment without imposing any fee or other charge. If reimbursement is sought for a payment made on a negotiable instrument, including a traveler's check or money order, the holder must be reimbursed under this subsection upon filing proof that the instrument was duly presented and that payment was made to a person who appeared to the holder to be entitled to payment. The holder shall be reimbursed for payment made under this subsection even if the payment was made to a person whose claim was barred under W.S. 34-24-130(a).
- (c) A holder who has delivered property (including a certificate of any interest in a business association) other than money to the administrator pursuant to this act may reclaim the property if still in the possession of the administrator, without paying any fee or other charge, upon filing proof that the owner has claimed the property from the holder.
- (d) The administrator may accept the holder's affidavit as sufficient proof of the facts that entitle the holder to recover money and property under this section.
- (e) If the holder pays or delivers property to the administrator in good faith and thereafter another person claims the property from the holder or another state claims the money or property under its laws relating to escheat or abandoned or unclaimed property, the administrator, upon written notice of the claim, shall defend the holder against the claim and indemnify the holder against any liability on the claim.
- (f) For the purposes of this section, "good faith" means that:
 - (i) Payment or delivery was made in a reasonable attempt to comply with this act;
 - (ii) The person delivering the property was not a fiduciary then in breach of trust in respect to the property and had a reasonable basis for believing, based on the facts then known to that person, that the property was abandoned for the purposes of this act; and
 - (iii) There is no showing that the records pursuant to which the delivery was made did not meet reasonable commercial standards of practice in the industry.

- (g) Property removed from a safe deposit box or other safekeeping repository is received by the administrator subject to the holder's right under this subsection to be reimbursed for the actual cost of the opening and to any valid lien or contract providing for the holder to be reimbursed for unpaid rent, storage, or any other charges that are reasonable and related.

34-24-122. Amount recoverable by owner.

Whenever property is paid or delivered to the administrator under this act, the owner is entitled to receive from the administrator the principal amount turned over to the state.

34-24-123. Public sale of abandoned property.

- (a) Except as provided in subsections (b) and (c) of this section, the administrator, within three (3) years after the receipt of abandoned property, shall sell it to the highest bidder at public sale in whatever city in the state affords in the judgment of the administrator the most favorable market for the property involved. The administrator may decline the highest bid and reoffer the property for sale if in the judgment of the administrator the bid is insufficient. If in the judgment of the administrator the probable cost of sale exceeds the value of the property, it need not be offered for sale. Any sale held under this section shall be preceded by a single publication of notice, at least three (3) weeks in advance of sale, in a newspaper of general circulation in the county in which the property is to be sold.
- (b) Securities listed on an established stock exchange shall be sold at prices prevailing at the time of sale on the exchange. Other securities may be sold over the counter at prices prevailing at the time of sale or by any other method the administrator considers advisable.
- (c) Unless the administrator considers it to be in the best interest of the state to do otherwise, all securities, other than those deemed abandoned under W.S. 34-24-111, delivered to the administrator shall be held for at least one (1) year before he may sell them.
- (d) Unless the administrator considers it to be in the best interest of the state to do otherwise, all securities deemed abandoned under W.S. 34-24-111 and delivered to the administrator shall be held for at least three (3) years before the administrator may sell them. If the administrator sells any securities delivered pursuant to W.S. 34-24-111 before the expiration of the three (3) year period, any person making a claim pursuant to this act before the end of the three (3) year period is entitled to either the proceeds of the sale of the securities or the market value of the securities at the time the claim is made, whichever amount is greater. A person making a claim under this act after the expiration of this period is entitled to receive either the securities delivered to the administrator by the holder, if they still remain in the hands of the administrator, or the proceeds received from sale, but no person has any claim under this act against the state, the holder, any transfer agent, registrar or other person acting for or on behalf of a holder for any appreciation in the value of the property occurring after delivery by the holder to the administrator.
- (e) The purchaser of property at any sale conducted by the administrator pursuant to this act takes the property free of all claims of the owner or previous holder thereof and of all persons claiming through or under them. The administrator shall execute all documents necessary to complete the transfer of ownership.

34-24-124. Deposit of funds.

Except as otherwise provided by this section, the administrator shall promptly deposit in an account within the trust and agency fund all funds received under this act, including the proceeds from the sale of abandoned property under W.S. 34-24-123. Interest from the account shall be deposited into an account

within the enterprise fund. There is continuously appropriated to the administrator from the enterprise fund account an amount equal to the administrator's expenses in carrying out this act. Annually the administrator shall deposit in the general fund interest earned on the account which exceeds the amount necessary to administer this act. Before making the deposit, the administrator shall record the name and last known address of each person appearing from the holders' reports to be entitled to the property and

the name and last known address of each insured person or annuitant and beneficiary and with respect to each policy or contract listed in the report of an insurance company its number, the name of the company and the amount due. The claimant's name and last known address shall be available for public inspection at all reasonable business hours.

34-24-125. Filing of claim with administrator.

- (a) A person, excluding another state, claiming an interest in any property paid or delivered to the administrator may file with the administrator a claim on a form prescribed by the administrator and verified by the claimant.
- (b) The administrator shall consider each claim within ninety (90) days after it is filed and give written notice to the claimant if the claim is denied in whole or in part. The notice may be given by mailing it to the last address, if any, stated in the claim as the address to which notices are to be sent. If no address for notices is stated in the claim, the notice may be mailed to the last address, if any, of the claimant as stated in the claim. No notice of denial need be given if the claim fails to state either the last address to which notices are to be sent or the address of the claimant.
- (c) If a claim is allowed, the administrator shall pay over to the claimant the monies received from the holder, or the net proceeds if property has been sold by the administrator, together with any additional amount required by W.S. 34-24-122. If the claim is for property deemed abandoned under W.S. 34-24-111 which was sold by the administrator within three (3) years after the date of delivery, the amount payable for that claim is the value of the property at the time the claim was made or the net proceeds of sale, whichever is greater.

34-24-126. Claim of another state to recover property; procedure.

- (a) At any time after property has been paid or delivered to the administrator under this act another state may recover the property if:
 - (i) The property was subjected to custody by this state because the records of the holder did not reflect the last known address of the apparent owner when the property was deemed abandoned under this act, and the other state establishes that the last known address of the apparent owner or other person entitled to the property was in that state and under the laws of that state the property escheated to or was subject to a claim of abandonment by that state;
 - (ii) The last known address of the apparent owner or other person entitled to the property, as reflected by the records of the holder, is in the other state and under the laws of that state the property has escheated to or become subject to a claim of abandonment by that state;
 - (iii) The records of the holder were erroneous in that they did not accurately reflect the actual owner of the property and the last known address of the actual owner is in the other state and under the laws of that state the property escheated to or was subject to a claim of abandonment by that state;

- (iv) The property was subjected to custody by this state under W.S. 34-24-104(a)(vi) and under the laws of the state of domicile of the holder the property has escheated to or become subject to a claim of abandonment by that state; or
 - (v) The property is the sum payable on a traveler's check, money order or other similar instrument that was subjected to custody by this state under W.S. 34-24-105, and the instrument was purchased in the other state and under the laws of that state the property escheated to or became subject to a claim of abandonment by that state.
- (b) The claim of another state to recover escheated or abandoned property must be presented in a form prescribed by the administrator, who shall decide the claim within ninety (90) days after it is presented. The administrator shall allow the claim if he determines that the other state is entitled to the abandoned property under subsection (a) of this section.
- (c) The administrator shall require a state, before recovering property under this section, to agree to indemnify this state and its officers and employees against any liability on a claim for the property.

