GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF FINANCE AND TREASURY

Unclaimed Property Unit

Instructions for Preparing Unclaimed Property Reports

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INTRODUCTION

The District of Columbia's Uniform Disposition of Unclaimed Property Act (DC code section 41-101 et seq.) requires business associations, banking and financial organizations, life insurance corporations, and others to review their records each year to determine whether they hold any funds, securities, or other properties that have been unclaimed for the required dormancy period, and to file an annual report with the Unclaimed Property Unit.

This reporting booklet is designed to inform organizations of their responsibilities under the Unclaimed Property law and assist in the preparation of abandoned property reports. Each organization should review the Unclaimed Property law to ensure all reporting requirements are understood. The review of the law should be ongoing, as revisions to the statute may cause changes in reporting requirements.

To ensure the complete, accurate, and timely reporting of unclaimed property, it is important that this reporting booklet and all other related materials be forwarded to the persons in your organization responsible for the preparation of the unclaimed property report.

When a reporting service is employed, quality and accuracy of the report remain the responsibility of the organization for whom the report has been prepared.

SPECIAL NOTE TO HOLDERS

Holders should remit their stock claims though Depository Trust Company (DTC). Claimants will receive their stock property faster if the stock is issued in book entry form through DTC. If the stock is not eligible, you must issue the stock in the District's nominee name of **DCGov & Co** (exactly as written). Any other name will delay the issuance of property to the claimant (see page 6 for further instructions). The Unclaimed Property Unit remains dedicated to the following:

Processing complete and accurate holder reports.
This can only be done with cooperation from the holders. Incomplete report information adds processing time to your report, makes it more difficult to locate owners, and causes delays in processing claims.

Returning money to its rightful owner.
Proactive steps are in place to allow our staff to find owners prior to the annual newspaper advertisement. Since Fiscal Year 1993, the Unclaimed Property Unit has returned approximately $100 million of reported unclaimed property to its rightful owners. If you have any questions, comments or suggestions on how to improve the reporting process, please feel free to contact one of the Unclaimed Property Staff at (202) 442-8181.

REGARDING OWNERS

We encourage you to make reasonable efforts to locate owners when an account first becomes inactive or a check remains uncashed. Most individuals and companies can be found if an attempt to locate them is made during the first six months following a change of address.

While the District of Columbia supports your efforts to contact your unclaimed property owners prior to reporting and remitting to the District of Columbia Government, expenses incurred for researching and locating owners are not authorized by the Statute to be deducted from your remittance to the District of Columbia Government.

It is important that you provide records of owners' last known addresses (even though mail may have been returned by the post office), and social security numbers (if known). This information is extremely crucial in our efforts to verify that the rightful owners of the property are being paid. Addresses and social security numbers if known **must** be included in your report.

There is an option to pay the claimants directly and then file for reimbursement from the District Government on Form UP-4 (see page 13).

INSTRUCTIONS FOR PREPARING ABANDONED AND UNCLAIMED PROPERTY REPORT

Who Must Report

The District of Columbia's "Uniform Disposition of Unclaimed Property Act of 1980," as amended, requires every business entity to review its records to determine whether they hold any funds, securities or other property presumed abandoned under the Act, and file an annual report with the Office of Finance and Treasury, Unclaimed Property Unit.

What to Report

Report all property, tangible or intangible, presumed abandoned, that is held or owing in the ordinary course of the holder's business and has remained unclaimed by the owner for more than three years after it became payable or distributable, unless otherwise specified. Please refer to the Checklist on Form UP-1 for more specific examples of the types of property that are reportable.

Property presumed abandoned shall be reported and delivered to the District if one of the following applies:

1. The last known address of the apparent owner, as shown on the records of the holder, is in the District.

2. If the address of apparent owner is unknown, at least one of the following applies:

    A. Address of last known person entitled to the property is in the District of Columbia;

    B. Holder is domiciled in the District; or

    C. Holder is the District of Columbia Government.

3. The last known address of apparent owner is in a foreign country or in a state outside the District of Columbia and the property is not being reported to that state and, the holder is:

    A. Domiciled in the District: or

    B. The District of Columbia Government.

4. The transaction concerning the property took place in the District.

When to File

Unclaimed property reports and remittances must be submitted to the Office of Finance and Treasury's Unclaimed Property Unit before November 1 of each year. Exception: Life Insurance Companies must submit reports and remittances before May 1 of each year.

