



ERIC SCHMITT
MISSOURI STATE TREASURER
UNCLAIMED PROPERTY
P.O. BOX 1272
JEFFERSON CITY, MISSOURI 65102-1272

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ERIC SCHMITT
MISSOURI STATE TREASURER

Unclaimed Property Report Form



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MISSOURI STATE TREASURER

Dear Unclaimed Property Holder,

Unclaimed Property is one of the most important aspects of my job as State Treasurer. We currently hold more than \$600 million in more than 3.5 million accounts. The amount of property and the accounts held, fluctuate based on the amount of property turned over to my office. The information in this booklet and report form are to be utilized by holders when reporting abandoned property pursuant to the Missouri Disposition of Unclaimed Property Act.

All financial institutions, business associations, insurance companies, government agencies, utility companies, and entities as defined in RSMo 447.503 are required to file an annual Unclaimed Property Report. Since becoming Treasurer in January 2009, I have been dedicated to returning more property each year. In fact in 2010, we set a record returning \$35 million in Unclaimed Property to 92,000 account owners.

In addition, I have implemented a paperless claims process that is allowing more than 50 percent of all claims to be made without paper, ink or stamps. My administration is the fifth in the nation to have a paperless process, and it is ensuring account owners get their money faster than ever before. Each year, I also publish the names of owners in newspapers throughout the state and send direct mail to the addresses provided by the holders. The single most effective tool for returning property is www.ShowMeMoney.com and I encourage you to search for yourself, friends, businesses and family regularly.

The information provided by holders is an essential part of my effort to locate property owners and reunite them with their lost and Unclaimed Property. Our success in returning property to its owners is heavily dependent upon your timely filing and the accuracy of the information you submit.

All Unclaimed Property reports are due on November 1, except for life insurance company reports, which are due on May 1.

Anyone requiring assistance in completing this form or who has questions relating to the Unclaimed Property Act or the filing of the Unclaimed Property report, please do not hesitate to contact my staff at the address below:

Missouri State Treasurer's Office
Unclaimed Property Division
P.O. Box 1272
Jefferson City, MO 65102-1272
(573) 751-0123
www.treasurer.mo.gov
ucp@treasurer.mo.gov

Thank you for your continued support of these efforts.

Sincerely,

A handwritten signature in cursive script that reads "Eric J. Schmitt".

Eric Schmitt



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Instructions for Preparing Report of Unclaimed Property

If you have any questions, call or email: (573) 751-0123 or ucp@treasurer.mo.gov

REPORTING METHODS

Reporting Manually

The following form is provided for manual reporting of Unclaimed Property, accompanied by detailed step-by-step instructions on proper completion of the paper reporting form. All information recorded must be typed or printed clearly and legibly.

If additional forms are needed, you may photocopy the blank forms or request additional forms by contacting Unclaimed Property. An alternative customized reporting format (eg., a spreadsheet) is acceptable as long as all required information is included.

Electronic Reporting

Electronically reporting Unclaimed Property is encouraged. To receive a free Missouri Automated Reporting System disc, contact Unclaimed Property or obtain a free download from our website. The standard NAUPA (National Association of Unclaimed Property Administrators) diskette-reporting format is also accepted. For more information on electronic reporting, visit www.treasurer.mo.gov.

WHO MUST REPORT

The State of Missouri Uniform Disposition of Unclaimed Property Act (RSMo 447.500-595) requires that all financial institutions, business associations, insurance companies, governmental units, utility companies, nonprofit organizations and persons as further defined in the statute, report assets that have been presumed abandoned for five years (15 years in the case of travelers checks, seven years for money orders) to the Missouri State Treasurer's office.

All Holders are responsible for filing reports on behalf of their branches, divisions, or affiliated entities as applicable.

Holders may be allowed to report and remit property prior to the expiration of the applicable abandonment period. Please contact Unclaimed Property prior to submitting an early remittance.

WHEN TO REPORT

The Report of Unclaimed Property must be completed annually and must be postmarked no later than November 1 for period ending June 30 preceding. Life insurers shall file by May 1 for preceding period ending December 31. A Holder may send a written request for an extension of 30 days in exceptional circumstances. The State Treasurer's office must approve all extensions.