34-24-127. Action to establish claim.

A person aggrieved by a decision of the administrator or whose claim has not been acted upon within ninety (90) days after its filing may bring an action to establish the claim in the district court of the county where the claimant resides or in the district court of Laramie county, naming the administrator as a defendant. The action shall be brought within ninety (90) days after the decision of the administrator or within one hundred eighty (180) days after the filing of the claim if he has failed to act on it.

34-24-128. Delivery prior to abandonment.

A holder, with the written consent of the administrator and upon conditions and terms prescribed by him, may report and deliver property before the property is deemed abandoned. Property delivered under this subsection shall be held by the administrator and is not deemed abandoned until such time as it otherwise would be deemed abandoned under this act.

34-24-129. Destruction or disposition of property having insubstantial commercial value; immunity from liability.

If the administrator determines after investigation that any property delivered under this act has insubstantial commercial value, the administrator may destroy or otherwise dispose of the property after five (5) years in accordance with rules and regulations promulgated by the administrator. No action or proceeding may be maintained against the state or any officer or against the holder for or on account of any action taken by the administrator pursuant to this section. The administrator shall keep a public record of all such property, identifying the property and the date and nature of the disposition.

34-24-130. Periods of limitation.

- (a) The expiration, before or after the effective date of this act, of any period of time specified by contract, statute or court order, during which a claim for money or property can be made or during which an action or proceeding may be commenced or enforced to obtain payment of a claim for money or to recover property, does not prevent the money or property from being deemed abandoned or affect any duty to file a report or to pay or deliver abandoned property to the administrator as required by this act.

- (b) No action or proceeding may be commenced by the administrator against any holder concerning any provision of this act more than ten (10) years after the holder either specifically reported the property, or gave notice of a dispute regarding the property, to the administrator.

34-24-131. Examination of records.

- (a) If an examination of the records of a person results in the disclosure of property reportable and deliverable under this act, the administrator may assess the cost of the examination against the holder at the rate of one hundred dollars (\$100.00) a day for each examiner, but in no case may the charges exceed the value of the property found to be reportable and deliverable. The cost of examination may be imposed only against a business association.
- (b) If a holder fails after the effective date of this act to maintain the records required by W.S. 34-24-132 and the records of the holder available for the periods subject to this act are insufficient to permit the preparation of a report, the administrator may require the holder to report and pay such amounts as may reasonably be estimated from any available records.

34-24-132. Retention of records.

- (a) Every holder required to file a report under W.S. 34-24-118, as to any property for which it has obtained the last known address of the owner, shall maintain a record of the name and last known address of the owner for five (5) years after the property becomes reportable, except to the extent that a shorter time is provided in subsection (b) of this section or by rule of the administrator.
- (b) Any business association that sells in this state its traveler's checks, money orders or other similar written instruments, other than third-party bank checks on which the business association is directly liable, or that provides such instruments to others for sale in this state, shall maintain a record of those instruments while they remain outstanding, indicating the state and date of issue for three (3) years after the date the property is reportable.

34-24-133. Enforcement.

- (a) The administrator, for and on behalf of this state, may commence an action, summary or otherwise, in the district court of the county where the defendant resides or in the district court of Laramie county:
 - (i) For an adjudication that certain property is unclaimed and payable or distributable to the administrator;
 - (ii) To compel presentation of a report or payment or distribution of property to the administrator;
 - (iii) To enforce the duty of a person to permit the examination or audit of the records of that person;
 - (iv) To enjoin any act that violates the public policy or provisions of this act; or
 - (v) To enforce any aspect of this act in any manner.
- (b) The administrator may commence an action under subsection (a) of this section in the following situations:
 - (i) The holder is a person domiciled in this state or is a governmental entity of this state;

- (ii) The holder is a person engaged in or transacting any business in this state, although not domiciled in this state; or
- (iii) The subject matter is tangible personal property held in this state.
- (c) In a situation where no state court in this state can obtain jurisdiction over the person involved, the administrator may commence an action authorized by this section in a federal court or state court of another state having jurisdiction over that person.
- (d) The administrator shall be an indispensable party to any judicial or administrative proceedings concerning the disposition and handling of unclaimed property that is or may be payable or distributable into the protective custody of the administrator.
- (e) The administrator shall have a right to intervene and participate in any judicial or administrative proceeding when to do so will be in the best interest of this state, the apparent owner or the unclaimed property or to conserve and safeguard the unclaimed property against dissipation, undue diminishment or adverse discriminatory treatment.

34-24-134. Interstate agreements and cooperation; joint and reciprocal actions with other states.

- (a) The administrator may enter into agreements with other states to exchange information needed to enable this or another state to audit or otherwise determine unclaimed property that it or another state may be entitled to subject to a claim of custody. The administrator by rule may require the reporting of information needed to enable compliance with agreements made pursuant to this section and prescribe the form.
- (b) To avoid conflicts between the administrator's procedures and the procedures of administrators in other jurisdictions that enact the Uniform Unclaimed Property Act, the administrator, so far as is consistent with the purposes, policies and provisions of this act, before adopting, amending or repealing rules, shall advise and consult with administrators in other jurisdictions that enact substantially the Uniform Unclaimed Property Act and take into consideration the rules of administrators in other jurisdictions that enact the Uniform Unclaimed Property Act.
- (c) The administrator may join with other states to seek enforcement of this act against any person who is or may be holding property reportable under this act.
- (d) At the request of another state, the attorney general of this state may bring an action in the name of the administrator of the other state in any court of competent jurisdiction to enforce the unclaimed property laws of the other state against a holder in this state of property subject to escheat or a claim of abandonment by the other state, if the other state has agreed to pay expenses incurred by the attorney general in bringing the action.
- (e) The administrator may request that the attorney general of another state or any other person bring an action in the name of the administrator in the other state. This state shall pay all expenses including attorney's fees in any action under this subsection. The administrator may agree to pay the person bringing the action attorney's fees based in whole or in part on a percentage of the value of any property recovered in the action. Any expenses paid pursuant to this subsection may not be deducted from the amount that is subject to the claim by the owner under this act.

34-24-135. Interest and penalties.