It is the holder's responsibility to report and remit property before the applicable due date.

The report concerning unclaimed property as of the prior June 30th (and December 31st for Life Insurance Companies) must be filed on Form UP-1, Report of Unclaimed Property Verification and Checklist.

Reportable property is itemized on Form UP-2, The Report of Unclaimed Property, which is filed at the same time as Form UP-1. A computer-generated document may be substituted for the Form UP-2. However, the format of the document should be identical to that of the Form UP-2.

Reporting Methods/CD/Electronic Specifications

The Office of Finance and Treasury requires all holders of unclaimed property accounts to report in NAUPA format either electronically or on a CD. Specifications for NAUPA format can be found at the following website: ***http://www.naupa.org/reporting*.**The External File Processing function allows holders of unclaimed property to download information from their current computer system onto CD's without re-keying individual unclaimed items. (We **DO NOT** accept diskettes.) We request all information to be sent to us electronically at dcunclaimed.property@dc.gov but we will accept information on CD's also.

Reporting Manually

If you have fewer than 5 owner accounts to report, you may use the forms provided on our official website **(http://cfo.dc.gov/service/unclaimed-property)**. When reporting on forms, all information must be typed, printed, notarized and mailed.

Property Remittances/Additional Forms

Appropriate reporting forms can be obtained from the Office of Finance and Treasury, Unclaimed Property Unit official website **(http://cfo.dc.gov/service/unclaimed-property)** or by calling 202-442-8181 and making a request for the Instruction booklet to be sent electronically or via US mail.

Mailing Address:
Office of Finance and Treasury
Unclaimed Property Unit
1101 4th Street, SW Suite 800W
Washington, D.C. 20024
202-442-8181

(When remitting money, checks should be made payable to: D.C. Treasurer.)

Negative Reports

In the case where a holder neither holds nor owes any abandoned property specified under Title 41-117 the District of Columbia request that a negative report be filed annually.

Aggregate Reporting of Property

Individual Owner accounts must be reported individually, regardless of dollar amount. The list should include the names of the owners, amount due each owner and all other available information on file. The Unclaimed Property Unit wants to be able to return even the smallest amounts to the rightful owners.

Provide Your Tax ID and Current Address

It is your responsibility to update this office if you have any address or personnel changes in the department responsible for filing your reports. All correspondence should include your Employer Identification Number (EIN - Tax ID Number) and current address.

INSTRUCTIONS FOR REGISTRATION OF STOCKS

We require stock be transferred via DTC or book entry. When stocks are reported, a transfer must be made to the District of Columbia Government. Any physical stock (not eligible for DTC or book entry) must be issued in the District's nominee name **"DCGov & Co", under taxpayer ID #16-1674446.** The report confirmation sheet should be forwarded to the Unclaimed Property Unit. (see address on page 5) The physical stock should be mailed to Xerox Unclaimed Property Clearinghouse (address on page 7)

The DTC/book entry delivery instructions are as follows:

DTC Participant Account# 954

Bank	**Mellon Bank**
Account Number:	**AUZF0209702**
Agent Bank#:	**26017**
Reference:	**DCGov & Co/AUZF0209702**
Fax List to:	**Jimmy Lee 617-722-9660**

The list should include issue name, cusip number, number of shares and your depository number.

FEDERAL RESERVE ELIGIBLE SECURITIES

Fed Reserve Bank of New York
ABA#0210-0001-8
Bank of NYC/Trust/ AUZF0209702

INSTRUCTIONS FOR WIRE TRANSFERS

Holders are required to send remittances of $50,000 or greater through a wire transferred; however holders are encouraged to submit **all** funds via wire transfer. Please email your transaction confirmation to gloria.chaney@dc.gov or gracie.musher@dc.gov . You may also call 202-442-8194 or 202-442-8181 as a follow-up.