Payment must accompany the report. Checks should be made payable to the Missouri State Treasurer's Office. If securities are reported, the underlying shares must be delivered via mail or DTC transfer to the Missouri State Treasurer's office at the time of remittance. Contact the Missouri State Treasurer's office for information on DTC transfers. Certificates should be registered as follows:

Missouri State Treasurer's Office
Unclaimed Property
PO Box 1272
Jefferson City MO 65102-1272

Federal ID: 43-1645862

WHAT TO REPORT

Any debt or obligation which has gone unpaid or security that has remained undelivered for the aforementioned abandonment period must be reported and remitted. Please refer to Property Type Codes for examples of reportable property types.

All such property that is held for a Missouri resident or business entity must be reported. If your organization is registered in Missouri, you must also report owners for which you have no last known address or the last known address is in a foreign country. Property for owners with a last known address in a state other than Missouri must be reported to Unclaimed Property of the state of last known address.

Reciprocity Agreements

In an effort to make the reporting process less burdensome for their Holders, some states have entered into mutual agreements for the acceptance of property belonging to owners in other states. Please contact the Missouri State Treasurer's office for a current list of states that have entered into reciprocity agreements with us.

Negative Reports are not required. Please do not submit if you do not have any Unclaimed Property to report.

Due Diligence

Holders are required to exercise such reasonable and necessary diligence as is consistent with good business practice to locate owners of property valued at \$50 or more within one year prior to reporting the property to the Missouri State Treasurer's office.

The Holder shall retain such records as necessary to verify the relationship of the owner to the Holder for a period of not less than five years subsequent to reporting the property. The Missouri State Treasurer's office may contact the Holder to verify previously reported information or to ask for any additional information that is available regarding the property.

HOW TO COMPLETE THIS REPORT



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MISSOURI STATE TREASURER

Section A: Holder Reporting Information

PART I REPORT INFORMATION

- **DATE PREPARED** - The date the Report is completed.
- **REPORT PERIOD ENDING** - Period ending date covered by this report. Example, the report for the period ending June 30 is due November 1. For life insurers, the reporting period ending December 31 is due on May 1.
- **FEDERAL I.D.** - Provide your federal identification number or taxpayer identification number.
- **HOLDER NUMBER** - Enter your Holder Number, which is the seven-digit number on the front of the postcard. Leave this space blank if your Holder Number is unknown or unavailable.
- **TOTAL NO. ITEMS/SHARES/SAFE DEPOSIT BOXES** - Enter the total number of owners, shares, and safe deposit boxes included in Section B of the Report.
- **CHECK NUMBER** - The number of the check accompanying this Report.
- **CHECK AMOUNT** - Amount of payment being remitted, which is the Grand Total of all property items as recorded on the last page of Section B of the report (less Expenses, if applicable). Checks are to be made payable to the Missouri State Treasurer's office. Please submit one check for the Grand Total. Remittance must accompany the Report.

PART II HOLDER INFORMATION

- **NAME OF HOLDER** - Name of the company remitting the Report. If there is a label on the cover of this booklet, it should be peeled off and affixed to the area labeled HOLDER INFORMATION. This label includes the seven-digit holder number. Make corrections as necessary.
- **MAILING ADDRESS, CITY, STATE, ZIP, COUNTY** - Address used by the Holder to receive mail, to include the county.
- **STATE OF INCORPORATION** - State in which company is incorporated.
- **DATE OF INCORPORATION** - Date company was incorporated.
- **PRIMARY PLACE OF BUSINESS IN MISSOURI** - Location of main business activity within this state. Please be as specific as possible. If reporting for a single branch, please provide the physical address of the branch location.

PART III PREVIOUS HOLDER INFORMATION

This section is to be used by a Holder that has had a name change or merger, or if the Holder is a successor to other entities who previously held the property for the owner. List previous holder numbers, names and/or addresses under which you have previously filed Unclaimed Property reports with the Missouri State Treasurer's office.

PART IV PRIMARY BUSINESS ACTIVITY

Please provide a brief summary that best describes your organization's primary business activity.

PART V CONTACT PERSON

The contact person listed on the report is the name of the individual who prepared the report or whom the Missouri State Treasurer's office can contact in the event there are any questions relating to the report.

PART VI AUTHORIZATION

The individual authorized to submit the Report of Unclaimed Property on behalf of the Holder.