- (a) Unless specifically exempted by federal law:
 - (i) A person who willfully fails to present a report to the administrator when due or to perform any other duty required under this act, other than payment or delivery of unclaimed

property as required by this act, shall pay a civil penalty of not more than one hundred dollars (\$100.00) for each day the report is not presented or the duty is not performed;

- (ii) A person who willfully fails to pay or deliver to the administrator any unclaimed property as required under this act shall pay a civil penalty equal to twenty-five percent (25%) of the value of the property that should have been paid or delivered;
 - (iii) Any person who fails to pay or deliver unclaimed property to the administrator within the time period required by this act shall pay to the administrator interest at the annual rate of ten percent (10%) above the annual rate of discount, in effect on the date the property should have been paid or delivered, for the most recent issue of 52-week U.S. treasury bills, calculated upon the value of the unclaimed property from the date that property should have been paid or delivered. If the property remains unpaid or undelivered for more than one (1) year after becoming payable or deliverable, the interest rate for each succeeding year shall be calculated at an annual rate of ten percent (10%) above the discount rate on each succeeding anniversary of the date that the unclaimed property was payable or distributable.
- (b) For the purposes of assessing and calculating the penalties and interest on unclaimed property which was discovered during an examination or audit and which was not paid or distributed, as required, the date upon which the unclaimed property was originally payable or distributable shall be used as the date upon or from which penalties and interest are assessed and calculated.
 - (c) The administrator shall have discretion to waive the payment of penalties and interest or to reduce the amount of the interest in an appropriate circumstance.

34-24-136. Agreements to locate property.

- (a) All agreements from claimants to pay compensation to a third-party researcher to recover or assist in the recovery of property reported under W.S. 34-24-118, made within twenty-four (24) months after the date payment or delivery is made from the holder to the state of Wyoming under W.S. 34-24-120, are unenforceable.
- (b) An agreement entered into after the twenty-four (24) month period provided by subsection (a) of this section is enforceable only if the agreement is in writing.
- (c) An agreement by a claimant to pay compensation to a third-party researcher to recover or assist in the recovery of property in the possession of a holder is unenforceable if made within twelve (12) months prior to the scheduled date for the holder to report the property under W.S. 34-24-118, whether or not the property remains in the holder's possession until that reporting date.

34-24-137. Foreign transactions.

This act does not apply to any property held, due and owing in a foreign country and arising out of a foreign transaction.

34-24-138. Effect of new provisions; clarification of application.

- (a) This act does not relieve a holder of a duty that arose before the effective date of this act to report, pay or deliver property. A holder who did not comply with the law in effect before the effective date of this act is subject to the applicable enforcement and penalty provisions that then existed and they are continued in effect for the purpose of this subsection, subject to W.S. 34-24-130(b).

- (b) The initial report filed under this act for property that was not required to be reported before the effective date of this act but which is subject to this act shall include all items of property that are deemed abandoned as of the effective date of this act.

34-24-139. Rules.

The administrator may adopt necessary rules to carry out the provisions of this act.

34-24-140. Property originated or issued by this state, any political subdivision hereof or any entity incorporated, organized, created or otherwise located herein.

- (a) All intangible property, including but not limited to securities, principal, interest, dividends, or other government or governmental subdivision, agency or entity, or any other person or entity, regardless of where the holder may be found, if the owner has not claimed the property or corresponded in writing with the holder concerning the property within three (3) years after the date prescribed for payment or delivery by the issuer (unless the holder is a state that has taken custody pursuant to its own unclaimed property laws, in which case no additional period of holding beyond that of such state is necessary hereunder), is presumed abandoned and subject to the custody of this state as unclaimed property if:
 - (i) The last known address of the owner is unknown; and
 - (ii) The person or entity originating or issuing the intangible property is this state or any political subdivision of this state, or is incorporated, organized, created or otherwise located in this state.
- (b) The provisions of subsection (a) of this section shall not apply to property which is or may be presumed abandoned and subject to the custody of this state pursuant to any other provision of law.
- (c) The provisions of subsection (a) of this section shall apply to all property held at the time of enactment of this section, or at any time thereafter, regardless of when the property became or becomes presumptively abandoned.

PROPERTY TYPE CODES AND ABANDONMENT PERIODS

ACCOUNT BALANCES DUE

Property Type - AC

- AC01. Checking accounts (5)
- AC02. Savings accounts (5)
- AC03. Matured certificates of deposit or Savings certificates (5)
- AC04. Christmas Club accounts (5)
- AC05. Money on deposit to secure funds (5)
- AC06. Security deposits (5)
- AC07. Unidentified deposits (5)
- AC08. Suspense accounts (5)
- AC09. Any sum owing to a shareholder, certificate holder, member, bond holder or other security holder, or participating member of a cooperative, such as: (5)
 1. dividends
 2. interest
 3. principal payments
 4. equity payments
 5. profits
 6. other distribution
- AC99. Aggregate account balances due less than \$50 (5)

UNCASHED CHECKS

Property Type - CK

- CK01. Cashier's checks (5)
(Copies of checks required.)
- CK02. Certified checks (5)
- CK03. Registered checks (5)
- CK04. Treasurer's checks (5)
- CK05. Drafts (5)
- CK06. Warrants (5)
- CK07. Money orders (7)
- CK08. Traveler's checks (15)
- CK09. To be assigned
- CK10. Expense checks (5)
- CK11. Pension checks (5)
- CK12. Credit checks or memos (5)
- CK13. Vendor checks (5)
- CK14. Any checks that have been written off to income or surplus (5)

- CK15. Any other outstanding official checks or exchange items (5)
- CK16. CD interest checks (5)
- CK17. Bills of exchange (5)
- CK99. Aggregate uncashed checks less than \$50 (5)

NOTE: Also refer to the "Miscellaneous" property type codes.

COURT DEPOSITS

Property Type - CT

- CT01. Escrow funds (1)
- CT02. Condemnation awards (1)
- CT03. Missing heirs' funds (1)
- CT04. Suspense accounts (1)
- CT05. Other court deposits or public authority funds (1)
- CT10. Judicial or administrative proceedings (court orders, class actions, litigations, or settlements) (6 months)
- CT99. Aggregate court deposits less than \$50 (1)

EDUCATIONAL SAVINGS ACCOUNTS

(Includes Coverdell Educational Savings Accounts and College Savings Plans)
Property Type - CS

- CS01. Cash (5)
- CS02. Mutual Funds (5)
- CS03. Securities (5)
- CS04. (Code reserved for future ESA and CSP use.)

HEALTH SAVINGS PLANS

Property Type - HS

- HS01. Health Savings Account (5)
- HS02. Health Savings Account Investment (5)
- HS03. (Code reserved for future HSA use.)

(Continued on next column.)

***INSURANCE**

Property Type - IN

- IN01. Individual policy benefits or claim payments (5)
- IN02. Group policy benefits or claim payments (5)
- IN03. Death benefits due beneficiaries (5)
- IN04. Proceeds from matured whole life, term or endowment policies, or annuities or supplementary contracts (5)
- IN05. Premium refunds on individual policies (5)
- IN06. Unidentified remittances (5)
- IN07. Other amounts due under policy terms (5)
- IN08. Agent credit balances (5)
- IN99. Aggregate insurance property less than \$50 (5)

*See "Securities" for demutualization proceeds.