The ACH and wire instructions are as follows:

Bank:	Wells Fargo
ABA #:	121000248
Account#:	2000043154940
Title:	District of Columbia Government/Unclaimed Property
Ref Line:	Your FEIN or Tax ID number, and name

INSTRUCTIONS FOR REGISTRATION OF MUTUAL FUNDS

When reporting Mutual Funds, please be sure to include the complete Fund name, the FEIN Number, CUSIP Number and the Account Number for the Fund.

ACS will provide account numbers for all mutual funds that will be transferred to the state's account. Please contact Margaret Wagner at 617-722-9603 to obtain account numbers 48 hours prior to attempting delivery.

Please set up the account so the dividends are reinvested, and also interested party statements are sent to:

ACS Unclaimed Property Clearinghouse
100 Hancock St, 10th floor
North Quincy, MA 02171
Attn. Custody Department

A statement showing the shares in the nominee name (MAC & CO) and Account Number: AUZF0209702 must accompany your Report of Unclaimed Property for your report to be considered complete.

If the fund chooses to establish new account numbers and register mutual funds as indicated below, please provide a detailed list 48 hours in advance to upch.custody@acs-inc.com. This list should contain cusip number, name of the fund, share amount and the account number at the fund.

Note: All new accounts should be set up with Phone Privileges and Dividend Payments to be reinvested.
Register Mutual Funds as follows:

MAC & CO
Mutual Fund Operation
P O Box 3198
Pittsburgh, PA 15230-3198
Account # AUZF0209702
FEIN 23-6019000

Closed-End funds <u>only</u> should be put in the account for the District of Columbia with the below registration:

DCGOV & CO
c/o Xerox Business LLC
100 Hancock St., 10th Floor
Quincy, MA 02171
FEIN 16-1674446

with a copy of the statement mailed to:

Government of the District of Columbia,
Office of Finance and Treasury, Unclaimed Property Unit
1101 4th Street, SW, Suite. W-800B
WASHINGTON, DC 20024

CUSIP numbers are required for all mutual funds.

INSTRUCTIONS FOR COMPLETING THE VERIFICATION AND CHECKLIST

FORM UP-1

Holder's Name and Address:
Complete the name and address lines with your company name and mailing address. Do not forget to include department names if they are an important part of your address.

Report Year:
Enter the year for which the report is being filed.

Employer ID Number (EIN):
Enter the nine-digit tax ID number assigned to you by the federal government. **This line must be completed.**

Property Type:
Review the property types listed on both sides of the form to verify the types of property you are reporting. Each item marked "**yes**" must be itemized on the Abandoned and Unclaimed Property Form (UP-2).

Previous Holder:
If you are not the original holder of any of the property listed on the report, enter the name and address of the previous holder and the date the property changed hands. If your institution's name has changed during the time (last 10 years) that you held any property reported, list the previous name and date of change. Attach separate sheets as necessary.

Primary Business Activity:
Check the primary business activity which best describes your principal operation.

State of Incorporation:
Corporations should enter the state in which they were incorporated. Savings and loans associations, banks, and credit unions should enter the state in which they were chartered.

Date of Incorporation/Charter Date:
Corporations should enter the date on which they were incorporated or licensed to do business. Savings and loan associations, banks, and credit unions should enter the date their organizations were chartered.

Is this your first time to report?
Indicate whether your organization has ever reported unclaimed property to this office, under this or any other tax ID numbers. Note here if your company is no longer in business.

Contact person for reporting:
List the name, address, and phone number of the person who completes your report. This is the person the Unclaimed Property Unit will contact if there are questions or problems with your report. This is also the person to whom we will mail future reporting information.

Affidavit:
An authorized individual must sign the report. If the report is prepared by a partnership, it must be signed by one of the partners; if filed by an unincorporated association or by a private corporation, it must be signed by an officer; if filed by a public corporation, it must be signed by the chief financial officer. The form must be notarized.

INSTRUCTIONS FOR COMPLETING REPORT OF UNCLAIMED PROPERTY

FORM UP-2

Holder Information:
Enter the holder name, and address exactly as it appears on the Verification and Checklist Form, UP-1

Report Year:
Enter the year for which the report is being filed.

