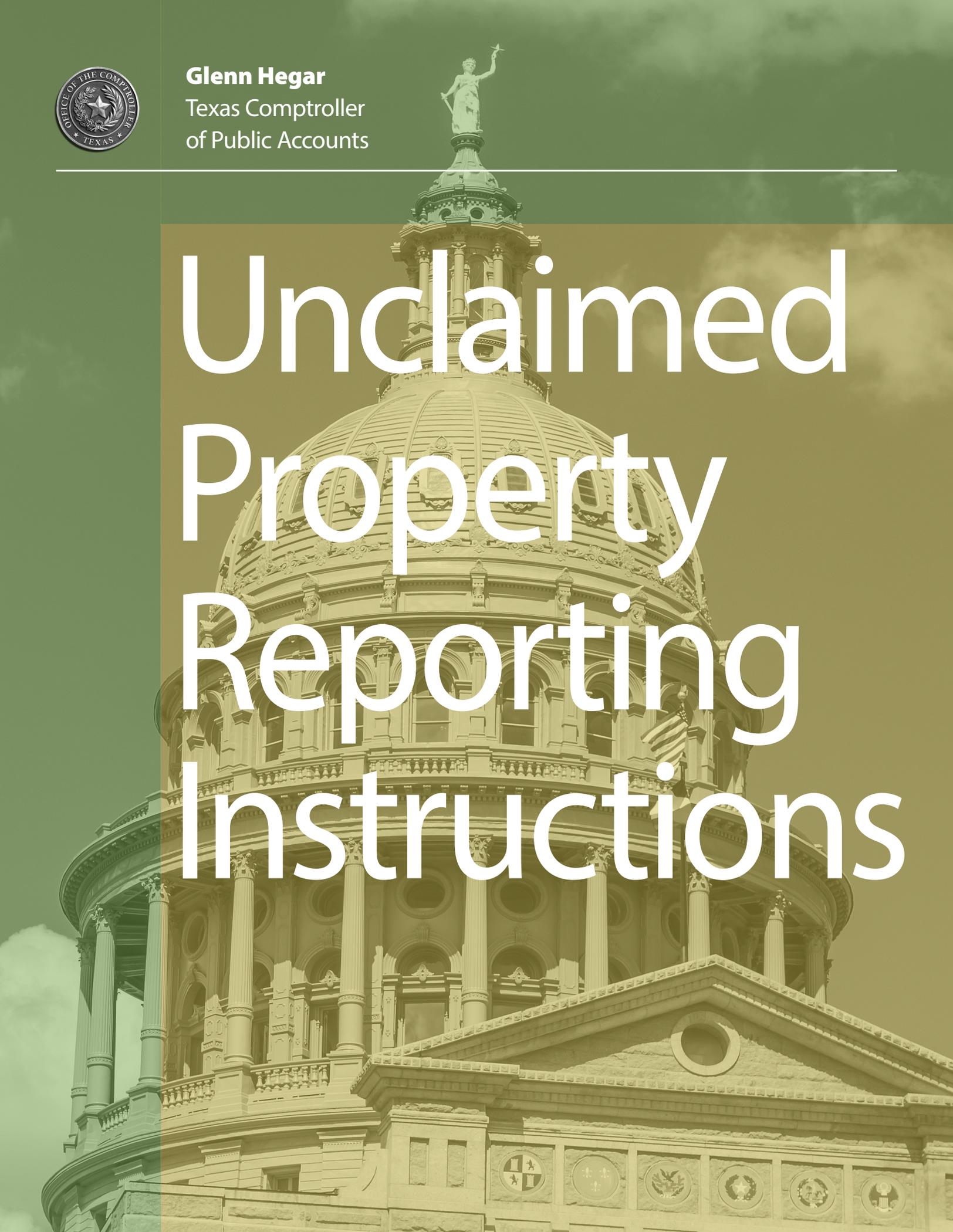




Glenn Hegar
Texas Comptroller
of Public Accounts

The background of the entire page is a photograph of the Texas State Capitol building in Austin, Texas. The image is overlaid with a semi-transparent green filter. The building's iconic dome and the statue of Liberty atop it are prominent features. The text "Unclaimed Property Reporting Instructions" is superimposed in large white font over the center of the image.

Unclaimed Property Reporting Instructions

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Payment and Delivery

Texas law allows holders of unclaimed property to remit payments in a number of ways: by check or electronically with an automated clearinghouse (ACH) debit or credit through the state's automated payment system, TEXNET. Holders who remit more than \$100,000 in unclaimed property are encouraged to make their payments electronically.

Enrollment in the TEXNET Program is required prior to sending ACH payments. On-line enrollment can be found at comptroller.texas.gov/up/report/money.php. The final day to enroll is June 30th before 6 p.m. (CST) to meet the July 1 deadline. If you are already enrolled for unclaimed property, go to <https://texnet.cpa.state.tx.us>, where you initiate your payment. Your remittance can be scheduled up to 30 days before your payment is due. The information is warehoused, and your funds are not transferred until the date you designate.

Missed Your TEXNET Payment Deadline?

When payment information for ACH debit transactions cannot be submitted before 6 p.m. (CST) on the bank business day before the due date, or when ACH credit with addenda transactions cannot be originated for settlement on the due date, you must use the following procedure to ensure a timely payment:

1. Call the Comptroller's office to report payment information as early as possible on the payment due date by calling the TEXNET hotline at 1-800-531-5441, ext. 3-3010. *This call is very important – without it, we will not have the necessary information to apply the payment to your unclaimed property account.*
2. Instruct your financial institution to wire transfer your payment to:

Bank name: Texas Comptroller of Public Accounts

Routing #: 114900164

Account name: Texas Comptroller of Public Accounts

Account #: 883083001

The Comptroller of Public Accounts is the receiving bank, located in Austin, Texas. You must include your holder name and taxpayer identification number in the wire, as well as the name of a contact person and phone number.

Checks should be made payable to:

Texas Comptroller of Public Accounts - Unclaimed Property

Remittances should be mailed to:

Texas Comptroller of Public Accounts
Unclaimed Property Division
P.O. Box 12019
Austin, Texas 78711-2019

Physical address for courier delivery of remittance:

Texas Comptroller of Public Accounts
Unclaimed Property Division
111 E. 17th St.
Austin, Texas 78774-0100

For questions or assistance, contact our Holder Reporting Section at:

up.holder@cpa.texas.gov
OR
1-800-321-2274, Option 2

Tangible Property Delivery**Deliver tangible property to:**

Texas Comptroller of Public Accounts
Unclaimed Property
208 E. 10th St., Room 232A
Austin, Texas 78701-2407

For tangible property questions or assistance, contact the Safe Deposit Box staff at:

unclaimed.auction@cpa.texas.gov
OR
1-800-531-5441, Ext. 3-0988

Forms List

The following forms are published in this manual and may be photocopied and used:

Holder Refund Request/Reimbursement Form – #53-116 – Page 5

Holder Claim Form Supplement – #53-117 – Page 6

Texas Unclaimed Property Payment Form – #53-119 – Page 29

Using the Comptroller's Website

Secure File Transfer Portal

<https://mycpa.cpa.state.tx.us/unclpropholder/welcomeAction.do?action=Holder>

Reporting Overview

comptroller.texas.gov/up/report/reporting-details.php

Download Software

comptroller.texas.gov/up/report/filing-report.php

Unclaimed Property Forms

comptroller.texas.gov/up/report/holder-forms.php

Texas Quick Start Reporting Guide

comptroller.texas.gov/up/report/holder-forms.php

TEXNET Enrollment

comptroller.texas.gov/up/report/money.php

Initiate ACH Debit or Credit (TEXNET)

<https://texnet.cpa.state.tx.us>

Unclaimed Property Statutes

comptroller.texas.gov/up/report/holder-forms.php

Search for Property and File a Claim

comptroller.texas.gov/up/ or ClaimItTexas.org

Select Search Unclaimed Property

Online Express Reporting

comptroller.texas.gov/up/report/filing-report.php

Chapter 1

General Information

Unclaimed Property Defined

Unclaimed property can be any financial asset that has been abandoned by the owner for periods of time ranging from one to 15 years. The abandonment period is the number of years that you hold the property before sending it to the Texas Comptroller of Public Accounts. The property type determines the length of the abandonment period.

Title 6 of the Texas Property Code governs the State of Texas Unclaimed Property Program. Chapters 72 through 75 apply to the reporting, delivery and claims processes for abandoned property. Chapter 76 applies only to unclaimed property held and reported by Texas counties, municipalities, independent school districts and junior colleges.

Common types of unclaimed property include:

- Payroll (one-year abandonment period)
- Uncashed dividend or cashier's checks (three years)
- Stocks, bonds, mutual fund accounts (three years)
- Utility deposits (one year)
- Stored value cards (three years)
- Bank accounts and matured certificates of deposit (three years)
- Safe deposit box contents (five years)
- Insurance proceeds (three years)
- Demutualization proceeds (one year)
- Mineral interests or royalty payments (three years)
- Court deposits, trust funds, escrow accounts (three years)
- Money orders (three years)
- Traveler's checks (15 years)

Section 74.101 of the Texas Property Code requires all financial institutions, businesses, governmental entities and organizations that are holding unclaimed property belonging to Texas residents to file an unclaimed property report with the Comptroller's office by July 1 of each year. **Organizations that have determined they are not holding abandoned property are not required to file a negative report.**

Reporting Methods

Title 34 § 13.21 of the Texas Administrative Code states that property reports must be submitted to the Comptroller's office in the required format via one of the approved online submission methods. Submission of data on CDs or diskettes is no longer permitted. This rule can be referenced at www.sos.state.tx.us/tac.

Report delivery methods:

- Online express reporting
- Secure file transfer portal

Texas uses the electronic reporting format developed by the National Association of Unclaimed Property Administrators (NAUPA2). **Files transmitted through the secure file transfer portal must be in this format.**

Unclaimed Property Reporting Software and Internet Filing

Your report can be created using any commercial reporting system that generates the file in the NAUPA2 format.

Our office offers free software to assist you in creating your report. The software can be downloaded from comptroller.texas.gov/up/report/filing-report.php. After installing the software, enter your unclaimed property records directly into the application. The software also includes templates for importing your data from a spreadsheet or other source, saving you entry time and reducing errors. The user's guide can be accessed by clicking on any of the *help* buttons throughout the application.

During the submission process, this system automatically opens your web browser and directs you to the webpage *Unclaimed Property Secure Holder Reporting*. Complete the form and click **Continue** to go to the *Unclaimed Property Secure Holder File Upload* page, where you will locate and upload your file. Holders using other unclaimed property software should transmit their file through our website by selecting secure file transfer at comptroller.texas.gov/up/report/filing-report.php. After the transmission is complete, you will receive a message assigning a confirmation number to your report. **This confirmation number must be included with your**

payment, whether by check, wire or ACH debit/credit. If the transmission fails, a message displays indicating there was a problem. If your transmission continues to fail, please contact the Holder Reporting Section at 1-800-321-2274, option 2 for assistance.

Using the software requires an IBM-compatible PC with at least a 166 Mhz (300 Mhz recommended) running Windows NT or higher. The minimum memory requirements are 64 MB of RAM and 40 MB of hard drive space.

To order the program software on a CD, contact us by email at up.holder@cpa.texas.gov or call our Holder Reporting Section at 1-800-321-2274, Option 2.

Online Express Reporting

The online express reporting system allows holders to enter unclaimed property reports directly into this web-based application. This method does not require you to download and install software, and no IT staff support is necessary. Most report data are available to owners as soon as your payment is verified.