IRA**Traditional IRA, SEP IRA, SARSEP IRA, and Simple IRA**

Property Type - IR

- IR01. Cash (5)
- IR02. Mutual Funds (5)
- IR03. Securities (5)
- IR04. (Code reserved for future Traditional IRA, SEP IRA, SARSEP IRA, and Simple IRA use.)

ROTH IRA

- IR05. Cash (5)
- IR06. Mutual Funds (5)
- IR07. Securities (5)
- IR08. (Code reserved for future Roth IRA use.)

IRA - OTHER

- IR09. (Code reserved for future IRA-Other use.)
- IR10. (Code reserved for future IRA-Other use.)

PROCEEDS FROM MINERAL INTERESTS

Property Type - MI

- MI01. Net revenue interests (3)
- MI02. Royalties (3)
- MI03. Overriding royalties (3)
- MI04. Production payments (3)
- MI05. Working interests (3)
- MI06. Bonuses (3)
- MI07. Delay rentals (3)
- MI08. Shut-in royalties (3)
- MI09. Minimum royalties (3)

MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS

Property Type - MS

- MS01. Wages, payroll or salary (1)
- MS02. Commissions (5)
- MS03. Worker's compensation benefits (5)
- MS04. Payment for goods and services (5)
- MS05. Customer overpayments (5)
- MS06. Unidentified remittances (5)
- MS07. Unrefunded overcharges (5)
- MS08. Accounts payable (5)
- MS09. Credit balances/accounts receivable (5)
- MS10. Discounts due (5)
- MS11. Refunds or rebates due (5)
- MS12. Unredeemed gift certificates/credit memos (3)
- MS13. Unclaimed loan collateral (5)
- MS14. *Sums payable under pension and profit sharing plans (IRA, KEOGH, e.g.) (5)
- MS15. Property distributable in the course of involuntary dissolution or liquidation (6 months)
- MS16. Any other miscellaneous outstanding checks (5)
- MS17. Any other miscellaneous intangible personal property (5)
- MS18. Suspense liabilities (5)
- MS19. Unclaimed pari-mutuel tickets (5)
- MS20. Expense checks (5)
- MS21. Product credits (5)
- MS99. Aggregate miscellaneous property less than \$50 (5)

*Refer to Wyoming Statute 34-24-112

SECURITIES

Property Type - SC

- SC01. Dividends (3)
- SC02. Interest payable on registered bonds (3)
- SC03. Principal payments (3)
- SC04. Equity payments (3)
- SC05. Profits (3)
- SC06. Funds paid toward the purchase of shares or interest in a financial or business organization (3)
- SC07. Bearer bond interest and matured principal (3)
(Bond number required.)
- SC08. Undelivered shares of stock - RPO'd; book entry; street name (3)
- SC09. Cash for fractional shares (3)
- SC10. Unexchanged stock of successor corporation (3)
- SC11. Any other certificates of ownership (3)
- SC12. Underlying shares or other outstanding certificates of ownership - owner possesses physical certificate (3)
- SC13. Funds for liquidation/redemption of surrendered stocks or bonds (3)
- SC14. Debentures (3)
- SC15. U.S. Government securities (3)
- SC16. Mutual fund shares (3)
- SC17. Warrants or Rights (3)
- SC18. Matured principal on registered bonds (3)
- SC19. Dividend reinvestment plans (3)
- SC20. Credit balances (3)
- SC85. Demutualization - Cash (3)
- SC86. Demutualization - Stock (3)
- ZZZZ. Properties not identified (3)

SAFE DEPOSIT BOXES AND SAFEKEEPING

Property Type - SD

- SD01. Contents of safe deposit boxes (5)
- SD02. Contents of any other safekeeping repository (5)
- SD03. Other tangible property (5)
- SD04. Tangible unclaimed loan collateral (5)

TRUST, INVESTMENTS AND ESCROW ACCOUNTS

Property Type - TR

- TR01. Paying agent accounts (5)
- TR02. Undelivered dividends or uncashed dividends (5)
- TR03. Funds held in a fiduciary capacity (5)
- TR04. Escrow accounts (5)
- TR05. Trust vouchers (5)
- TR06. Funds paid toward the purchase of shares, or interest in, a financial or business organization (5)
- TR07. Funds received for redemption of stocks and bonds (5)
- TR08. Stocks (5)
- TR09. Bonds (5)
- TR10. Any other certificates of ownership (5)
- TR11. Suspense liabilities (5)
- TR12. Other trust funds (5)
- TR99. Aggregate trust property less than \$50 (5)

UTILITIES

Property Type - UT

- UT01. Utility deposits (1)
- UT02. Membership fees (1)
- UT03. Refunds or rebates (1)
- UT99. Aggregate utility property less than \$50 (1)

PROPERTY DESCRIPTION FIELD REQUIREMENTS

Provide the descriptive information as requested, and any other description which would be helpful, for each property listed on your report.

PROPERTY CODE	DESCRIPTION OF PROPERTY CODE	INFORMATION NEEDED IN DESCRIPTION FIELD FOR EACH PROPERTY		
AC01	CHECKING ACCOUNTS	Designated Beneficiary, if applicable		
AC02	SAVINGS ACCOUNTS	Designated Beneficiary		
AC03	MATURED CERTIFICATES OF DEPOSIT OR SAVINGS CERTIFICATES	Certificate number	1 ST Maturity Date	
AC04	CHRISTMAS CLUB ACCOUNTS			
AC05	MONEY ON DEPOSIT TO SECURE FUNDS			
AC06	SECURITY DEPOSITS			
AC07	UNIDENTIFIED DEPOSITS	Any Available Description		
AC08	SUSPENSE ACCOUNTS			
AC09	ANY SUM OWING TO A SHAREHOLDER, CERTIFICATE HOLDER, MEMBER, BOND HOLDER OR OTHER SECURITY HOLDER OR PARTICIPATING MEMBER OF A COOPERATIVE			
AC99	AGGREGATE ACCOUNT BALANCES <\$50	Number of Accounts & Property Type	Type of Checks	
CK01	CASHIER'S CHECKS	Check Number	Purchaser	
CK02	CERTIFIED CHECKS	Check Number	Purchaser	
CK03	REGISTERED CHECKS	Check Number	Purchaser	
CK04	TREASURER'S CHECKS	Check Number	Purchaser	
CK05	DRAFTS	Draft Number	Issue Date	
CK06	WARRANTS	Warrant Number	Issue Date	
CK07	MONEY ORDERS	Money Order Number	Issue Date	
CK08	TRAVELER'S CHECKS	Check Number	Issue Date	
CK09	(Code reserved for future use.)			
CK10	EXPENSE CHECKS	Check Number	Vendor Name	Vendor Number
CK11	PENSION CHECKS	Check Number	Employee Name	Employee Number
CK12	CREDIT CHECKS OR MEMOS	Check Number	Vendor Name	Vendor Number