Section B: Summary of Unclaimed Property

- **HOLDER NUMBER and HOLDER NAME** - Enter your Holder Number and Holder Name as they appear in Section A of this Report. Leave the Holder Number space blank if it is unknown or unavailable.
- **REPORT PERIOD ENDING** - Enter the period ending date for which this report is being filed. Date should correspond with the reporting period listed in Section A of this report.
- **ORIGINAL OWNER NAME** - Last name, first name and middle name or initial, as available. Be sure to include any information that would aid in the identification of the owner, to include Jr., Sr., Dr., etc. (for example, Smith Jane Ann MD). Company names or corporate titles should be entered exactly as adopted, except the word "the" should be omitted when it is the first word of the title. If a single item has two or more owners, the names and addresses of each must be listed. When reporting certified checks or cashiers checks, list the names and addresses of both remitter and payee if available, specifying each. If no owner name is available, report the property as "Unknown" (include any other identifying information that may be available in the respective columns). Items that are \$50 or less may be reported in Aggregate totals by property type at the end of the report rather than individually. However, since our goal is to return as much property as possible to the rightful owners, we encourage the reporting of detailed owner information whenever it is available.
- **OWNER RELATIONSHIP** - Relationship of each owner listed (e.g. OWNER, JT TEN, CUSTODIAN, MINOR, PAYEE, REMITTER). Refer to Owner Relationship Codes table.
- **OWNER ADDRESS** - Include street, city, state, zip and county, if available, of the last known address of the original owner. If no address is available, write the word "Unknown" in the address column.
- **SS NUMBER/DATE OF BIRTH** - Provide original owner's social security number or taxpayer id number and date of birth if available.
- **ACCOUNT/CHECK NUMBER** - Enter any identification number(s) available regarding the property item, such as account number, policy number, check number, stock certificate number, etc.
- **PROPERTY DESCRIPTION** - Enter the property description of each item (e.g., Payroll checks, Savings Accounts, Safe Deposit Box Contents, etc.). Refer to Property Type Codes for listing of categories and descriptions.
- In the case of safe deposit boxes, attach separate inventory sheets identifying contents, including a description of the

HOW TO COMPLETE THIS REPORT



contents (e.g., “4 insurance policies, 1 goldtone ring, and 2 letters”). Indicate in Section B “Safe Deposit Box information attached.”

For securities, please include the issuing company name and number of shares remitted for each owner.

- **PROPERTY CODE** - Enter the appropriate property code for each type of unclaimed property according to Property Type Codes. Items that are \$50 or less may be reported in Aggregate within the appropriate category (e.g., “Aggregate of 5 items less than \$50, Vendor Checks, Code 56, total \$156.00”).
- **DATE OF LAST TRANSACTION/DATE PROPERTY BECAME PAYABLE, REDEEMABLE OR RETURNABLE** - Indicate date of last owner-initiated activity on account, date of check, or date of maturity.
- **CHECK IF INTEREST-BEARING** - Check box if account was accruing interest at the time of remittance, or if the owner would have been entitled to interest had the property not been presumed abandoned.
- **AMOUNT DUE OWNER** - Enter the total amount of cash value due the owner, including any interest earned on deposits.
- **PAGE TOTAL** - Enter the sum of the Amount Due Owner column for each page.
- **GRAND TOTAL** - To be entered on the last page of the report. The Grand Total is the sum of the Page Totals from each page of Section B of the report.
- **DEDUCTED EXPENSES SUMMARY** - This space may be used by the Holder pursuant to the Missouri Unclaimed Property Statute (RSMo 447.543). Expenses deducted must

be itemized (expense description and amount). All expenses must be approved by the Missouri State Treasurer’s office. If expenses are reported, deduct the expense total from the Grand Total to obtain the total amount of remittance. Please contact the Missouri State Treasurer’s office for an explanation of allowable expense deductions.

HOLDER REIMBURSEMENTS AND REFUNDS

Periodically an owner will contact the Holder after their property has already been reported and remitted to the Missouri State Treasurer’s office. If the owner is then paid or the account reinstated by the Holder, the Holder may submit a request for reimbursement to the Missouri State Treasurer’s office. Proof of payment or account reinstatement is required for reimbursement.