After registering for a password protected account, the owner data is entered into a secure environment and then submitted when the report is completed. After the submission is complete, you will receive a message assigning a confirmation number to your report. **This confirmation number must be included with your payment, whether you pay by check, wire or ACH debit/credit.**

You may apply for a User ID and password at comptroller.texas.gov/up/report/filing-report.php.

Your Responsibilities as a Holder

Filing Deadlines and Extensions

Section 74.101 of the Texas Property Code sets the deadline for filing your report and remitting your property is July 1 of every year.

Unclaimed property should not be reported until it has reached the required abandonment period, as of March 1 each year. You must hold property until the appropriate abandonment period has expired and include it in your next remittance to the state (see Pages 33-34 for property type codes and abandonment periods).

Property that is due July 1 may be remitted any time after the annual cutoff date of March 1. Prompt filing allows us to process and upload reports so that rightful owners can claim their property. Refer to page 3 for information concerning interest and penalties on late reporting.

Customer Contact

Under Section 72.101(a) of the Texas Property Code and Title 34 § 13.3 of the Texas Administrative code, there are two criteria for reporting property as abandoned:

1. The property has remained unclaimed for the applicable abandonment period **and**
2. The owner has not communicated, in writing or otherwise, regarding the property during the abandonment period.

The fact that mail is not returned to you by the post office does not, by itself, qualify as contact with the owner. When reviewing your records for abandoned 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 property, not merely the property that is inactive. Contact with the owner may be established by mail, email, accessing an online account or by phone. In order to establish knowledge of owner communication, it is recommended that phone contact be documented in writing with the date and time of the conversation.

Notice by Property Holder Required

Section 74.1011 of the Texas Property Code requires holders to mail a notice to all owners of property valued at more than \$250 that is due to be included in their annual report. The written notice must be mailed no later than May 1. If owners claim their property prior to remitting your report, please remember to delete their records from your list of reportable property before filing your annual report.

- The notice requirement does not apply to a holder that has already mailed a letter to the missing owner earlier in the abandonment period.
- If mail has been returned to you by the post office as a result of a previous mailing, a second notice to the last-known address is not required.
- A notice is not required if you do not have a record of an address.
- You are not required to mail notices to property owners entitled to \$250 or less.
- **You may deduct the postage costs from the cash amount owed to the missing owner.** Holders using commercial software products for creating their report in the NAUPA 2 format should enter deduction code MC for mailing cost in the deduction type field and the actual postage cost in the amount deducted field. The net amount due the owner should be entered in the amount remitted field. Holders using the Texas reporting software system will enter the postage deduction amount, and the software will

calculate the amount remitted field. The application will only permit deductions on amounts exceeding \$250.

- Deductions for postage may not be made against property amounts that are \$250 or less.
- Postage deductions must be subtracted from each owner's property balance. A single postage deduction from your report total is not permitted.

A sample letter on Page 9 can be modified to describe the specific type of property you are holding. Texas Property Code Section 74.1011(a) requires that you include the following language in your letter to the owner:

1. You, the holder (insert company name), are holding the property; and
2. You, the holder (insert company name), may be required to deliver the property to the Comptroller's office on or before July 1 if the property is not claimed.

We encourage you to make efforts to locate owners early in the abandonment period. The only property you should remit to Texas is that for which there has been no contact with the owners as defined in the Texas Administrative Code Title 34 § 13.3.

Aggregate Reporting of Property Less Than \$25

Section 74.101(d) allows holders to report individual owner records of less than \$25 value in the aggregate. You may combine any amounts under \$25 **by property type** and provide a single total for each property type. Do not combine different property types into one aggregate record. **Mineral interests must never be aggregated.**

The property type code used on an aggregate record **should always end in "99"** (e.g., AC99 or IN99). In the description field of an aggregate record, list the number of properties that you combined for the aggregate entry and the property type. For example, an AC99 record with "15 AC01" entered in the description field indicates 15 checking accounts are aggregated on one record.

If an owner files a claim for an amount less than \$25 which you reported in the aggregate, our office may contact you for verification that the owner's property was included in your aggregate total.

Though allowed by statute, aggregated property omits individual owner names. Without owner names, it is very difficult for Comptroller staff and owners to locate their property. For this reason, aggregating property is discouraged.

Retention of Records

Section 74.013 of the Texas Property Code Section requires all holders to retain unclaimed property records for 10 years after the property was reportable. You may be contacted by Comptroller staff to verify previously reported information.

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

Provide Your Tax ID and Current Address

We encourage you to keep our office advised of your current address and any changes related to the contact person, department or branch responsible for filing your reports. Your contact information should also include a telephone number and email address. All correspondence should include your Federal Employer Identification Number (FEIN).

Interest and Penalty on Late Remittances

Sections 74.705 and 74.706 of the Texas Property Code provide that a person who fails to pay or deliver property on time shall pay interest and penalty from the date the property should have been paid until the date it is received in our office. Interest and penalty for late filing is based on the date the property is delivered to our office. It is recommended that you file a report immediately if you determine you are holding property that should have been delivered in previous years. The Comptroller's office will calculate the interest and penalty for you and forward a bill for any amount owed.

Filing for Reimbursements and Refunds

Section 74.502 of the Texas Property Code allows holders to pay previously reported owners and request reimbursement for payment of that claim from the Comptroller's office. In the past, this has been referred to as a holder reimbursement request or holder refund request. In order to simplify and expedite payments back to the holder, these two processes have been merged into one. The holder refund request Form #53-116 has been updated and has replaced the holder reimbursement Form #53-115. The holder claim form Supplement #53-117 for multiple requests has not changed. Claim form supplement #53-130 has been added for multiple requests involving shares of securities. These forms can be found on our website at comptroller.texas.gov/up/report/holder-forms.php.

If the payment is going to an address different than the one you filed on your holder report form, make sure that you have included your authority to act.

Please email the completed form to unclaimed.property@cpa.texas.gov or fax it to 1-888-908-9991.

Assisting Claimants

Once property has been delivered to the state, the Texas Property Code does not impose a time limit by which the owners must file a claim for property return. The option also exists for you to pay claimants directly and then file for reimbursement by the Comptroller's office.

To provide the quickest return of owner's funds and to avoid the owner paying the 1.5 percent processing fee, please consider the refund/reimbursement option. Refer to the section above, Filing for Reimbursements and Refunds, for more information.

When the reimbursement/refund process is not appropriate, please direct potential claimants to contact our office for a claim form. NOTE: We cannot provide claim forms to third parties. We must deal directly with the claimant.

Call or write:

Texas Comptroller of Public Accounts
Unclaimed Property Research Section
P.O. Box 12046
Austin, Texas 78711-2046
1-800-321-2274, option 1

Verifying Ownership

The Comptroller's office is committed to processing and paying all unclaimed property claims as soon as possible. Section 74.501 of the Texas Property Code requires claimants to provide 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.

All available information that identifies owners and properties that you can list will help us avoid contacting you during the claims process. Social Security numbers, last known addresses and property descriptions are three of the most common items used to verify ownership during the claims process and are required to be reported under Section 74.101 of the Texas Property Code.



CLEAR FORM **PRINT FORM**

Texas Unclaimed Property Division

Holder Refund and Reimbursement Request Form

**Comptroller of Public Accounts
 Unclaimed Property Division, Research and Correspondence Section
 P.O. Box 12046
 Austin, TX 78711-2046**

Holder Information:		
Holder name	Tax ID number	
Mailing address		
City	State	ZIP code
Email address	FAX number (Area code and number) ()	
Department	Phone (Area code and number) ()	Extension

Property Information: Property #1 * for additional properties, use Form 53-117 (cash) or 53-130 (shares)				
Report year	Report amount	Property type code	Aggregate <input type="checkbox"/> Yes <input type="checkbox"/> No	Property amount
Owner name as indicated on report				
Owner address			Reason for request <input type="checkbox"/> Paid owner directly (Proof of payment attached) <input type="checkbox"/> Reported in error (Explanation attached)	
Property description				

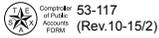
Indemnification and Affidavit of Officer

Upon payment by the Texas Comptroller of Public Accounts of the reimbursement/refund requested here,
 _____ agrees to indemnify and hold harmless the Comptroller,
COMPANY NAME
 its employees and agents from all losses, suits, actions or claims arising from or related to any other party who
 hereafter asserts or attempts to establish a right to payment of the requested funds.

sign here ▶	Date
Print name	Title

If you have any questions regarding this form, call 1-800-321-2274 or 512-463-3040.
 Our FAX number is 1-888-908-9991 or 512-936-6224.

Under Ch. 559, Government Code, you are entitled to review, request and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact us at the address or phone number listed on this form.



CLEAR FORM PRINT FORM

Texas Unclaimed Property Division

Holder Claim Supplement (Cash)

Use with Holder Refund and Reimbursement Request, Form 53-116, for reporting two or more properties

Holder Information:	
Holder name	Tax ID number

Property Information:				
Report year	Report amount	Property type code	Aggregate <input type="checkbox"/> Yes <input type="checkbox"/> No	Property amount
Owner name as indicated on report			Reason for request	
Property description			<input type="checkbox"/> Will pay owner directly <input type="checkbox"/> Was reported in error	

Property Information:				
Report year	Report amount	Property type code	Aggregate <input type="checkbox"/> Yes <input type="checkbox"/> No	Property amount
Owner name as indicated on report			Reason for request	
Property description			<input type="checkbox"/> Will pay owner directly <input type="checkbox"/> Was reported in error	

Property Information:				
Report year	Report amount	Property type code	Aggregate <input type="checkbox"/> Yes <input type="checkbox"/> No	Property amount
Owner name as indicated on report			Reason for request	
Property description			<input type="checkbox"/> Will pay owner directly <input type="checkbox"/> Was reported in error	

Property Information:				
Report year	Report amount	Property type code	Aggregate <input type="checkbox"/> Yes <input type="checkbox"/> No	Property amount
Owner name as indicated on report			Reason for request	
Property description			<input type="checkbox"/> Will pay owner directly <input type="checkbox"/> Was reported in error	

Property Information:				
Report year	Report amount	Property type code	Aggregate <input type="checkbox"/> Yes <input type="checkbox"/> No	Property amount
Owner name as indicated on report			Reason for request	
Property description			<input type="checkbox"/> Will pay owner directly <input type="checkbox"/> Was reported in error	

Under Ch. 559, Government Code, you are entitled to review, request and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact us at the address or phone number listed on this form.

Chapter 2

Property-Specific Reporting

Reporting Uncashed Checks and Other Amounts Owed

Wages and Uncashed Checks

Section 72.1015 of the Texas Property Code sets a one-year unclaimed wages abandonment period. The one-year period applies to all methods of payroll distribution including checks and payroll cards.

All other types of uncashed checks are considered unclaimed property after a period of three years (Section 72.101, Texas Property Code). The abandonment period commences on the date of last contact with the payee or the check issue date. If an actual check was not issued, use the date the amount was first payable to the owner. Reissuing a check does not change the date it should be remitted to the Comptroller's office, as that does not constitute contact with the owner as defined by Title 34 § 13.3 of the Texas Administrative Code. The abandonment period still begins on the **original** date the amount was owed to the missing owner.

Credit Balances

Credit balances that may or may not have been reduced to check form are also reportable as unclaimed property under Section 72.101 of the Texas Property Code. The period of abandonment for this property type is three years and commences on the date of last contact with the company or individual. Balances owed to current customers should not be reported. However, if you have lost contact with customers, use the test on this page to determine if the credit balances should be included in your report. Please note that Texas has no statutory provisions that exempt reporting of unclaimed business-to-business credits.