PROPERTY CODE	DESCRIPTION OF PROPERTY CODE	INFORMATION NEEDED IN DESCRIPTION FIELD FOR EACH PROPERTY		
CK13	VENDOR CHECKS	Check Number	Vendor Number	
CK14	ANY CHECKS WRITTEN OFF TO INCOME OR SURPLUS	Check Number	Any available description	
CK15	ANY OTHER OUTSTANDING OFFICIAL CHECKS	Check Number		
CK16	CD INTEREST CHECKS	Check Number	Certificate Number	
CK17	BILLS OF EXCHANGE	Check Number	Bill of Exchange Number	
CK99	AGGREGATE UNCASHED CHECKS <\$50	Number of Checks & Property Type	Type of Checks	
CS01	CASH			
CS02	MUTUAL FUNDS			
CS03	SECURITIES			
CS04	(Code reserved for future ESA use.)			
CT01	COURT DEPOSIT ESCROW FUNDS	Case Number	Case Name	Date of Order
CT02	CONDEMNATION AWARDS	Case Number	Case Name	Date of Order
CT03	MISSING HEIRS' FUNDS	Case Number	Case Name	Date of Order
CT04	SUSPENSE ACCOUNT	Case Number	Case Name	Date of Order
CT05	OTHER COURT DEPOSITS OR PUBLIC AUTHORITY FUNDS	Case Number	Case Name	Date of Order
CT10	JUDICIAL/ADMINISTRATIVE PROCEEDINGS	Case Number	Case Name	Date of Order
CT99	AGGREGATE COURT DEPOSITS <\$50	Number of Items & Property Type	Type of Checks	
HS01	HEALTH SAVINGS ACCOUNT			
HS02	HEALTH SAVINGS ACCOUNT INVESTMENT			
HS03	(Code reserved for future HEALTH SAVINGS ACCOUNT use.)			
IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS	Insured	Employer	
IN03	DEATH BENEFITS DUE BENEFICIARIES	Insured	Claim Number	
IN04	MATURED POLICY PROCEEDS OR ENDOWMENTS/ANNUITIES	Insured		
IN05	PREMIUM REFUNDS ON INDIVIDUAL POLICIES	Insured		

PROPERTY CODE	DESCRIPTION OF PROPERTY CODE	INFORMATION NEEDED IN DESCRIPTION FIELD FOR EACH PROPERTY		
IN06	UNIDENTIFIED REMITTANCES	Description of Remittance		
IN07	OTHER AMOUNTS DUE UNDER POLICY TERMS	Insured Name	Claim Number	
IN08	AGENT CREDIT BALANCES	Agent Number		
IN99	AGGREGATE INSURANCE PROPERTY <\$50	Number of Items & Property Type	Type of checks	
IR01	CASH – TRADITIONAL IRA, SEP IRA, SARSEP IRA, AND SIMPLE IRA			
IR02	MUTUAL FUNDS - TRADITIONAL IRA, SEP IRA, SARSEP IRA, AND SIMPLE IRA			
IR03	SECURITIES - TRADITIONAL IRA, SEP IRA, SARSEP IRA, AND SIMPLE IRA			
IR04	(Code reserved for future Traditional IRA, SEP IRA, SARSEP IRA, AND SIMPLE IRA use.)			
IR05	CASH – ROTH IRA			
IR06	MUTUAL FUNDS – ROTH IRA			
IR07	SECURITIES – ROTH IRA			
IR08	(Code reserved for future ROTH IRA use.)			
IR09	(Code reserved for future IRA-OTHER use.)			
IR10	(Code reserved for future IRA-OTHER use.)			
MI01	NET REVENUE INTERESTS	Owner Number	Lease Number	Lease Name
MI02	ROYALTIES	Owner Number	Lease Number	Lease Name
MI03	OVERRIDING ROYALTIES	Owner Number	Lease Number	Lease Name
MI04	PRODUCTION PAYMENTS	Owner Number	Lease Number	Lease Name
MI05	WORKING INTERESTS	Owner Number	Lease Number	Lease Name
MI06	BONUSES	Owner Number	Lease Number	Lease Name
MI07	DELAY RENTALS	Owner Number	Lease Number	Lease Name
MI08	SHUT-IN ROYALTIES	Owner Number	Lease Number	Lease Name
MI09	MINIMUM ROYALTIES	Owner Number	Lease Number	Lease Name
MS01	WAGES, PAYROLL OR SALARY	Check Number	Employer Number	

PROPERTY CODE	DESCRIPTION OF PROPERTY CODE	INFORMATION NEEDED IN DESCRIPTION FIELD FOR EACH PROPERTY		
MS02	COMMISSIONS	Check Number	Employer Number	
MS03	WORKER'S COMPENSATION BENEFITS	Check Number	Employer Number	
MS04	PAYMENT FOR GOODS AND SERVICES	Check Number		
MS05	CUSTOMER OVERPAYMENTS			
MS06	UNIDENTIFIED REMITTANCES	Any Available Description		
MS07	UNREFUNDED OVERCHARGES	Any Available Description		
MS08	ACCOUNTS PAYABLE			
MS09	CREDIT BALANCES ON ACCOUNTS RECEIVABLE			
MS10	DISCOUNTS DUE			
MS11	REFUNDS OR REBATES DUE	Check Number		
MS12	UNREDEEMED GIFT CERTIFICATES	Certificate Number		
MS13	UNCLAIMED LOAN COLLATERAL	Payoff Date	Loan Number	
MS14	SUMS PAYABLE-PENSION OR PROFIT SHARING PLAN (IRA/KEOUGH)	Check Number	Employer	
MS15	PROPERTY DISTRIBUTABLE DURING DISSOLUTION/ LIQUIDATION	Check Number	Dissolved Company Name	
MS16	ANY OTHER MISCELLANEOUS OUTSTANDING CHECKS	Check Number		
MS17	ANY OTHER MISCELLANEOUS INTANGIBLE PERSONAL PROPERTY	Check Number	Any Available Description	
MS18	SUSPENSE LIABILITIES	Any Available Description		
MS19	UNCLAIMED PARI-MUTUEL TICKETS	Ticket Number		
MS20	EXPENSE CHECKS	Check Number	Employer	
MS21	PRODUCT CREDIT	Check Number		
MS99	AGGREGATE MISCELLANEOUS PROPERTY <\$50	Number of Items & Property Type	Type of Checks	
SC01	DIVIDENDS	Check Number		
SC02	INTEREST PAYABLE ON REGISTERED BONDS	Bond Number	Call Date	