Period Covered:
Enter the period for which you examined your records for unclaimed property.

Type of Property:
List the category of property to be itemized.

Owner's Information:
Enter the full name (last name first) and last known address for each owner. Corporate titles should be entered exactly as adopted, except the word "the" should be deleted when it is the first word of the title. List the complete address, including zip code. If the address is unknown, insert "address unknown" under the name.

If a single item has two or more owners, the names and addresses of both individuals must be shown, along with the relationship (e.g. "Trustee", "Or", "And", etc.). If the owners have the same address, the address may be entered once beneath the names.

Social Security Number:
Enter the owner's social security number(s) if known.

Date of Last Transaction:
This is the date of the last deposit or withdrawal made by the owner. The "date property became payable, demandable, or distributable" is, for example, the date a dividend became payable, the date a note became payable, the date a check or draft was issued, the date a gift certificate was purchased, etc. If payable on demand, the date the instrument was issued should be used. The date of computer conversion shall not be used as the date of last transaction.

Amount Due Owner:
The total value due owner is the amount of cash due the owner of the item, including all interest earned on deposits and without the deduction of any service charges.

Note:

For stocks and bonds, the number of shares should be listed.

For safe deposit boxes, holders are required to submit a detailed listing of contents in an excel format on a CD or electronic format **prior** to actual submission. We will review and send you a response of acceptance or rejection of each box based on contents. Due to the overwhelming number of items that have little or no value, we will not accept these items any longer, but the current holder should retain these items based on their banking retention regulations.

For the remittance of safe deposit boxes, a CD or electronic format of the final accepted safe deposit boxes is requested. Contents of each box must be kept separated and itemized individually with a copy of the inventory sheet in each individual box.

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INSTRUCTIONS FOR COMPLETING SUMMARY SHEET OF REPORTED ITEMS

FORM UP-2A

The Summary Sheet must be completed with a summary of all abandoned and unclaimed property being reported. This information is to be listed by type of property and code number. If you are reporting owner accounts under $50.00, you must list them by dollar amount in aggregate by type of property and property code.

Holder:
Enter the name of the reporting holder of unclaimed property. Also provide the Employer Identification Number (EIN).

Property Codes:
List separately, in numerical sequence, the appropriate property code for each type of unclaimed property you are reporting. Refer to NAUPA Standard Property Type Codes for each code number.

Summary of Types of Property:
Enter the property description of each category of items as listed on the corresponding individual property pages (see UP-2A ledger on bottom of form).

Number of Owners:
Enter the number of owners per property code.

Pages:
Enter the inclusive page numbers where each type of property is listed on the UP-2 forms.

Amount Remitted:
Enter the exact dollar amount remitted to the District of Columbia along with the reporting forms for each category of property.

Total Owners:
Enter the total number of owners on the holder report.

Total Amount Remitted:
Enter the total amount of money paid with your reporting forms.

INSTRUCTIONS FOR COMPLETING AGGREGATE SUMMARY

FORM UP-2B

An aggregate is a total dollar amount of property under $50, within a specific type of property code. This summary sheet itemizes each individual type of property code, the number of owners per property and the aggregate dollar amount per property.

Holders Name:
Enter the name of the reporting holder of unclaimed property.

Federal Employer Identification Number:
Enter your Employer Identification Number (Tax ID Number). **All information listed must be typed.**

Property Codes:
List the corresponding property code for each separate property description per aggregate. Refer to standard Property Type Codes for each code number listed below on the form.

Property Description:
List the type of property per each aggregate of owners for property under $50.

Number of Owners:
Enter the total number of owners per each individual property code.

Total Aggregate Dollar Amount:
Add the total number of owners in aggregate for property under $50.

Subtotal of Number Of Owners:
Add total number of owners in aggregate for property under $50.

Grand Total Aggregate Dollar Amount:
Add the total dollars in aggregate per property code and list the grand total.