Rebates and Discounts

Rebates and discounts that have not been refunded to customers are another type of unclaimed property with a three-year abandonment period. However, if the consumer never completes the requirements necessary to receive payment (e.g., submits their request with a sales receipt by a specific date), the rebate or discount would not be considered unclaimed property.

Other Amounts Owed

All other types of personal property, which include accounts payable items, have a three-year abandonment period. Uncashed vendor checks are the type most often reported. Texas Property Code does not have an express provision that exempts business-to-business credits, but balances owed to current vendors should not be reported. You should only report those vendors with which you have had no contact for three years.

The other amounts owed category also includes, but is not limited to, uncashed expense checks, customer overpayments, unrefunded overcharges and any other miscellaneous outstanding checks.

For your July 1 report, use the following test to determine if a property is reportable: (As of the immediate past March 1)

1. The property has remained unclaimed for at least three years (one year if wages).
2. The owner has not communicated, in writing or otherwise, regarding the property during the abandonment period.

Owner contact may be established by mail, email, accessing an online account or by phone. Telephone calls, however, should be documented in a log that states the dates and times you spoke directly with the payee (Texas Administrative Code Title 34 §13.3).

Mail Not Returned by Post Office

Texas Administrative Code Title 34 §13.3 states that mail 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 abandoned property, look for the last documented communication with the owner. Contact with the owner may be established by mail, email, accessing an online account or phone. Phone contact must be documented in writing and include the date and time of the conversation.

Property Type Codes and Property Descriptions

Texas Administrative Code Title 34 §13.21 requires that property be submitted to the Comptroller's office in the NAUPA2 format. Select the property type code from Pages 33-34 that best describes the original property of the missing owner when preparing your report. Use the miscellaneous outstanding check code (MS16) only as a last resort when the nature of the uncashed check is truly unknown.

The list of property types below describes some of the more common types of unclaimed checks and miscellaneous amounts you may be holding for missing owners.

Cashier's checks (CK01) (For financial institutions only)
 CD interest checks (CK16) (For financial institutions only)
 Refunds due (MS11)
 Royalty payments (MI02)
 Customer overpayments (MS05)
 Utility refunds (UT03)
 Dividends (SC01, TR02)
 Accounts payable (MS08)
 Insurance claim payments (IN01, IN02)
 Wages; commissions (MS01, MS02)
 Insurance death benefits (IN03)
 Payment for goods or services (MS04)
 Pension checks (CK11)
 Stored value cards (MS12)

Please refer to the table that begins on Page 37 for the specific information required in the description field for each property type.

Due Diligence Letter for Amounts Greater than \$250

Under Section 74.1011 of the Texas Property Code, due diligence is a requirement on unclaimed property valued at more than \$250. Holders must mail a written notice to the owner, no later than May 1 before remitting property to the Comptroller's office the following July.

We encourage you to make efforts to locate owners early in the abandonment period. The only property you should remit is that for which the whereabouts of the owners are truly unknown.

Refer to Chapter 1 for requirements regarding due diligence. The sample letter below can be modified to describe the specific type of property you are holding.



MARCH 2016

Sample Due Diligence Letter – General Purpose

Glenn Hegar

Texas Comptroller of Public Accounts

Holders are required to mail a notice by May 1 to all owners of properties over \$250 that are due to be included in their July report. The following is an example of a due diligence notice that can be modified to describe the specific type of unclaimed property you are holding.

As required by Texas Property Code Sec. 74.1011 (a), you must include the following information in your due diligence notice:

1. You, the holder (insert company name), are holding the property; and
2. You, the holder (insert company name), may be required to deliver the property to the Texas State Comptroller on or before July 1 if the property is not claimed.

Date

Missing Owner Name
 Missing Owner Last-Known Address
 City in Texas, Texas 77000

Our records show that we, XYZ Company, are holding unclaimed property that may belong to you. We also have not had direct contact with you since mm/dd/yyyy. The check or identifying number for the \$ 0,000.00 we are holding is Nbr. 123456 and the item is dated mm/dd/yyyy.

Under Texas state law, we will be required to deliver this property to the Texas Comptroller of Public Accounts, on or before July 1 if the property is not claimed. Please complete the information below and return this letter to XYZ Company no later than mm/dd/yyyy, so that we may meet our unclaimed property reporting obligations. Do not forget to sign and date your response.

SAMPLE

I am entitled to the above referenced property. Please issue a new check and mail to the following address: _____

I am not entitled to the above referenced funds or these funds have already been paid to me.

I am aware of these funds and choose not to claim them at the present time.

Please change the address on my account to: _____

 Owner signature

 Date signed

Your response is appreciated. Please contact us at (999) 999-9999 if you have any questions.

Sincerely,

XYZ Company

FOR MORE INFORMATION,
 VISIT OUR WEBSITE AT
Comptroller.Texas.Gov.

CONTACT US
up.holder@cpa.texas.gov

OR CALL
 HOLDER REPORTING SECTION
1-800-321-2274,
option 2.

Property Reported by 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

Property reportable by financial institutions has abandonment periods ranging from one to five years.

Abandonment Period	Property Type
One-Year Property:	Wages have an abandonment period of one year.
Three Year Property:	Includes, but is not limited to <ul style="list-style-type: none"> • all types of checking and savings accounts, • matured certificates of deposit, • money orders and most types of uncashed checks, • trust-related properties, investment 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 accounts payable checks and unidentified deposits.
Five Year Property:	Abandoned safe deposit box contents.

Customer Contact and Holder Notice Requirements

Section 72.101 of the Texas Property Code and Title 34 §13.3 of the Texas Administrative Code set forth **two** criteria for property to be reported as abandoned: no customer contact during the applicable abandonment period **and** no claim on the property for the applicable abandonment period.

Stay in touch with all of your customers, regardless of their account balances or the value of their unclaimed property. When there has been no documented contact or owner generated activity for one year, consider mailing confirmation letters at the beginning of the abandonment period. Refer to the sample letter on page 11. 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 and the abandonment periods start over on the date of their response. Deposit accounts may not be service-charged unless you have had contact with the owners during the past year.

You are required to mail due diligence letters on all types of unclaimed property valued at more than \$250. The letters must be mailed no later than May 1 before remitting the property in July. Refer to Chapter 1 for requirements regarding due diligence. The sample letter on Page 11 can be modified to describe the specific type of property you are reporting. For unclaimed checks and other miscellaneous types of unclaimed property, refer to the sample letter on page 9. Remember, the notice requirement does not apply if you have already mailed a letter to the missing owner or when the property value is \$250 or less. Deductions for postage may only be made against property amounts exceeding \$250.

Mail Not Returned by Post Office

Under the Texas Administrative Code Title 34 § 13.3, 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 abandoned 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, email, accessing an online account or phone. Phone contact should be documented in writing with the date and time of the conversation.

MARCH 2016



Sample Due Diligence Letter – Financial Institutions

Glenn Hegar

Texas Comptroller of
Public Accounts

Holders are required to mail a notice by May 1 to all owners of properties over \$250 that are due to be included in their July report. The following is an example of a due diligence notice that can be used for bank accounts, safe deposit box contents and certificates of deposit.

As required by Texas Property Code Sec. 74.1011 (a), you must include the following information in your due diligence notice:

1. You, the holder (insert company name), are holding the property; and
2. You, the holder (insert company name), will be required to deliver the property to the Texas State Comptroller on or before July 1 if the property is not claimed

Date

Missing Owner Name
Missing Owner Last-Known Address
City in Texas, Texas 77000

It is the policy of Any Town Bank to review and update our account records periodically. Our last record of activity by you on your account Nbr. 12345 was on mm/dd/yyyy. It has also been more than a year since we have had direct contact with you.

Please complete the information below and return this letter to Any Town Bank no later than mm/dd/yyyy, so that we may meet our unclaimed property reporting obligations. Do not forget to sign and date your response.

The address listed above is correct and I am aware of the account.

Please change the account address to read as follows:

I wish to close the account. Please send a check for the close-out amount to:

Owner signature

Date signed

Under Texas state law, we will be required to deliver this property as unclaimed to the Texas Comptroller of Public Accounts. If we do not hear from you and the account continues to show no owner-generated activity, your property will be submitted to the Comptroller on or before July 1, ____.

Your response is appreciated. Please contact us at (999) 999-9999 or visit us in person at the bank if you have any questions.

Sincerely,

Any Town Bank

SAMPLE

FOR MORE INFORMATION,
VISIT OUR WEBSITE AT
Comptroller.Texas.Gov.

CONTACT US
up.holder@cpa.texas.gov

OR CALL
HOLDER REPORTING SECTION
1-800-321-2274,
option 2.

Publication #98-903 • Revised Mar. 2016

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, such as letters or phone calls initiated by the owners. 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 current contact and be responsible for updating as appropriate.

Customer profiles that are properly updated and maintained are your best documentation of contact.

Contact or activity on any one account should update the last contact date on all accounts.

Other methods the Comptroller's office recognizes 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
- A telephone log that states the dates and times you spoke directly with the account owners
- ACH debits or credits generated by the owner
- Contact with the owner established by mail, email, accessing an online account or by phone. Phone contact should be documented in writing and include the date and time of the conversation.

Internal credits (e.g., for certificates of deposit interest) or debits (e.g., for safe deposit box rent) generated by your institution are not sufficient for verification of owner activity.

Remember: If you have had contact with the owners, do not report them.

Certificates of Deposit

Section 73.101 of the Texas Property Code provides that the period of abandonment for matured certificates of deposit is three 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. Thus, abandoned certificates of deposit must be reported three years from the dates the owners were first able to recover the funds without penalties.

For certificates of deposit to be considered abandoned, there must not be any customer contact for three years. If owners of certificates of deposit have other active accounts with your institution, or you have other contact with them, **do not** report or remit their certificates.

To facilitate your review of certificates of deposit for possible abandonment, a report should be generated listing all certificates with a first maturity date three years prior to the cutoff date of March 1 of that year. Various resources can be used to verify the last contact date with the customer. Refer to the previous section for suggestions.

If none of these resources record current contact, due diligence letters must be mailed to the customers if the value of the certificate of deposit is more than \$250. Slight modifications to the letter on Page 11 should be made to alter the account type and the period of no contact. The letters should be mailed, ideally, in early March to allow ample time for your customers to reply.

The due date for unclaimed property reporting is July 1 of each year. We recommend your list of customers with whom no contact has been reestablished be relayed to the person responsible for preparing your institution's report by June 1 (or whenever an internal deadline is set). All the information that you can provide for each customer will assist in verifying ownership when a claim is generated. Their name (including all additional owner names), last known address, Social Security number and the CD number must be included as required by Section 74.101 of the Texas Property Code.

When reporting automatically renewable certificates of deposit, you may hold the funds until the next maturity.

NOTE: Automatically renewable certificates of deposit have the same reporting criteria as other certificates of deposit. If you have had no contact with the owner for three years from the day following the first maturity, 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.

REMEMBER: If owners of certificates of deposit have other active accounts with your institution, or you have other contact with them, do not report or remit their certificates.

Individual Retirement Accounts

Individual retirement accounts (IRAs) have an abandonment period of three years, which begins on the **mandatory distribution date** of the required minimum distribution (RMD). Under federal law, the mandatory distribution date is April 1 of the

calendar year following the calendar year in which the owner of the IRA reaches age 70½.