PROPERTY CODE	DESCRIPTION OF PROPERTY CODE	INFORMATION NEEDED IN DESCRIPTION FIELD FOR EACH PROPERTY		
SC03	PRINCIPAL PAYMENTS			
SC04	EQUITY PAYMENTS			
SC05	PROFITS			
SC06	FUNDS PAID TOWARD PURCHASE OF SHARES			
SC07	BEARER BOND INTEREST & MATURED PRINCIPAL	Call Date/Price	Bond/Coupon Numbers	
SC08	UNDELIVERED SHARES OF STOCK (RETURNED BY POST OFFICE; BOOK ENTRY; STREET NAME)	Type of undelivered shares		
SC09	CASH FOR FRACTIONAL SHARES	Price Per Share	Reason for fractional shares being issued	
SC10	UNEXCHANGED STOCK	Unexchanged Issue Name	Exchange Information (rate, date, cash-in-lieu fractional share rate, if applicable)	Unexchanged certificate number
SC11	OTHER CERTIFICATES OF OWNERSHIP	Certificate Number		
SC12	UNDERLYING SHARES	Underlying certificate number		
SC13	LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCKS/BONDS	Number of Shares	Price Per Share	Reason for Redemption/ Liquidation
SC14	DEBENTURES	Description of Debenture		
SC15	US GOVERNMENT SECURITIES	Description of Security		
SC16	MUTUAL FUND SHARES			
SC17	WARRANTS OR RIGHTS	Warrant Number	Expiration Date	
SC18	MATURED PRINCIPAL ON REGISTERED BONDS	Bond Number	Call Date/Price	
SC19	DIVIDEND REINVESTMENT PLANS	Number of Shares	Cash-in-Lieu fractional share rate	
SC20	CREDIT BALANCES			
SC85	DEMUTUALIZATION - CASH			
SC86	DEMUTUALIZATION - STOCK			
ZZZZ	PROPERTIES NOT IDENTIFIED			
SD01	CONTENTS OF SAFE DEPOSIT BOXES	Original Branch Name	Date Delinquent	

PROPERTY CODE	DESCRIPTION OF PROPERTY CODE	INFORMATION NEEDED IN DESCRIPTION FIELD FOR EACH PROPERTY		
SD02	CONTENTS OF OTHER SAFEKEEPING REPOSITORY	Receipt Number	Original Branch Name	
SD03	OTHER TANGIBLE PROPERTY	Receipt Number	Original Branch name	
SD04	TANGIBLE UNCLAIMED LOAN COLLATERAL	Loan Number	Receipt Number	Payoff Date
TR01	PAYING AGENT ACCOUNT	Issue Name of Security	Bond Number	Coupon Number
TR02	UNDELIVERED OR UNCASHED DIVIDENDS	Issue Name of Security	Check Number	
TR03	FUNDS HELD IN A FIDUCIARY CAPACITY			
TR04	ESCROW ACCOUNTS	File Number	Property Address	
TR05	TRUST VOUCHERS	Voucher Number	Security Issue Name If Dividend	
TR06	FUNDS PAID TOWARD PURCHASE OF SHARES, OR INTEREST IN, FINANCIAL OR BUSINESS ORGANIZATION	Name of Organization		
TR07	FUNDS RECEIVED FOR REDEMPTION OF STOCK AND BONDS	Issue Name of Stock/Bond	Stock/Bond Number	
TR08	STOCKS	Issue Name of Security	Stock Number	
TR09	BONDS	Issue Name of Bond	Bond Number	
TR10	OTHER CERTIFICATES OF OWNERSHIP	Issue Names of Certificate	Certificate Number	
TR11	SUSPENSE LIABILITIES			
TR12	OTHER TRUST FUNDS			
TR99	AGGREGATE TRUST PROPERTY <\$50	Number of Items & Property Type	Type of Checks	
UT01	UTILITY DEPOSIT			
UT02	MEMBERSHIP FEES			
UT03	REFUNDS OR REBATES			
UT99	AGGREGATE UTILITY PROPERTY <\$50	Number of Items & Property Type	Type of Checks	

ABBREVIATIONS

OWNERS TITLE ABBREVIATION CODES

TITLE	CODE	TITLE	CODE
Accountant	ACTNT	Justice of Peace.....	JP
Administrator/trix	ADM	Judge	JDG
Airman	AN	Joint Tenancy.....	JT
Airman Basic	AB	Lieutenant	LT
Airman First Class	A1C	Lieutenant Colonel.....	LTC
Attorney	ATTY	Lieutenant Commander	LCDR
Captain	CAPT	Life Estate	LIFEST
Certified Public Accountant	CPA	Master Sergeant	MSGT
Chairman.....	CHMN	Major	MAJ
Chief Executive Officer.....	CEO	Manager.....	MGR
Chief Master Sergeant	CMSGT	Minor	MNR
Chief Petty Officer	CPO	Partner	PTNR
Chief Warrant Officer	CWO	Petty Officer	PO
Colonel	COL	President.....	PRES
Commander	CDR	Private	PVT
Command Sgt Major	CSGM	Private First Class.....	PFC
Commissioner	COMM	Representative.....	REP
Controller/Comptroller	CONT	Reverend	REV
Corporal.....	CPL	Seaman.....	SN
County Clerk	CCLK	Second Lieutenant.....	2LT
Custodian	CUST	Secretary.....	SEC
Deceased	DECD	Senator	SEN
District Clerk.....	DCLK	Senior Airman	SRA
Doctor.....	DR	Sergeant	SGT
Editor	ED	Sergeant First Class	SFC
Engineer	ENGR	Sergeant Major	SGM
Ensign	ENS	Sheriff.....	SHER
Estate	EST	Specialist.....	SPEC
Executor/Executrix	EXEC	Staff Sergeant.....	SSGT
First Lieutenant	1LT	Tax Collector/Assessor	TXCOL
For the Account of.....	FAO	Tech Sergeant	TSGT
For the Benefit of.....	FBO	Tenants in Common.....	TIC
General.....	GEN	Treasurer	TREAS
Governor	GOV	Trust.....	TR
Guardian.....	GDN	Trustee.....	TTEE
Honorable.....	HON	Uniform Gift to Minors Act.....	UGMA
In Trust For.....	ITF	Uniform Trust to Minors Act	UTMA
Inspector.....	INSP	Under the Will of	UWO
		Vice President.....	VP