INSTRUCTIONS FOR PREPARING TANGIBLE ASSETS INVENTORY LIST

FORM UP-2C

Holder's Name and Address:
Complete the name and address lines with your company name and mailing address. Include name of individual submitting report and telephone number.

Name of Person submitting report:
List the name, address, and phone number of the person who completes your report. This is the person the Unclaimed Property Unit will contact if there are questions or problems with your report. This is also the person to whom we will mail future reporting information.

Employer ID Number (EIN):
Enter the nine-digit tax ID number assigned to you by the federal government. **This line must be completed.**

Report Year:
Enter the year for which the report is being filed.

Reference Number:
Enter the reference number assigned to the owner of the abandoned or unclaimed property. Usually this number refers to the safe deposit box number.

Name and Address:
Enter the name and address of the owner of the abandoned or unclaimed property.

Description of Property:
This area is **very important** and must be completed in detail especially if there is more than one of a particular category of property. The more detailed the description, the easier it will be to identify the property at a later time should the owner come forward to claim it. Note any specific identifying marks or characteristics of each piece of property.

Note: In regards to miscellaneous personal papers with no monetary value, these can be listed as a group and not detailed item by item.

Effective Date or Last Access:
This refers to the last date the safe deposit box was accessed by the owner.

Total:
Enter the total number of items itemized on **each** inventory page.

Note:
For stocks and bonds, the number of shares should be listed.

For safe deposit boxes, holders are required to submit a detailed listing of contents in an excel format on a CD or electronic format **prior** to actual submission. We will review and send you a response of acceptance or rejection of each box based on contents. Due to the overwhelming number of items that have little or no value, we will not accept these items any longer, but the current holder should retain these items based on their banking retention regulations.
For the remittance of safe deposit boxes, a CD or electronic format of the final accepted safe deposit boxes is requested. Contents of each box must be kept separated and itemized individually with a copy of the inventory sheet in each individual box.

INSTRUCTIONS FOR COMPLETING REPORT OF UNCLAIMED PROPERTY

FORM UP-4

In order to expedite all holders claims for the return of property presumed abandoned, pursuant to "The Uniform Disposition of Unclaimed Property Act of 1980", DC Law 3-160, the following guidelines have been established.

If a claim is made to a holder who has delivered unclaimed property to the Mayor pursuant to section 119 (a) of the Act, the holder may:

- Pay the claimant upon the filing of satisfactory proof of claim and seek reimbursement from the District or refer the claimant to the District of Columbia Government.
- Under circumstances where the holder has delivered tangible property, the holder may reclaim the property for the rightful owner or refer the claimant to the District of Columbia Government.

IN ORDER TO SEEK REIMBURSEMENT FROM THE DISTRICT

- The holder must file a Form UP-4.
- Must make payment to the owner prior to submitting a claim to the District for reimbursement.
- Must provide your proof of payment to owner
- Have UP-4 form notarized.

If you require further clarity on claim/reimbursement procedures, please call Unclaimed Property at 202-442-8181.

DISTRICT OF COLUMBIA UNCLAIMED PROPERTY LAW DORMANCY PERIODS

Section	Description Period	Dormancy Period
41-106	Savings, Matured Time Deposits, Demand Deposits (Checking), NOW, plus interest or dividends	3 years
41-106	Travelers' Checks	15 years
41-106	Written Instruments (Banking and Financial Assns.)	3 years
41-106	Money Orders	7 years
41-106	IRAs, Keogh Plans	3 years
41-115	Safe Deposit Boxes, Safekeeping	3 years
41-107	Funds Held By Life Insurance Companies	3 years
41-109	Stocks, Dividends, Profit Distributions, Interest	3 years
41-110	Liquidating Distributions	60 days
41-111	Funds Held By Fiduciaries, Agents	3 years
41-112	Funds Held By Government or Governmental Agencies	1 year
41-112	Indebtedness of the District Government	1 year
41-103	Ordered Refunds	1 year
41-103	Misc. Property Held in Normal Course of Business (Vendor Checks, Credit Balances, etc)	3 years
41-113	Employee Benefit Trust Distributions	3 years
41-114	Gift Certificates	5 years
41-116	Unpaid wages/Commissions	1 year