Any traditional IRAs unclaimed for more than three years from the mandatory distribution date, as of March 1, should be included on the July 1 report. If an event, such as death of an owner, occurs prior to the owner reaching age 70½, commence the abandonment period from the date of the owner's death, if the existence or whereabouts of any beneficiaries is unknown to you.

Roth IRAs are usually not reportable because the owners are never required to take mandatory distributions at any age during their lifetime. However, if an owner fails to cash a distribution, the three-year abandonment period would begin on the date the amount was payable.

If the owner of a Roth IRA is deceased, federal tax laws generally require that the funds be distributed to the beneficiaries no later than the end of the fifth year following the owner's death. If the whereabouts of any beneficiaries is unknown to you, commence the abandonment period from the date of the owner's death.

Corporate Trust Property and Paying Agent Accounts

Separate reports must be filed for **each** issue of stock, and **each** issuing company's FEIN must be provided. This requirement does not apply to bearer bonds, which may be combined on one report using your institution's tax ID.

All other requirements for reporting securities-related property should be followed. Refer to Pages 21-25 for complete instructions.

Unclaimed Loan Collateral

Unclaimed loan collateral has an abandonment period of three years. This period begins on the date the loan was paid in full.

There are two criteria for collateral to be reported as abandoned:

1. The loan has been paid in full or charged off **and**
2. There has been no customer contact for three years.

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 payoff date. Letters should be mailed to the customers, reminding them to collect their collateral. The sample letter on Page 11 can be modified

to serve this purpose. Any items not retrieved are reportable as unclaimed property after the three-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 Page 12 for other acceptable methods you may use to document your knowledge of the whereabouts of owners.

Your records should be reviewed for unclaimed collateral as of March 1 each year; the report is due each July 1. Therefore, your cross referencing for other active accounts and notification efforts should be completed by June 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 Page 14 for instructions.

Loan collateral that will be remitted as **cash** should be coded with property 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 that 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 loan name in the description field of the report.

NOTE: For charged-off or defaulted loans, any amount of money received for the collateral that exceeded the amount of the unpaid loan must be remitted to the Comptroller's office.

Reporting Safe Deposit Boxes and Safekeeping Property

Per Section 73.101 of the Texas Property Code, safe deposit box contents held by depositories that have remained unclaimed by the owners for five years should be reported on July 1 of every year. Safekeeping properties, loan collateral and any other tangible properties not held in safe deposit boxes should be reported after remaining unclaimed for three years.

The three-or-five year abandonment periods commence on the date of last contact with the property owners.

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 three years from the dates the loans were paid in full and the collateral was returnable to the borrowers.

Safekeeping properties

Calculate three years from the dates of last contact with the owners.

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 abandonment criteria are met.

NOTE: All boxes should be drilled and inventoried prior to preparing your report.

Do not forward safe deposit box contents, safekeeping properties, tangible loan collateral or inventory sheets with your July 1 report.

You will be assigned a delivery date and will receive a notice approximately 30 days before your scheduled date. Be sure to include an email address with your report. The delivery notice may be sent via email.

Preparing Your Report

Texas Administrative Code Title 34 §13.1 requires safe deposit box contents or safekeeping property to be reported electronically. The report must include the names and addresses of the missing owners, the total face value of all U.S. cash and the box number or safekeeping receipt number. Refer to pages 1 and 2 for more information on electronic reporting, or visit our website at comptroller.texas.gov/up/report/filing-report.php.

NOTE: If box contents from multiple branches are being reported by a central location, all of the contents must be shipped together from that central location. The shipment may include multiple packages.

Inventories and Delivery of Property

The property of each owner must be packaged in an envelope. The inventory sheet should be attached to the outside of the envelope. The outside of each envelope should have the property owner's name and the box number (or safekeeping receipt number). Please use forms 53-127 and 53-129 when sending in your contents. These can be found on pages 16-17 and are accessible on our website at comptroller.texas.gov/up/report/holder-forms.php.

Complete an inventory sheet for each owner by entering the quantity in the applicable categories listed on the next page. Please follow the specified guidelines for each category.

Guidelines for Inventory Categories

Category	Guidelines
Papers	Do not itemize papers of no value.
Military Discharge Papers and Wills	Both should be originals. Wills should be signed.
U.S. Cash	Include the face value of all U.S. coins and currency in the box or safekeeping envelope. Do not send checks in lieu of actual cash. Do not run coins through a counting machine.
Foreign Coins	Country of origin or face value is not required.
Foreign Currency	Country of origin or face value is not required.
Rings	The description of each item is not required.
Bracelets	The description of each item is not required.
Necklaces/Pendants	The description of each item is not required.
Earrings	The description of each item is not required.
Pins	The description of each item is not required.
Wrist Watches/Pocket Watches	The description of each item is not required.
Savings Bonds	Include the face value and the quantity of all bonds in the box.
Securities	Securities category includes stock certificates, interest coupons, etc. When describing securities-related properties, include the registered owners' names and names of the security issuers.
Miscellaneous Items	Include a brief description of any items that do not fall into the above categories. This could include firearms and/or controlled substances that will require special handling. 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 Comptroller's office until police have unloaded the weapons. Your local law enforcement agency should confiscate any controlled substances and any live ammunition. DO NOT send these items to the Comptroller's office. Include a letter with the inventory sheets, explaining that these items were found but turned over to your local law enforcement agency.

Please account for all properties reported in July. If an owner is reported and customer contact is made before the delivery date, include an updated owner listing or letter with your delivery, stating the property was returned to the owner.

Mail or deliver tangible property to:	For questions or assistance, contact Safe Deposit Box staff at:
Texas Comptroller of Public Accounts Unclaimed Property 208 E. 10th St., Room 232A Austin, Texas 78701-2407	unclaimed.auction@cpa.texas.gov or 1-800-531-5441, Ext. 3-0988

Deliver your contents by your assigned delivery date. Please do not use the U.S. Postal Service to ship contents; all contents must be sent by a courier service. If you do not use a courier service, your delivery will not be indemnified. Please ship all packages signature-required upon delivery. When shipped, please send an email confirmation with tracking information to unclaimed.auction@cpa.texas.gov.



STATE OF TEXAS
COMPTROLLER OF PUBLIC ACCOUNTS

**UNCLAIMED PROPERTY
STANDARDIZED INVENTORY SHEET**

Box number	
Date	Time
Reason for inventory	

Bank name
Renter

<u>QUANTITY</u>	<u>INVENTORY ITEMS</u>
_____	Miscellaneous papers (deeds, insurance, marriage licenses, etc.)
_____	Original signed wills or original military discharge papers
_____	U.S. Cash (face value of coins and currency)
_____	Foreign coins
_____	Foreign currency
_____	Rings
_____	Bracelets
_____	Necklaces / pendants
_____	Earrings (pair = 1, single = 1)
_____	Pins
_____	Wrist watches / pocket watches
_____	Savings bonds \$ _____ Face value of all bonds
_____	Securities – <i>Include issue names below:</i>

_____	Miscellaneous items – <i>Include description below:</i>



STATE OF TEXAS
COMPTROLLER OF PUBLIC ACCOUNTS

[PRINT FORM](#) [CLEAR FIELDS](#)

Unclaimed Property Safe Deposit Box Remittance

Holder Federal Employer Identification Number	Holder phone number (<i>Area code and number</i>)
---	---

Holder name		
Holder address line 1		
Holder address line 2		
City	State	ZIP code

Number of shipping containers	Number of properties reported
Number of properties remitted	Number of properties with \$1,000 or more in U.S. Cash

I declare that the property delivered is a complete and correct remittance of all reported tangible property.		
Signature of holder representative sign here ▶	Name and title of holder representative	Date

How To Ship Reported Tangible Property

- Complete top of form with remittance information.
- Print the Safebox System Inventory received with the shipping notification. This is your packing slip.
- If property is reported from a central location, it must be sent as a single shipment. The shipment may include multiple containers.

When packaging items for shipment:

- Initial each property on the Safebox System Inventory as it is packed in the shipping container.
- Pack the properties in same order as listed on the inventory list.
- Do not include property that is not on the Safebox System Inventory.
- If any property on the inventory list is not included in the shipment, note the reason.
- If any property includes \$1,000.00 or more in U.S. cash, highlight the property on the inventory list.
- Fragile or delicate items must be packaged carefully.
- Number each container and include the total number of containers in the label. (e.g. 1 of 5)
- Place the Safe Deposit Box Remittance and the Safebox System Inventory inside the top of shipping container number one.

All containers must be shipped using a courier service. Do not use the United States Postal Service.

All shipments must require a signature upon delivery.

Ship packages to Texas Comptroller of Public Accounts
Unclaimed Property
208 E. 10th Street, Room 232-A
Austin, TX 78701-2407

Send an email with the tracking information to unclaimed.auction@cpa.texas.gov.

For Assistance

Additional information can be found in the publication "Unclaimed Property Reporting Instructions," available at www.comptroller.texas.gov/up/forms/96-478.pdf. Contact us by email at unclaimed.auction@cpa.texas.gov or phone at 1-800-321-2274, Option 2.

Reporting Mineral Proceeds

Per Section 75.101 of the Texas Property Code, 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.

Review your records as of March 1 of the current year, and determine all property for which the whereabouts of the owner has been unknown for three years or longer. Your report, with complete owner information and remittance, is due each July 1.

Due diligence letters should be mailed to owners whose property you plan to report the following July. The notice requirement is only for owners whose property is valued at more than \$250, and the mailing must be completed no later than May 1. Owners have the months of March through June to claim their property from you. Remember to delete claimants from your list of reportable owners before filing your July 1 report.

Refer to Chapter 1 for requirements regarding due diligence. A sample letter on Page 9 can be modified to describe the specific type of property you are holding. The letter requirement applies only to property that is being reported on your annual report for the first time. Once a letter has been mailed to a missing owner, the due diligence requirement has been satisfied. Letters are not required for ongoing production paid to owners after their names have been reported to the state.

Texas is considered a Current Pay State for unclaimed property reporting. This means the first time you report a missing owner, you remit the total net amount you are holding for that owner, as of the date of your remittance, even though the three-year abandonment period may not have run on the entire balance they are owed. The statutory provision for this requirement is found in Title 6, Texas Property Code, Section 75.101 (a)-(b).

Property that 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 4 for a complete list of property types. Your revenue accounting department may have information on returned or uncashed checks for owners not yet in suspense.

Oil and gas companies are also required to report other types of property besides mineral proceeds. Examples of other property types are securities and securities-related cash, expense checks, accounts payable, employee wages (one-year abandonment period) and miscellaneous outstanding checks.

Reminders for Reporting Mineral Proceeds:

1. **Do not aggregate amounts less than \$25.**
2. Do not include an owner when the cumulative net amount is negative.
3. The owner number you use to identify an individual in your records is the first and most important information you should list in the property account number (description) field of your report.
4. Do not reduce the total amount due for all owners by subtracting the owners with a negative balance.
5. Do not report owners who are in suspense for legal or other reasons **if you have had contact with them during the preceding three years.**
6. Remit the total net amount you are holding for each owner as of the date of your remittance to the Comptroller's office, even though the three-year abandonment period has not yet run on the entire balance due the owner, as long as the oldest payment due is more than three years old.
7. Each owner should be listed only once on your report with the net amount due that owner for all lease/wells **combined in one total.**
8. Per Senate Bill 1589, holders reporting mineral proceeds derived from a Texas lease or well must now include additional information when reporting. Properties must now include:
 - The name of the lease, property or well.
 - Any identification number used to identify the lease, property or well.
 - The county in which the lease, property or well is located.
 A complete list of county codes can be found in chapter 4. Our reporting methods have modified to accommodate these requirements. The details of the NAUPA file layout for this information can be found at comptroller.texas.gov/up/report/mineral.php.