SUGGESTED ABBREVIATIONS

NAME	CODE	NAME	CODE
abstract	ABS	industrial	INDL
administration	ADMIN	industry	IND
agricultural	AGR	institution	INST
affiliated	AFL	insurance	INS
American	AMER	insured	INSD
and others	ET AL	international	INTL
architecture	ARCH	investment	INV
associate	ASSOC	investors	INVR
associated	ASSOC	life assurance	LAC
associates	ASSOC	life insurance	LINS
association	ASSN	limited	LTD
attention	ATTN	management/managing	MGMT
attorney	ATTY	manufactured	MFD
beneficiary	BENF	manufacturers	MFG
building	BLDG	manufacturing	MFG
bureau	BUR	market/marketing	MKT
center	CTR	matured	MAT
check	CK	mechanical	MECH
chemical	CHEM	medical	MED
clerk	CLK	memorial	MEML
collector	COLL	mercantile	MERC
college	COL	minerals	MIN
communications	COMM	mountain	MTN
company	CO	national	NATL
cooperative	COOP	north/northern	N
corporation	CORP	northeast	NE
county	CO	northwest	NW
credit union	CU	nursing home	NRS HOME
date of birth	DOB	operating	OPER
department	DEPT	partnership	PTSHP
development	DEV	pharmacy	PHAR
discount	DISC	photography	PHOT
distributor	DISTR	private	PVT
district	DIST	production	PROD
division	DIV	professional	PROF
east/eastern	E	public	PUB
educators/educational	ED	railroad	RR
employee	EMPL	railway	RWY
endowment	ENDW	republic	REP
engineering	ENG	saint	ST
estate	EST	school	SCH
exploration	EXPL	security/securities	SEC
export	EXP	service	SVC
federal	FED	services	SVCS
federal credit union	FCU	society	SOC
financial institution	FIN	south/southern	S
foreign	FOR	southeast	SE
fort	FT	southwest	SW
freeway	FWY	standard	STD
general	GEN	subsidiary	SUB
geological	GEO	subsidiaries	SUBS
government	GOVT	technical/technology	TECH
group	GRP	trust	TR
highway	HWY	trustee	TTEE
hospital	HOSP	united	UTD
hydraulic	HYD	university	UNIV
import	IMP	United States	US
incorporated	INC	variable	VAR
independent	INDEP	warehouse	WHS
independent school district	ISD	west/western	W

FREQUENTLY ASKED QUESTIONS

General Questions - Holder and Owner

How does property become "unclaimed?"

Under the Wyoming Uniform Unclaimed Property Act, property becomes "unclaimed" when the owner has not exercised any control over his funds or cannot be contacted after a specified period of time, usually five years.

Is Wyoming the only state with this kind of law?

No. As a matter of fact, all states have some type of unclaimed property law and many are similar to those in Wyoming.

Who administers the law?

The Wyoming State Treasurer's Office, Unclaimed Property Division, is the custodian of the property on behalf of the owner.

Why does the State collect unclaimed money and property?

There are three major reasons Wyoming has an unclaimed property law:

1. To protect unclaimed property and return it to its true owners or heirs. The law provides a convenience to the citizens of Wyoming. When the Unclaimed Property Division holds unclaimed or abandoned property, or money, people have one place to look instead of dozens when they are trying to track down forgotten bank accounts and other property;
2. The Unclaimed Property Division guarantees that the money will be safe indefinitely, even if the original financial institution, business or corporation should happen to close, provided the funds were turned over to us prior to the closing; and
3. All Wyomingites benefit from unclaimed property that is never claimed by the owners because the interest generated from these funds is used to reduce the amount of money to finance state government. The State Treasurer's Office invests the money while the Unclaimed Property Division is searching for the rightful owners.

Does the State simply go in and take the money?

No. Unclaimed property is remitted to the Unclaimed Property Division only after two things have occurred:

1. There has been no owner-generated activity on the account for five years (as a general rule); and
2. The holder's attempt to contact the owner fails.

If these attempts are unsuccessful, the money is remitted to the Unclaimed Property Division for custody. Under the Unclaimed Property Act, the funds forever belong to the owner or heirs.

What attempts are made to find the rightful owners?

By law, the "holder" (banks, corporations, financial institutions, safe deposit companies, insurance companies, etc.) must make an effort to locate the true owners. If they are unsuccessful, they are to report the names and last known addresses of the owners to the Unclaimed Property Division. The Division is engaged in continuous, proactive public outreach to reunite owners with their unclaimed property. Also, the names of unclaimed property owners are published in newspapers of general circulation around the State. If the owners see their names on the list, they should contact the Unclaimed Property Division, and the claims process will begin. Unclaimed funds are held forever until the owner, or his/her heir, claims the funds.

Holder-Specific Questions

To whom do I make my remittance check payable?

Your remittance check should be made payable to the Wyoming State Treasurer, Unclaimed Property Division. Please prepare one check for each report you file.

Do I need to notarize my report?

No. The Verification and Checklist Form (WUP-1) should be completed and signed.

Are negative reports required?

No. Effective with the 2006 Annual Reporting Period, Negative Reports (\$0.00 Reports) are no longer required.

What do I enter in the Verification for Period Ended blank on the Verification and Checklist Form (WUP-1)?

Enter June 30 of the current year.

I would like to deliver my report by courier. What is your street address?

The street address for courier deliveries is:

Wyoming Unclaimed Property Division
2515 Warren Avenue, Suite 502
Cheyenne, WY 82002

I received unclaimed property reporting forms from other states. How should I report?

Unclaimed property should be reported to the state of last-known address of the missing *owner*. If the address is unknown, the property should be reported to the state where your company is incorporated.

What is an additional owner?

"Additional owner" is the term used by the Unclaimed Property Division to identify a co-owner(s) of a property. Provide only names, addresses, titles, and social security numbers when listing additional owners on your report. Amounts must *not* be listed for additional owners since they share in the amount due the primary owner.

Will you accept computer printouts in lieu of the approved reporting forms?

Computer listings will only be accepted if all required data fields are included on the printout, and in the same order, if possible. Property type codes must also appear on the printout.

May I make separate entries on my report for an owner who is due several different amounts?

No. Please total all amounts due each owner and enter a single grand total for each owner listed on your report.

Do we have to wait until November to remit the unclaimed accounts?

With written consent of the Unclaimed Property Director, you may remit and deliver property before the property is deemed unclaimed. Due diligence must have been performed prior to remitting the account, and justification must be provided when accounts are turned over before the abandonment date.

Who is the owner of a cashier's check, and how are they listed on the report?

Legally, the owner of an uncashed or unpaid cashier's check is the payee. While there may be an occasional circumstance where the remitter is in possession of the original uncashed check, and can prove that he or she is entitled to the funds, the consistent opinion rendered by the State Attorney General's Office is - the payee is the owner.

Are Trust Accounts reportable as unclaimed property?

Trust Accounts are reportable as unclaimed or abandoned property in several different ways:

- (a) If your institution is acting in a fiduciary capacity for another person, the property is presumed abandoned within five years after it has become payable or distributable. This may include intangible property and any income or increment derived from it (dividends, etc.).

If the owner has increased or decreased the principal, accepted payment of principal or income, or communicated concerning the property verbally or in writing, the Trust Account would be considered active.

- (b) If a fiduciary account is being held by your institution but the agent or fiduciary has failed to distribute the principal or income or perform any of the tasks outlined in (a), within five years after it has become payable or distributable, it may be considered abandoned. Although your institution is not the fiduciary, you are responsible for observing the distribution dates for reporting purposes.
- (c) An account established as a "trust account" under terms set out in a trust agreement which conveys instructions for distribution at death, maturity, majority, or some other specific distribution date, is considered abandoned five years after the date has passed if there has not been any activity by the owner or his/her designated representative to increase or decrease the principal or communicate with the holder as evidenced by a memorandum or other records.

Are underlying shares reportable? If so, when do they become dormant?