Refunds will be issued to Holders who have overpaid their unclaimed property report because of an accounting error or other mistake made during the preparation of the report. To request a refund, make a written request to the Missouri State Treasurer’s office and explain the nature of the mistake. Include documentation with your request that supports your explanation of the error.

If the amount remitted is less than the amount reported and no explanation is provided, a request for additional remittance will be submitted by the Missouri State Treasurer’s office to the holder. The additional payment must be remitted to the Missouri State Treasurer’s office within 30 days of the request to the Missouri State Treasurer’s office and explain the nature of the mistake. Include documentation with your request that supports your explanation of the error.

Property Type Codes

ACCOUNT BALANCES DUE

AC01	CHECKING ACCOUNTS
AC02	SAVINGS ACCOUNTS
AC03	MATURED CD OR SAV CERT.
AC04	CHRISTMAS CLUB FUNDS
AC05	MONEY ON DEP TO SECURE FUND
AC06	SECURITY DEPOSITS
AC07	UNIDENTIFIED DEPOSITS
AC08	SUSPENSE ACCOUNTS
AC09	MONEY MARKET
AC99	AGG. ACCT. BALANCES UNDER \$50

UNCASHED CHECKS

CK01	CASHIERS CHECKS
CK02	CERTIFIED CHECKS
CK03	REGISTERED CHECKS
CK04	TREASURERS CHECKS
CK05	DRAFTS
CK06	WARRANTS
CK07	MONEY ORDERS
CK08	TRAVELERS CHECKS
CK09	FOREIGN EXCHANGE CHECKS
CK10	EXPENSE CHECKS
CK11	PENSION CHECKS
CK12	CREDIT CHECKS OR MEMOS
CK13	VENDOR CHECKS
CK14	CHECKS WRITTEN OFF TO INCOME

CK15	OTH. OUTSTANDING OFFICIAL CKS.
CK16	CD INTEREST CHECKS
CK99	AGG. UNCASHED CKS. UNDER \$50

COURT DEPOSITS

CT01	ESCROW FUNDS
CT02	CONDEMNATION AWARDS
CT03	MISSING HEIRS FUND
CT04	SUSPENSE ACCTS.
CT05	OTHER COURT DEPOSITS
CT06	PUBLIC AID CHILD SUPPORT CKS.
CT99	AGG. COURT DEPOSITS UNDER \$50

INSURANCE

IN01	IND. POLICY BENEFITS/CLM. PAYMENTS
IN02	GRP. POLICY BENEFITS/CLM. PAYMENTS
IN03	PROCEEDS DUE BENEFICIARIES
IN04	PROCEEDS FROM MATURED POLICIES, ENDOWMENTS, OR ANNUITIES
IN05	PREMIUM REFUNDS
IN06	UNIDENTIFIED REMITTANCES
IN07	OTHER AMTS. DUE UNDER POLICY TERMS
IN08	AGENT CREDIT BALANCES
IN99	AGG. INSURANCE PROPERTY UNDER \$50

CONTINUED...



MINERAL PROCEEDS & MINERAL INTERESTS

MI01 NET REVENUE INTEREST
MI02 ROYALTIES
MI03 OVERRIDING ROYALTIES
MI04 PRODUCTION PAYMENTS
MI05 WORKING INTEREST
MI06 BONUSES
MI07 DELAY RENTALS
MI08 SHUT-IN ROYALTIES
MI09 MINIMUM ROYALTIES
MI99 AGG. MINERAL INTERESTS UNDER \$50

MISC. CHECKS & INTANGIBLE PERSONAL PROP.

MS01 WAGES, PAYROLL, SALARY
MS02 COMMISSIONS
MS03 WORKERS' COMP. BENEFITS
MS04 PAYMENT FOR GOODS & SERVICES
MS05 CUSTOMER OVERPAYMENTS
MS06 UNIDENTIFIED REMITTANCES
MS07 UNREFUNDED OVERCHARGES
MS08 ACCOUNTS PAYABLE
MS09 CREDIT BALANCES- ACCTS RECEIVABLE
MS10 DISCOUNTS DUE
MS11 REFUNDS DUE
MS12 UNREDEEMED GIFT CERTIFICATES
MS13 UNCLAIMED LOAN COLLATERAL
MS14 PENSION & PROFIT SHARING PLANS
MS15 DISSOLUTION OR LIQUIDATION
MS16 MISC OUTSTANDING CHECKS
MS17 MISC INTANGIBLE PROPERTY
MS18 SUSPENSE LIABILITIES
MS99 AGG. MISC. PROPERTY UNDER \$50