Continuing Payments Due Owners

After you have remitted money on behalf of a missing owner, any additional amounts that accrue in subsequent years must also be reported, as required by Section 75.101 of the Texas Property Code. You must hold monthly checks until July 1 and include them on your annual report. Continuing production payments should be reported with property type code MI10.

Separate current production reports are no longer accepted. Please contact our Holder Reporting Section at 1-800-321-2274, Option 2 if you have any questions.

Reminders for Current Production Reporting

1. Use the standard NAUPA property type codes MI01 through MI09 the first time you report a missing owner on your annual report. In subsequent years, when remitting proceeds for that same owner, use Property Type Code MI10.
2. Please submit one check for the total due all owners.
3. The grand total due each owner should be provided, even though the owner may have more than one interest in multiple properties or wells.
4. Do not continue to send current production payments to our office for any owner that has contacted you.

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 three years must be reported. Funds in active litigation should not be reported. Your report and remittance are due every July 1. The three-year abandonment period commences on the date of last contact with the owner or on the date of the last owner-generated activity.

Due diligence is a requirement on unclaimed property valued at more than \$250. Title companies must mail a written notice to the owner, no later than May 1, before remitting property the following July. Refer to Chapter 1 for requirements regarding due diligence. A sample letter on page 9 can be modified to describe the specific type of property you are holding.

Earnest Money

The Texas Department of Insurance advises that disputed earnest money should be interpleaded into the appropriate court registry. Even in a situation where one of the claimants cannot be located, the court may be able to enter a default judgment disposing of the earnest money.

Escrow balances include accounts where you hold money because of the 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 three years, and they cannot agree on the disposition of the funds, the account would not be unclaimed and should not be remitted.

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 in 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 three years from the date of last contact with the missing party or date of scheduled closing. If one party believes he is entitled to the funds, his claim is not diminished when the funds are remitted. If you have contact with both the buyer and the seller, the funds should not be reported.

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.

What Property Should You Report?

Title companies should also review their records for other types of unclaimed property such as wages and uncashed checks. All property not previously reported to the Comptroller's office that is unclaimed for the applicable period of abandonment or longer should be included in your report. 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. The abandonment period still begins on the original date the amount was payable to the owner.

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.

NOTE: In all cases, the amount included in your remittance report will be the amount due the owner as of the date of your remittance.

Earnest money and other escrow funds should be reported using property type code TR04. For other types of property you report, select the property type code that best describes the original property of the missing owner. 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 future contact with the Comptroller's office or the claimant.

Electric Cooperatives

Electric cooperatives reporting capital credits (UT04) on a remittance report should enter the numeric county code in the county field so that redirected funds can be properly allocated to each owner's county of residence. County codes should not be included on scholarship reports, energy efficiency assistance reports or economic development reports. When entering county codes, be sure to use all three digits (i.e., 005, 027, 099). Refunds (UT03) do not require a county code.

If you have the county code information available for the aggregated capital credits, create a separate aggregate record for each county and enter the county name in the description field.

Remember that due diligence is a requirement on unclaimed property valued at more than \$250. Holders must mail a written notice to the owner, no later than May 1, before remitting property to the Comptroller's office the following July. Refer to Chapter 1 for requirements regarding due diligence. The sample letter on Page 9 can be modified to describe the specific type of property you are holding.

Insurance-Related Property

All types of insurance companies should follow the general guidelines for reporting on Page 27. The cutoff date for reviewing your records is March 1 of each year. Your report and remittance are due July 1 of each year.

Life insurance companies engaged in the business of insurance in Texas should review and remit unclaimed property as required by Chapter 1109 of the Insurance Code. Under this statute, life insurance companies that hold unclaimed property on June 30 are required to report that property by the following Nov. 1.

Under Section 74.1011 of the Property Code, due diligence is a requirement for non-life insurance companies on unclaimed property valued at more than \$250. Holders must mail written notices to owners, no later than May 1, before remitting their property the following July.

We encourage you to make every effort to locate owners early in the abandonment period. The only property you should remit to Texas is that which has remained unclaimed for the applicable abandonment period.

Refer to Chapter 1 for requirements regarding due diligence. The sample letter on Page 9 can be modified to describe the specific type of property you are holding.

Property Type Codes and Property Descriptions

All properties listed on your report must be assigned property type codes. **Your choice of codes is important because it determines what type of information is required 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, PC for property and casualty and L for life insurance.

Code	Property Type
IN01	Individual policy benefits and claim payments. Provide the policy numbers and names of the insured; claim numbers if applicable.
IN02	All group policy benefits and claim payments, excluding death benefits. Provide employer names and policy numbers, names of insured, claim numbers if applicable.
IN03	Death benefits on individual or group policies. Provide policy numbers and names of insured; claim numbers if applicable. When reporting death benefits, beneficiaries should be listed as the owners of the property.
IN04	Matured policies, endowments and annuities. Provide the policy number and name of insured.
IN05	Premium refunds on individual policies. Provide the policy number and name of insured.
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.
IN99	Aggregate properties less than \$25. Number of records and property type. Property type code used on aggregate record 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.
MS02	Agent commission checks. Provide dates of employment and agent’s Social Security number.
SC85	Demutualization cash. Provide policy number and name of insured.
SC86	Demutualization shares. Provide policy number and name of insured.

Mutual Fund Shares, Distributions and Checks

Investment companies generally hold the following types of unclaimed property:

Property Description	Property Type Code
Dividend reinvestment plans	SC19
Shares	SC16
Income distribution checks	SC01
Capital gains distribution checks	SC01
Nontransferable certified shares	SC40
Book entry shares	SC41
Nontransferable securities held by broker/dealer	SC42
Commission checks	MS02
Expense or vendor checks	MS04
Payroll checks	MS01
Education savings accounts mutual funds	CS01
Traditional IRAs	IR02
ROTH IRA mutual funds	IR06
Health savings investments	HS02

Identifying Unclaimed Shares

Begin the abandonment period when either a sum payable is unclaimed or the first piece of mail is **returned by the post office (RPO)**, as required by Section 72.101(b) of the Texas Property Code. 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 March 1:

1. All distributions have remained unclaimed for at least three years, **or**
2. The account has had RPO mail beginning at least three years ago.

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. Checks for closed accounts may be outstanding or RPOed and should be reported as credit balances using property type code SC20.

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

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 past three years.

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

Due diligence is a requirement on unclaimed property valued at more than \$250 (Section 74.1011 of the Texas Property Code). Holders must mail a written notice to the owner, no later than May 1, before remitting their property the following July. Refer to Chapter 1 for requirements regarding due diligence. The sample letter on page 9 can be modified to describe the specific type of property you are holding.

If the mutual fund is Depository Trust Corporation (DTC) eligible, please remit the shares to our DTC account. Otherwise, transfer reported shares into an existing account for the Texas Comptroller of Public Accounts, Unclaimed Property Division, at the issuing mutual fund family. If no account currently exists for the specific mutual fund, please contact our custodian via email at unclaimed.settlements@cpa.texas.gov for instructions.

Preparing Your Remittance

1. Prepare a separate remittance report for each fund and one for the operating company.
2. Open an account for each fund styled as follows:
Registration: TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
UNCLAIMED PROPERTY DIVISION
P. O. BOX 12019
AUSTIN, TEXAS 78711-2019
Tax ID Number: 74-6000089
Distribution Options: Income distributions in cash
capital gains distributions in cash
3. Close all unclaimed accounts.
Credit the share balance in each account to the appropriate Texas Comptroller master account.
4. On or before July 1:
 - Transmit your **report** for each fund.
 - Remit the total amount of cash listed on the reports.
 - Mail a **statement** for the master account of each fund **as of June 30**.

Fund Handling Following Registration in State's Name

Send statements for each account to the Comptroller's office. Shares should not be liquidated, and cash/capital gains distributions should not be reinvested. Send all income distributions and capital gains to the Comptroller's office by check. **Remember that any cash generated from shares in the state's name should not be reinvested.**

From time to time, you may receive special redemption instructions from our custodian, the Texas Treasury Safekeeping Trust Company. These instructions will detail how to deliver proceeds to them. Until special redemption instructions are received, do not liquidate shares in accounts and send cash to the Comptroller's office.

Remember:

- **Do not make a physical delivery of shares to the Comptroller's office.**
- **Do not reinvest subsequent cash distributions after shares have been transferred to the state's master account.**
- **Do not redeem shareholders' accounts and remit proceeds unless otherwise notified by our custodian.**

Claims by Owners

When a claimant proves ownership, our custodian will provide you with the owner's updated address and instructions to debit our account and credit the owner's account. We will disburse any cash we may hold directly to the owner.

Reporting Securities or Securities-Related Cash

If you are using Texas Unclaimed Property Reporting System Software, it will automatically request specific information we require based on the property type code selected.

Remember that due diligence is a requirement on unclaimed property valued at more than \$250. Holders must mail a written notice to the owner, no later than May 1, before remitting their property to the Comptroller's office the following July. Refer to Chapter 1 for requirements regarding due diligence. The sample letter on page 9 can be modified to describe the specific type of property you are holding.

General Rules for Reporting

Regardless of the method you select for reporting your securities-related property, the following rules must be observed:

1. File separate reports for each issue of stock, providing each issuing company's FEIN.
2. Owners who are owed 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 on which the amounts were payable.
3. 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.
4. The delivery method for your securities must be indicated on your report using the securities delivery codes listed in Chapter 4.

Regardless of the method you select for reporting your securities-related property, the following rules must be observed:

5. 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 unsurrendered shares.
6. If you are remitting underlying shares, shares returned by the post office (RPO shares) or both, please combine all shares of the same issue and class into one certificate. Your report, however, must reflect the number of underlying shares and the number that are RPO for **each** of the owners.
7. Please begin the registration process early, so that securities are delivered no later than the July 1 remittance deadline. **Extensions cannot be granted for delays in registration.**

Determining What Property to Report

All property not previously reported to the Comptroller's office 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 July 1 of each year. In all cases, the **amount** you report will be the total due the owner as of 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 March 1** of the current year and determine all property that was payable or distributable to the owner on or before March 1 three years ago.

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 RPO mail, beginning at least three years ago.
2. The owner has not communicated, in writing or otherwise, regarding the property within the past three years.

Continue to hold the property until these conditions are met.

Property Type Codes

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 follow. Refer to the table on pages 37-39 titled *Property Description Field Requirements* for a complete list.