Underlying shares are reportable as unclaimed property. They differ from other types of shares because a stock certificate was issued and received by the owner. These underlying shares are in certificate form and still in the owner's possession.

Underlying shares become abandoned or dormant when three (3) years have elapsed without contact from the owner; or there have been at least three consecutive dividends paid or issued by the holder which have been uncashed by the owner.

Are book entry shares reportable? If so, when do they become dormant?

Book entry shares are reportable as unclaimed property. They differ from other types of shares because a stock certificate was never issued to the owner. These underlying shares are in "book entry" form and still in the holder's possession.

Book entry shares become abandoned or dormant when three (3) years have elapsed without contact from the owner; or there have been at least three consecutive dividends paid or issued by the holder which have been uncashed by the owner.

Are we supposed to report garnishments? How should they be listed on the report?

Garnishments are reported if the money was held or set aside by a "Writ of Garnishment," but no further action occurred. Never report a garnishment account if legal action is pending. If no further action occurred, such as an order from the court for the defendant to pay or a notice that the action is dissolved or terminated, then the funds should have been redeposited into the customer's account. This is the point at which a customer often becomes lost. The account (check) is reportable as unclaimed property five years after the last customer contact or activity. A garnished account or an account held as a result of a "Writ of Garnishment" should be reported with as much information as you can provide. Since at this point you are usually holding a cashier's check that has been taken from the owner's account it may be reported as follows:

- Account Number
- Plaintiff Name
- Defendant Name
- Name and Place of Court
- Court Number and Reason for Action

Depending on the circumstances your information may vary; please provide as much information as possible.

Always remember any account that has legal action pending should not be reported.

What types of unclaimed property do insurance companies report to the Treasurer?

Insurance companies may hold many types of unclaimed property including, but not limited to, the following: uncashed claim payments, matured life policies, auto or home claims, death benefits, annuities, agent commissions, premium refunds, and cash with application.

When does a matured life insurance policy become unclaimed?

A matured life insurance policy becomes unclaimed two years after the policy matures (the insured reaches the contract age or contract date or insured reaches the limiting age under the mortality table upon which the reserve is based).

What can a holder do if an owner requests payment of funds previously reported to the Unclaimed Property Division?

The holder may either refer the owner to the Unclaimed Property Division to obtain a claim packet or make payment to the owner and then seek reimbursement from the Division. A copy of the "Holder Request For Reimbursement" form is included in this booklet. We strongly advise that the holder contact the Division to check on the account status prior to paying the customer. This contact may prevent a duplication of payment which may not be reimbursable to the holder.

Owner-Specific Questions

Can I reactivate my account at the bank or is it closed forever?

Even if the bank has sent your money to the Unclaimed Property Division, the bank can reactivate your account for you. If the bank chooses to reinstate the account, it may file a claim with the Unclaimed Property Division to be reimbursed for the funds.

Do I have to go to the bank every year to keep my account from becoming dormant?

No. In fact you may write your bank or even telephone. You only need to contact your bank or financial institution every five years to keep your account from being reported to the State as an unclaimed account.

Why do the banks and financial institutions have to turn over their money to the State?

Banks and other financial institutions don't turn over "their" accounts to the State. They are required to report and remit accounts when the owner is unaccounted for or missing.

The Uniform Unclaimed Property Act was passed by the 1993 Legislature to protect accounts belonging to owners whose whereabouts are unknown. These accounts are identified by banks and other financial institutions for which there has not been any activity for five years and the owner has not responded to mail or telephone inquiries. Often the account is being assessed a charge for dormancy or inactivity.

If the owner does not respond or contact the financial institution within five years, the account must be turned over to the State. The Unclaimed Property Division makes another attempt to locate the owner or his/her heir by publishing his/her name in a newspaper. The account is held by the Unclaimed Property Division until the owner (or heirs) is located or claims the funds.

If I don't use my safe deposit box will the State confiscate it?

A safe deposit box becomes dormant and reportable to the State as unclaimed property five years after the rent has expired. Your bank or financial institution may have other rules about drilling a safe deposit box for unpaid box rent. You should also check with them.

Will the State return my money?

Absolutely! All you have to do is file a claim and be able to prove that you are the rightful owner, or heir to the rightful owner. This is usually a simple process.

Do I have to pay a fee to get my money back?

No! If the State is holding your money, you do not have to pay a fee of any kind. This is a public service we provide. Sometimes a private investigator or researcher will offer to return unclaimed money for a fee. While these private firms may be performing a service in some respect, if the money they have found is in the hands of the State, it can be reclaimed without paying any fees.

In Wyoming, a contract for locating or returning funds is not enforceable for 12 months before the property is to be reported **AND** 24 months after the unclaimed funds are turned over to the State. This means that a contract written for locator or finder services during these time frames is not enforceable.

If you have been contacted by a researcher who has "found" money for you, it might pay to call the Unclaimed Property Division before signing a contract. Remember, our services are free.

What happens to money that is never claimed by the owner?

Owners or heirs can always claim their property. There is no time limit on claiming your money from the Unclaimed Property Division.

Although the Unclaimed Property Division is often successful in reuniting people with their money, many owners never can be located. Some may have moved to another state. Others may feel the amount involved simply is not enough to file a claim. In some cases, the owner has died and left no heirs.

The money that is never claimed goes to benefit all Wyomingites. Unclaimed dormant accounts and other funds are deposited in the Unclaimed Property Fund. The interest earned in excess of the expenses to administer the office is deposited in the State's General Fund. The principal amount turned over to the State always belongs to the owner and can always be claimed.

What about my Certificates of Deposit? They are inactive for long periods of time - that's why I have them.

There are many types of accounts which are inactive for long periods of time and because of the nature of the account they are handled differently. For instance, CD's only become inactive and reportable as unclaimed property after they mature. If your financial institution is unable to find you after your CD matures, the clock will start ticking. The CD will become "inactive" five years after it matures.

IRA's and other long-term pay off accounts or plans become inactive only under the terms of the account or plan. If the fund specifies a distribution date or "age," the time begins to run from that point and after five years of inactivity the account may become dormant.

What should I do if my name appears on a list of unclaimed or abandoned property?

The Unclaimed Property Division will publish the names of owners who have property with a report value of \$50.00 or more in newspapers throughout the State. If you see your name, call or write the Unclaimed Property Division, identify yourself, where you lived five years ago and where you saw your name listed. You will be sent a letter with instructions for claiming your account.

What should I do if my name doesn't appear on the unclaimed or abandoned property list, yet I remember having an account in Wyoming which I didn't close?

You should contact the Unclaimed Property Division, identify yourself, and provide as much information you can about the account, the financial institution and the approximate date the account was opened. The Unclaimed Property Division will publish the name of owners who have property with a reported value of \$50.00 or more, however, it will maintain a list of owners of all accounts remitted, regardless of the value.

If your name is not on file at the Unclaimed Property Division, it is possible the financial institution still has your account. You should contact that institution and be prepared to provide proof of identity and documentation of the account.