SECURITIES

SC01 DIVIDENDS
SC02 INTEREST (BOND COUPONS)
SC03 PRINCIPAL PAYMENTS
SC04 EQUITY PAYMENTS
SC05 PROFITS
SC06 FUNDS PD TO PURCHASE SHARES
SC07 FUNDS FOR STOCKS & BONDS
SC08 SHARES OF STOCK (RETURNED BY P.O)

SC09 CASH FOR FRACTIONAL SHARES
SC10 UNEXCHANGED STOCK/SUCCESSOR CO.
SC11 OTHER CERT. OF OWNERSHIP
SC12 UNDERLYING SHARES OR OTHER OUTSTANDING CERTS.
SC13 FUNDS FOR LIQ./REDEMPTION OF UNSURRENDERED STOCKS OR BONDS
SC14 DEBENTURES
SC15 US GOVT SECURITIES
SC16 MUTUAL FUND SHARES
SC17 WARRANTS (RIGHTS)
SC18 MATURED BOND PRINCIPAL
SC19 DIVIDEND REINVESTMENT PLANS
SC20 CREDIT BALANCES
SC21 SUM OF VAR. STOCK RELATED CASH ITEMS
SC22 CASH IN LIEU
SC23 SUM OF VAR. STOCK RELATED STOCK ITEMS
SC24 MONEY MARKET
SC99 AGG. SECURITY RELATED CASH UNDER \$50

SAFE DEPOSIT BOXES & SAFEKEEPING

SD01 SAFETY DEPOSIT BOX CONTENTS
SD02 OTHER SAFEKEEPING
SD03 OTHER TANGIBLE PROPERTY

TRUST, INVESTMENT AND ESCROW ACCOUNTS

TR01 PAYING AGENT ACCTS.
TR02 UNDELIVERED OR UNCASHED ITEMS
TR03 FUNDS HELD IN FIDUCIARY CAPACITY
TR04 ESCROW ACCTS.
TR05 TRUST VOUCHERS
TR06 PRE-NEED FUNERAL PLANS
TR99 AGG. TRUST PROP. UNDER \$50

UTILITIES

UT01 UTILITY DEPOSITS
UT02 MEMBERSHIP FEES
UT03 REFUNDS OR REBATES
UT04 CAPITAL CREDIT DISTRIBUTIONS
UT99 AGG. UTILITY PROPERTY UNDER \$50

ZZZZ PROPERTIES NOT IDENTIFIED ABOVE
(WRITTEN DESCRIPTION MUST ACCOMPANY)

Owner Relationship Codes

OWNER RELATIONSHIP CODES					
AT	Attorney	IN	Insured	RE	Remitter
BE	Beneficiary	JT	Joint Tenant	SL	Seller
BY	Buyer	MN	Minor	SU	Surety
CU	Custodian	OR	OR	TC	Tenants in Common
DE	Dependent	OW	Owner	TD	Transfer on Death
ES	Estate of	PA	Power of Attorney	TR	Trustee of
EX	Executor	PD	Pay on Death	TT	Trustee
FB	For Benefit of	PR	Personal Representative	UG	Uniform Gifts to Minor Act
GU	Guardian	PY	Payee		

Unclaimed Property Report Checklist



ERIC SCHMITT
MISSOURI STATE TREASURER

1. Have you completed sections A and B of this report?
2. Have you verified that the total of the individual properties equals the total amount of your check?
3. Are you deducting expenses? If so, please complete the expense summary in Section B and adjust your totals accordingly.
4. Have you checked the box for interest bearing accounts as applicable?
5. Is your check made payable to Missouri State Treasurer Eric Schmitt and attached to your report?
6. Are the following included in your report:
 - STOCK CERTIFICATES
 - SAFE DEPOSIT BOX CONTENTS
 - OWNER DETAIL LISTING (HARDCOPY AND/OR DISKETTE)
7. Did you include all names, addresses, zip codes and social security numbers that are available for owner accounts?