Code	Property Type
SC01	Select this code if reporting cash dividends . Include the issue name of the security.
SC02	Use this code if reporting registered bond interest due an owner of a registered security . 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.
SC08	Use this code to report undelivered certificated shares – that is, stock returned by the post office (RPO shares). These shares are most often the result of a stock split or stock dividend. The issue name of the security must be included in the description field and the CUSIP number in the appropriate field.
SC09	Use this code to report cash for fractional shares . Provide the issue name of the security. Do not report liquidation proceeds under this code. Use the SC13 code for liquidation proceeds.
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 in the shares remitted field. These are the shares you will remit to the Comptroller's office. Provide the issue name of the successor corporation's stock and the issue name of unexchanged stock.
SC12	Underlying physical shares must be reported under this code. These certificated shares are presumed to be in the possession of the shareholder. The certificates must be canceled on the books of the issuer and reissued to the Texas Comptroller of Public Accounts. Besides providing the issue name and number of underlying shares held by the owner, please provide the CUSIP number if one is assigned. You must also report all cash and stock dividends payable on the underlying shares as of the date of your remittance.
SC13	Report liquidation or redemption proceeds (cash only) under this property type code. The issue name of the liquidated security and number of shares presumed to be in the possession of the shareholder should also be included in the description field. The total cash amount due each shareholder should be provided in the cash amount remitted field.
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).
SC19	Dividend reinvestment plan shares must be remitted to the Texas Comptroller of Public Accounts in whole shares. Fractional shares existing at the time of the report must be liquidated and reported separately (see SC13). Reinvestment must be stopped, and all future dividends or other distributions remitted as cash.
SC20	Brokers should report credit balances due missing owners under this code. If remitting shares, they must be registered to the Texas Comptroller of Public Accounts. Refer to the next two pages of this chapter for registration and delivery instructions.
SC40	Nontransferable certificated shares remitted to the state. Report securities under this code that are in physical form and in original owner name that will be remitted to the Texas Comptroller of Public Accounts.
SC41	Book entry shares. Use this code to report shares that have not been issued as physical securities on the reported owner. Shares reported using this code will have been in book entry or electronic form since original purchase. Any shares that have, at any time, been issued as a physical certificate to the owner will be reported using SC12, Underlying Shares.
SC42	Securities held by a securities broker/dealer. Securities brokers/dealers reporting property that will be maintained in an account at the broker/dealer and not remitted to the state. This code should only be used for securities that cannot be directly transferred to our DTC account or transferred by way of Deposit/Withdrawal At Custodian (DWAC) to DTC.

Before delivering securities electronically, a list of the stock must either be:

emailed to
unclaimed.settlements@cpa.texas.gov and **up.holder@cpa.texas.gov**

OR

faxed to
512-463-5893
Attn: Settlement and Custody Services

A copy of the list must also be faxed to 512-463-3750, Attn: Holder Reporting.

The stock listed should be headed with the following information:	The body of the list should be in CUSIP order and list the following information:
<ul style="list-style-type: none"> • Delivery date • Delivering DTC broker I.D. • Remit year • Remitter's name • Remitter's tax identification number 	<ul style="list-style-type: none"> • Issue name • Issue CUSIP • Share quantity per settlement transaction

Electronic Remittance of Securities

The Comptroller's office **prefers** that all securities be remitted electronically to the state's custodian, the Texas Treasury Safekeeping Trust Company.

Prepare separate lists when securities are being delivered via the DTC or the Federal Reserve Bank. To verify receipt of the fax or to request a read receipt from the email system, call securities staff at 512-475-4564.

Please include the appropriate security delivery code on your holder report for all reported securities. The reference tables in Chapter 4 include a list of security delivery codes.

DTC Delivery Instructions

Participant Account No: **2622**
 Participant Name: **Texas Treasury Safekeeping Trust Co**
 Account No: **463600002**
 Reference: **Unclaimed Prop Remit from (insert remitter's name)**

All deliveries must be versus free payment.

If shares cannot be delivered directly to our DTC account, please contact our custodian, Texas Treasury Safekeeping Trust Company to initiate a DWAC transaction to our account.

Federal Reserve Bank Delivery Instructions

ABA#: **114900164**
 Bank Name: **Tx Comp Austin**
 SubAccount: **Dealer**
 Reference: **Attn: Unclaimed Property**
All deliveries must be versus free payment.

Physical Delivery of Securities

If you are remitting shares, they must be registered to the Texas Comptroller of Public Accounts. The registration requirements are listed below.

Important: Securities Mailing Instructions

Securities must be registered to:

Texas Comptroller of Public Accounts
 Tax ID 74-6000089

Mail your **securities**, any **related cash** and **securities inventory forms** to:

Texas Comptroller of Public Accounts
 Unclaimed Property Holder Reporting Section
 P.O. Box 12019
 Austin, Texas 78711-2019

Property Reported by Local Government

According to Chapter 74 of the Texas Property Code, Texas counties, municipalities, school districts and junior colleges should only remit amounts greater than \$100 to the Comptroller's office. Individual amounts of \$100 or less should be remitted to your local county treasurer (or city/school district/junior college comptroller or finance director). The treasurer must publish the missing owners' names and process all claims submitted by prospective owners of amounts of \$100 or less. Refer to Title 6, Chapter 76 of the Texas Property Code for more information or contact us by phone at 1-800-321-2274, Option 2, or by email at up.holder@cpa.texas.gov.

Due Diligence Letter for Amounts Greater than \$250

Due diligence is a requirement on unclaimed property valued at more than \$250. Local government holders must mail a written notice to the owner, no later than May 1, before remitting their property to the Comptroller's office the following July. The notice requirement does not apply if you have already mailed a letter to the missing owner earlier in the abandonment period.

A sample letter on page 9 can be modified to describe the specific type of property you are holding. Texas Property Code Sec. 74.1011(a) requires that you include the following language in your letter to the owner:

1. You, the holder (insert county/city/school district/junior college name), are holding the property; and
2. You, the holder (insert county/city/school district/junior college name), may be required to deliver the property to the Texas State Comptroller on or before July 1 if the property is not claimed.

Chapter 3

Preparing Your Report

Getting Started: What Property Should You Report?

All property not previously reported to the Comptroller's office that is unclaimed for the applicable period of abandonment **or longer** should be included in your report. The abandonment period is the number of years you hold the property before sending it to the Comptroller's office. The length of time is based on the type of unclaimed property you are holding.

When examining your records, use the last entry or activity generated **by the owner** or the date of last documented 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 property report and the accompanying *Payment Form #53-119* are due on July 1 of each year. Information on completing your report can be found on page 30. Abandonment periods for reportable property types can be found on pages 33-34.

Reviewing Your Records

For the **report due July 1**, review your records and report all property which has had no owner contact since March 1 for the requisite abandonment period and for which there has been no act of ownership.

For current abandonment periods, please refer to the Holder Update Notice (96-828) at comptroller.texas.gov/up/report/holder-forms.php.

NOTE: In all cases, the amount reported in your remittance report will be the amount due the owner as of the date of your remittance.

If you find you are holding property that should have been reported in previous years, **you should report and remit the property immediately**. The Comptroller's office will calculate the interest and penalty for you and forward a bill for the amount owed.

Completing the Payment Form

The payment form serves as both a summary of your property report and a transmittal form for your check. If using our reporting software, this form will automatically print during the submission process. The Online Express system can also print this form on demand. It can also be accessed on our website at comptroller.texas.gov/up/report/holder-forms.php.

Payment Form #53-119

Filing Instructions

1. **Federal Employer ID Number** – Enter the nine-digit tax ID number assigned to you by the federal government. **This line must be completed.** Your report cannot be processed without this number.
2. **Name/Address** – Complete the name and address lines with your institution or company name and mailing address. Don't forget to include department codes if they are an important part of your address.
3. **State of Incorporation or Charter** – Corporations should enter the state in which they are incorporated or licensed to do business. Financial institutions should enter the state in which they are chartered.
4. **Date of Incorporation/Charter Date** – Corporations should enter the date on which they were incorporated or were licensed to do business. Financial institutions should enter the date their organization was chartered.
5. **Contact Person for Reporting** – Enter the name, mailing address, phone number, email address and fax number of the person who completes your report. This is the person the Comptroller's office will contact if we have questions or problems with your report. This is also the person to whom we mail all reporting information.
6. **Contact Person for Claims** – Enter the name, mailing address, phone number, email address, and fax number of the person responsible for claims. This is the person the Comptroller's office will contact if more information is needed during the claims process. It is also the name given to potential claimants if they request a holder contact name and phone number.
7. **Primary Business Activity** – Please provide a description of your primary business activity. For example, if you are a manufacturer, indicate the type of products you produce. Financial institutions may leave this line blank.
8. **SIC Code** – This is the Standard Industrial Classification code that indicates the primary business activity of your institution or company. Please leave this line blank if you are not familiar with your SIC code.
9. **Reporting Medium** – Indicate the reporting medium used for your property report by entering your cash and share total(s) in the appropriate blanks. If you transmitted your property report over the Internet, you must include your transmission confirmation number in order for your payment to be properly credited.
10. **Number of Items** – This is the number of primary owner property records included in your report. Do not include additional owner records in the total. Count aggregate records as single items (i.e., do not include the number of individual records that were less than \$25 in the total).
 - Sign the return and include your title.
 - Complete the payment coupon at the bottom if you are paying by check.
 - Make checks payable to Texas Comptroller of Public Accounts.



Texas Unclaimed Property Payment

Holder federal employer identification number (FEIN)	Div	Year	Seq	Type
--	-----	------	-----	------

AGENCY USE ONLY

Holder name and address	State of incorporation or charter
	Date of incorporation or charter

Report Contact	Phone number	Claims Contact	Phone number
Name		Name	
Mailing address		Mailing address	
Email address		Email address	
FAX number		FAX number	

Holder's primary business activity: _____ SIC code: _____

Circle all report media used and provide report totals. Confirmation number must be included if filing via Internet	NUMBER OF ITEMS	SHARES	CASH
Diskette / CD _____ <i>(CD or Diskette submission requires prior approval from CPA staff.)</i>			\$ _____
Internet (Transmission confirmation number <u>E</u> _____)			\$ _____

The foregoing report contains a full and complete list of all property held by the undersigned that from the records of the undersigned, is abandoned under the laws of the State of Texas. The property delivered is a complete and correct remittance of all accounts; the existence and location of the listed owners are unknown; and the listed owners have not asserted an act of ownership with respect to the reported property.

PAYMENT AMOUNT

\$ _____

Mail this form with your payment to Comptroller of Public Accounts Unclaimed Property, Holder Reporting Section P.O. Box 12019 Austin, TX 78711-2019	For assistance, call 1-800-321-2274, option 2.
--	---

sign here _____
Title _____

*** DO NOT DETACH ***



Payment for Unclaimed Property

Complete one copy for each check submitted.

- T code 1. ■ 9,0,1,0,0 PAYMENT
- Deposit code 2. ■ 5,5,2
- Federal Employer Identification Number (FEIN) 3. ■ 1 | | | | | | | | | | | | | | | |
- Amount of check (Dollars and cents) 4. ■ _____

AGENCY USE ONLY

Holder name	PM
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Completing the Property Report

Under Title 34 § 13.21 of the Texas Administrative Code, property reports must be submitted to the Comptroller's office in the NAUPA2 format via one of the approved online submission methods. Submission of data on CDs or diskettes is no longer permitted.

All holders should review the following instructions for a better understanding of the information that must be included on reports. Each requirement listed below corresponds with a field in the Unclaimed Property Reporting System software or Online Express Reporting system.

Reports will be subject to rejection if the data do not comply with these entry standards. If rejected, holders will have up to 30 days to resubmit corrected reports. Holders failing to resubmit corrected reports within 30 days will be subject to a daily penalty.

The **Online Express Reporting** system allows you to enter your unclaimed property reports directly into a web-based application after you set up a password-protected account with the Holder Reporting Section.

Advantages

- No software to download and install.
- Allows you to report electronically without support from your IT staff.
- Provides a secure environment to warehouse your data until you are ready to submit the report.
- Makes most report data available to owners as soon as your payment is verified.

Registration

- Access the online express reporting system at comptroller.texas.gov/up/report/filing-report.php.
- Click on the User ID and Password link.
- Begin a new TxComptroller eSystems user registration by creating a new User ID. This user ID must have at least seven letters and should not contain spaces.
- Enter your email address in both fields below your User ID. Verify that both addresses match and then select **Start Registration**.
- On the following New User Registration-Profile page, enter your name and contact telephone number.
- Create a password. It must contain at least one character from three of the four following categories: uppercase letters, lowercase letters, numbers and/or special characters (-.!#\$%&()*+,:;?@_[]{}~). Confirm your password.
- Click **Continue**.

- Accept Terms of Use – Check box to accept and agree to comply with the Terms of Use for TxComptroller eSystems.
- Select a security question. The security question and answer allows you to reset your password, if forgotten.
- Enter answer to security question. Please note that in order for password reset to be successful, the answer must match the answer that is entered during registration.
- Click **Create User Profile**. The next page confirms that your user profile has been created. Click **Continue**. On the next page, select the **Unclaimed Property Online Express Reporting** link.
- On the Unclaimed Property Holder Registration page, enter your holder information as follows:
 - » **Holder Name** – Complete the name and address fields with your institution or company name.
 - » **Federal Employer ID Number** – Enter the nine-digit tax ID number assigned to you by the federal government.
 - » **First time to report unclaimed property** – Check box if this is the first report filed for this entity.
 - » **SIC Code** – This is the Standard Industrial Classification code that indicates the primary business activity of your institution or company. Please leave this line blank if you are not familiar with your SIC code.
 - » **State of Incorporation or Charter** – Corporations should enter the state in which they are incorporated or licensed to do business. Financial institutions should enter the state in which they are chartered.
 - » **Date of Incorporation/Charter Date** – Corporations should enter the date on which they were incorporated or were licensed to do business. Financial institutions should enter the date their organization was chartered.
 - » **Mailing Address** – Enter your institution or company mailing address. Don't forget to include department codes if they are an important part of your address.
 - » **Contact Person for Reporting** – Enter the name, mailing address, email address, phone number and fax number of the person who completes your report. This is the person the Comptroller's office will contact if we have questions or problems with your report. This is also the person to whom we mail all reporting information.
- Click **Register**.
- On the next page, confirm your entries, then click **Submit**. On the following confirmation page, a notice explains that your registration request will be sent to the Holder Reporting Section. You will receive a response by the end of the next business day.

Preparing the Property Report

You will receive an email notification when your registration request has been approved. This message will include a link to the login page. Under returning user login, enter your user ID and password, and then click **Login**.

- » Under **Reporting**, select **Unclaimed Property Online Express Reporting**.
- » Select **Create/Update Holder Reports**.
- » Select **Add Report**.
- **Account Profile Update** – Verify that your profile information is correct or make any necessary changes. Enter claim contact information or check box to duplicate report contact information. Click **Save Contact Information**.
- **Property Holder Menu** – Select **Create/Update Holder Reports**.
- **Holder Report List** – Click **Add Report**. When the holder contact window opens, verify information and make any necessary changes. Enter the Claim Contact information or check the box above the fields if the Claim Contact information is the same as the Report Contact information. Select **Save Contact Information**.
- **Holder Report Property List** – Select **Add Property**.
- **Add Property** – Select **Property Type**. This is the code that distinguishes one property type from another. Select the four-character code that best describes the original property of the missing owner. For example, a closed savings account converted to check form would still be reported as a savings account (AC02), not a cashier's check. Refer to Chapter 4 for a list of the approved codes.
- **Property Type for Aggregate Records** – Amounts that are individually less than \$25 may be reported in the aggregate, using one of 11 available aggregate Property Type codes. The code selected for aggregate records should always end in 99. Mineral interests should never be aggregated. Click **Go**.
- **Add Property** – Complete the primary owner record as follows:
 - » **Last or Entity Name** – Enter the owner's last name or the company name of a business. If the owner of the property is unknown, enter unknown in the last name box. Name and address boxes should be left blank if you are reporting amounts under \$25 in the aggregate.
 - » NOTE: If you are reporting two owners with different last names who jointly own one piece of property, refer to Additional Owner Last Name for instructions.
 - » **First Name/Middle Name** – Enter the owner's first name and middle name.
 - » **Title** – Enter an abbreviation for the owner's title, which indicates the owner's relationship to the property. When you click in this field, the valid values drop down. To choose a value, click on it, and it will populate the field.
- » **Prefix** – Enter a courtesy title to precede the owner's name. When you click in this field or tab to it, a list of values drops down; click on a value to select it.
- » **Suffix** – Enter any suffix that follows the individual owner's name, such as Jr, Sr, III. When you click in this field or tab to it, a list of values drops down; click on a value to select it.
- » **Social Security Number** – Enter the owner's Social Security number or tax identification number, if known. It is important to have this number when establishing ownership.
- » **Date of Birth** – Enter the owner's date of birth, if known.
- » **Mailing Address** – Enter the owner's last known address. You must list the last known address, even if mail has been returned by the post office. This information is very important when establishing ownership during the claims process.
- » If an owner's address is listed in care of another individual, enter the name and street address of that person in the mailing address box. **Do not list additional owner names in the address box.**
- » **Mailing City** – Enter the city of the last known address.
- » **Mailing State** – Enter the standard two-character abbreviation of the owner's state of residence.
- » **Mailing Zip** – Enter the owner's five- or nine-digit ZIP code.
- » **Mailing Country** – Enter the country of the last known address of the owner.
- » **Email Address** – Enter the owner's email address, if known.
- » **Driver's License** – Enter the owner's Texas driver's license, if known.
- » **Reported Amount** – Enter the amount that is due each owner. This field is required, unless you are reporting shares, safe deposit box contents or tangible safekeeping property. If an owner has more property of the SAME property type, add all amounts remitted together and enter it here. Provide the beginning and ending dates in the appropriate fields below.
- **Deduction Amount** – If the value in the reported amount field is more than \$250, enter the amount of postage paid for mailing the notice to the owner, if applicable.
- » **Amount Remitted** – This field will be calculated automatically.
- » **Start Date of Last Contact with Owner** – Enter the date (MM/DD/YYYY) on which the last deposit or withdrawal was made on the account by the owner; the date on which the property became payable, redeemable or returnable (e.g., issue date of check); or the date contact was last made with the owner.

- » **End Date of Last Contact with Owner** – If you are reporting like property types with periodic payments such as dividends, oil and gas royalties or commission checks, total all amounts due the owner during the applicable time period and report the payments on one record. Provide the beginning and ending dates on which the amounts were payable.
- » **Property Description** – Any information that will assist in identifying the owner of the property should be listed in the Property Description fields. Identifying numbers, such as owner account number or check number, should be entered here. Other information, such as the name of a purchaser of a cashier's check, should also be listed in Additional Description.
- » **Property Description for Aggregate Records** – List the number of property records that were combined for the aggregate entry and the property type. For example, an AC99 record with "15 AC01" in the description field indicates 15 checking accounts were aggregated on one record.
- **Add Property** – When you are ready to save the property, select **Save Property**.
- **Add Additional Owner** – If the property has more than one owner, select Additional Owner. Complete the **Additional Owner** record as follows:
 - » **Last or Entity Name** – If the property has more than one owner, enter the second owner's last name or the company name of a business. If the owner of the property is unknown, enter unknown in the last name box.
 - » **First Name/Middle Name** – Enter the owner's first name and middle name.
 - » **Title** – Enter an abbreviation for the owner's title, which indicates the owner's relationship to the property. When you click in this field, the valid values drop down. To choose a value, click on it, and it will populate the field.
 - » **Prefix** – Enter a courtesy title to precede the owner's name. When you click in this field or tab to it, a list of values drops down; click on a value to select it.
 - » **Suffix** – Enter any suffix that follows the individual owner's name, such as Jr, Sr, III. When you click in this field or tab to it, a list of values drops down; click on a value to select it.
- » **Social Security Number** – Enter the owner's social security number or tax identification number, if known. It is important to have this number when establishing ownership.
- » **Date of Birth** – Enter the owner's date of birth, if known.
- » **Mailing Address** – Enter the owner's last known address. You must list the last known address, even if mail has been returned by the post office. This information is very important when establishing ownership during the claims process.
- » **Mailing City** – Enter the city of the last known address.
- » **Mailing State** – Enter the standard two-character abbreviation of the owner's state of residence.
- » **Mailing Zip** – Enter the owner's five- or nine-digit ZIP code.
- » **Mailing Country** – Enter the country of the last known address of the owner.
- **Add Property** – When you are ready to save the property, select **Save Owner**. You will be returned to the primary owner window. Select **Back to Property List**.
- **Holder Report Property List** – When you have entered all of your owner records, you will be ready to submit your report.
 - » **Holder Report Property List** – Select **View Report** to verify that all owner data are correct. Select **Back to Property List**.
 - » **Holder Report Property List** – Select **Submit Report**.
 - » **Report Payment Option** – Select your payment option and then click **Submit**.
 - » **Holder Report Property List** – If paying by check, select **Print Coupon**. The *Holder Report and Payment Form* will be printed. Please send it with your payment.

When your report has been reviewed and approved by the Holder Reporting Section, you will receive an email notification. This message will include your holder ID, report ID and confirmation number.

If your report contains errors, you will receive an email notification denying your report. You will be asked to make the necessary corrections and resubmit your report.

Chapter 4

Reference Tables

Property Type Codes and Abandonment Periods

FINANCIAL INSTITUTION ACCOUNTS Property Type: AC

- AC01** Checking accounts (3)
- AC02** Savings accounts (3)
- AC03** Matured certificates of deposit (3)
- AC04** Code deleted
- AC05** Code deleted
- AC06** Code deleted
- AC07** Unidentified deposits (3)
- AC08** Code deleted
- AC09** Other deposit accounts (5)
- AC99** Aggregate account balances less than \$25

EDUCATIONAL SAVINGS ACCOUNTS Property Type: CS

- CS01** Cash (3)
- CS02** Mutual funds (3)
- CS03** Securities (3)
- CS99** Aggregate account balances less than \$25

TRUST, INVESTMENTS AND ESCROW ACCOUNTS Property Type: TR

- TR01** Paying agent accounts (3)
- TR02** Undelivered dividends or uncashed dividends (3)
- TR03** Funds held in a fiduciary capacity (3)
- TR04** Escrow accounts (3)
- TR05** Trust vouchers (3)
- TR06** Pre-need funeral plans (3)
- TR99** Aggregate trust property less than \$25

SAFE DEPOSIT BOXES AND SAFEKEEPING Property Type: SD

- SD01** Contents of safe deposit boxes held by depositories (5)
- SD02** Safekeeping property (3)
- SD03** Other tangible property (3)
- SD04** Tangible unclaimed loan collateral (3)

TRADITIONAL IRAs Property Type: IR

- IR01** Cash (IRA, SEP, SARSEP, SIMPLE) (3)
- IR02** Mutual funds (IRA, SEP, SARSEP, SIMPLE) (3)
- IR03** Securities (IRA, SEP, SARSEP, SIMPLE) (3)
- IR04** Reserved for future use
- IR05** Reserved for future use
- IR06** ROTH IRA Mutual Funds
- IR07** ROTH IRA Investments
- IR99** Aggregate account balances less than \$25

HEALTH SAVINGS ACCOUNTS Property Type: HS

- HS01** Health Savings Accounts (3)
- HS02** Health Savings Accounts Investments (3)
- HS99** Aggregate account balances less than \$25

INSURANCE Property Type: IN

- IN01** Individual policy benefits or claim payments (3)
- IN02** Group policy benefits or claim payments (3)
- IN03** Death benefits due beneficiaries (3)
- IN04** Proceeds from matured policies, endowments or annuities (3)
- IN06** Unidentified remittances (3)
- IN05** Premium refunds on individual policies (3)
- IN07** Other amounts due under policy terms (3)
- IN08** Agent credit balances (3)
- IN99** Aggregate insurance property less than \$25

CHECKS Property Type: CK

- CK01** Cashier's checks (3)
- CK02** Certified checks (3)
- CK03** Registered checks (3)
- CK04** Code deleted
- CK05** Drafts (3)
- CK06** Warrants (3)
- CK07** Money orders (3)
- CK08** Traveler's checks (15)
- CK09** Foreign exchange checks (3)
- CK10** Expense checks (3)
- CK11** Pension checks (3)
- CK12** Credit checks or memos (3)
- CK13** Vendor checks (3)
- CK14** Code deleted
- CK15** Any other outstanding official checks or exchange items (3)
- CK16** CD Interest checks (3)
- CK99** Aggregate uncashed checks less than \$25

UTILITIES Property Type: UT

- UT01** Utility deposits (1)
- UT02** Membership fees (3)
- UT03** Refunds or rebates (3)
- UT04** Capital credit distributions (3)
- UT99** Aggregate utility property less than \$25

COURTS/LEGAL Property Type: CT

- CT01** Escrow funds (3)
- CT02** Condemnation awards (3)
- CT03** Missing heirs' funds (3)
- CT04** Suspense accounts (3)
- CT05** Any other types of deposits made with a court or public authority (3)
- CT99** Aggregate court deposits less than \$25

Property Type Codes and Abandonment Periods *(continued)*

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)
MI10 Current production payments (0)

GENERAL BUSINESS, MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY Property Type: MS

MS01 Wages, payroll or salary (1)
MS02 Commissions (3)
MS03 Worker's compensation benefits (3)
MS04 Payment for goods and services (3)
MS05 Customer overpayments (3)
MS06 Unidentified remittances (3)
MS07 Unrefunded overcharges (3)
MS08 Accounts payable (3)
MS09 Accounts receivable credit bal-
ances (3)
MS10 Discounts due (3)
MS11 Refunds/rebates due (3)
MS12 Stored value cards/gift
certificates (1-3)
MS13 Cash loan collateral (3)
MS14 Sums payable under pension
and profit sharing plans
(KEOGH) (3)
MS15 Property distributable in the
course of involuntary dissolution
or liquidation (3)
MS16 Any other miscellaneous
outstanding checks (3)
MS17 Any other miscellaneous
intangible personal property (3)
MS18 Code deleted
MS99 Aggregate miscellaneous property
less than \$25

SECURITIES Property Type: SC

SC01 Dividends (3)
SC02 Interest payable on registered
bonds (3)
SC03 Code deleted
SC04 Code deleted
SC05 Code deleted
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)
SC08 Undelivered physical (RPO)
shares (3)
SC09 Cash for fractional shares (3)
SC10 Unexchanged stock of successor
corporation (3)
SC11 Any other certificates of
ownership (3)
SC12 Underlying shares (3)
SC13 Funds for liquidation/redemption
of surrendered stocks or
bonds (3)
SC14 Debentures (3)
SC15 U.S. Government securities (3)
SC16 Book-entry 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)
SC40 Nontransferable Certificated
Shares (3)
SC41 Book Entry Shares (3)
SC42 Nontransferable Securities Held
by Broker/Dealer (3)
SC85 Demutualization cash (1)
SC86 Demutualization shares (1)
SC99 Aggregate securities-related
cash less than \$25

Owner Title Abbreviation Codes

ADM – Administrator/administratrix
BENF – Beneficiary
CUST – Custodian
DECD – Deceased
EST – Estate
EXEC – Executor/executrix
FAO – For the account of
FBO – For the benefit of
GDN – Guardian
ITF – In trust for
JT – Joint tenancy
LIFEST – Life estate
MNR – Minor
TIC – Tenants in common
TR – Trust
TTEE – Trustee
UGMA – Uniform gift to minors act
UWO – Under the will of

Data Entry Standards for Owner Name Fields

The following standards should be observed, whether you are performing data entry in the Texas Unclaimed Property Reporting System, importing files into the application or reporting by any other electronic method.

Rules of Entry

1. *Never* use punctuation (e.g., periods, commas, apostrophes, etc.) in owner name fields.

2. Only three special characters should be used in owner name fields. The hyphen (-), ampersand (&) and forward slash (/) may be used as described in items 3 through 5.

3. Company names should be entered in the last name field. The word “and” should always be replaced with an ampersand (&). Ampersands may not be used in owner name fields for any other reason.

Correct	Incorrect
Jones & Jones	Jones and Jones

4. Enter a forward slash (/) between first names of co-owners when both have the same last name. A forward slash should also be used to abbreviate accounts styled Mr or Mrs (M/M). Forward slash should not be used in owner name fields for any other reason.

Correct		Incorrect	
(last)	(first)	(last)	(first)
Jones	Bill/Mary	Jones	Bill & Mary
		Jones	Bill and Mary
		Jones	Bill or Mary

5. Enter last names styled with a hyphen in the last name field (e.g., Smith-Jones). Hyphens should not be used in owner name fields for any other reason.

Correct		Incorrect	
(last)	(first)	(last)	(first)
Smith-Jones	Mary	Jones	Mary Smith-
Benton-Brown	Bill	Brown	Bill Benton

6. Never *precede* first names with name prefixes (i.e., Mrs, Ms or M/M). When used, name prefixes must follow the first name or be entered in the prefix field.

Correct		Incorrect	
(last)	(first)	(last)	(first)
Smith	Mary Mrs	Smith	Mrs Mary
Jones	Bill M/M	Jones	M/M Bill
Brown	John Mrs	Brown	Mrs John

7. Owner-name suffixes (e.g., Jr, Sr, III) should be entered in the last name field or the suffix field.

Correct		Incorrect	
(last)	(first)	(last)	(first)
Smith Jr	Bill	Smith	Bill Jr

8. Do not enter information designating ownership (e.g., estate, trustee, joint tenancy) in owner name fields. This information must be entered in the title field and owner title abbreviation codes must be used (refer to Page 34).

9. Never abbreviate the first word of a company name. Always spell it out.

Correct	Incorrect
American Life Ins Co	Amer Life Ins Co

10. Do not use numbers in owner name fields.

Correct	Incorrect
First State Bank	1st State Bank
The only exception is when a number is part of a registered trademark (e.g., A1 Inc.).	

11. Use spaces between initials in names.

Correct	Incorrect
A B C Appliances	ABC Appliances
J E Smith	JE Smith

12. Never begin an owner name with “the.”

Correct	Incorrect
Baby Store	The Baby Store
Bank of Rio Grande	The Bank of Rio Grande

Suggested Abbreviations

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

Property Description Field Requirements

Property Code	Description of Property Code	Information Needed in Description Field for Each Property
AC01	CHECKING ACCOUNTS	Account Number
AC02	SAVINGS ACCOUNTS	Account Number
AC03	MATURED CERTIFICATES OF DEPOSIT	Certificate Number – 1st Maturity Date
AC07	UNIDENTIFIED DEPOSITS	Any available description
AC99	AGGREGATE ACCOUNT BALANCES < \$25	Number of Accounts and Property Type – Property Type
CK01	CASHIER'S CHECKS	Purchaser – Check Number
CK02	CERTIFIED CHECKS	Purchaser – Check Number
CK03	REGISTERED CHECKS	Purchaser – Check Number
CK05	DRAFTS	Draft Number
CK06	WARRANTS	Warrant Number
CK07	MONEY ORDERS	Money Order Number
CK08	TRAVELER'S CHECKS	Check Number
CK09	FOREIGN EXCHANGE CHECKS	Purchaser – Check Number – Original Currency Amount
CK10	EXPENSE CHECKS	Vendor Number – Check Number
CK11	PENSION CHECKS	Account Number – Check Number – Employee Number
CK12	CREDIT CHECKS OR MEMOS	Vendor Number – Check Number
CK13	VENDOR CHECKS	Vendor Number – Check Number
CK15	ANY OTHER OUTSTANDING OFFICIAL CHECKS	Check Number
CK16	CD INTEREST CHECKS	Certificate Number – Check Number
CK99	AGGREGATE UNCASHED CHECKS < \$25	Number of Checks and Property Type – Type of Checks
CS01	EDUCATIONAL SAVINGS ACCOUNTS CASH	Account Number
CS02	EDUCATIONAL SAVINGS ACCOUNTS MUTUAL FUNDS	Account Number
CS03	EDUCATIONAL SAVINGS ACCOUNTS SECURITIES	Issue Name of Security
CS99	AGGREGATE EDUCATIONAL SAVINGS ACCOUNT BALANCES < \$25	Number of Items and Property Type
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 ACCOUNTS	Case Number – Case Name – Date of Order
CT05	OTHER DEPOSITS WITH COURT OR PUBLIC AUTHORITY	Case Number – Case Name – Date of Order
CT99	AGGREGATE COURT DEPOSITS < \$25	Number of Items and Property Type – Property Type
HS01	HEALTH SAVINGS ACCOUNTS	Account Number
HS02	HEALTH SAVINGS ACCOUNTS INVESTMENTS	Account Number
HS99	HS99 AGGREGATE HEALTH SAVINGS ACCOUNT BALANCES < \$25	Number of Items and Property Type
IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS	Policy Number – Insured Name
IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS	Policy Number – Insured Name – Employer
IN03	DEATH BENEFITS DUE BENEFICIARIES	Policy Number – Insured Name – Claim Number
IN04	MATURED POLICY PROCEEDS OR ENDOWMENTS/ ANNUITIES	Policy Number – Insured Name
IN05	PREMIUM REFUNDS ON INDIVIDUAL POLICIES	Policy Number – Insured Name
IN06	UNIDENTIFIED REMITTANCES	Description of Remittance

Property Description Field Requirements *(continued)*

Property Code	Description of Property Code	Information Needed in Description Field for Each Property
IN07	OTHER AMOUNTS DUE UNDER POLICY TERMS	Policy Number – Insured Name – Claim Number
IN08	AGENT CREDIT BALANCES	Agent Number
IN99	AGGREGATE INSURANCE PROPERTY < \$25	Number of Items and Type – Property Type
IP99	INTEREST FOR OVERDUE REMITTANCES	
MI01	NET REVENUE INTERESTS	Owner Number
MI02	ROYALTIES	Owner Number
MI03	OVERRIDING ROYALTIES	Owner Number
MI04	PRODUCTION PAYMENTS	Owner Number
MI05	WORKING INTERESTS	Owner Number
MI06	BONUSES	Owner Number
MI07	DELAY RENTALS	Owner Number
MI08	SHUT-IN ROYALTIES	Owner Number
MI09	MINIMUM ROYALTIES	Owner Number
MI10	CURRENT PRODUCTION PAYMENTS	Owner Number
MS01	WAGES, PAYROLL OR SALARY	Check Number
MS02	COMMISSIONS	Check Number
MS03	WORKER'S COMPENSATION BENEFITS	Employee Number – Check Number
MS04	PAYMENTS OF GOODS AND SERVICES	Vendor Account Number – Check Number
MS05	CUSTOMER OVERPAYMENTS	Account Number
MS06	UNIDENTIFIED REMITTANCES	Any available description
MS07	UNREFUNDED OVERCHARGES	Any available description
MS08	ACCOUNTS PAYABLE	Account Number
MS09	CREDIT BALANCES ON ACCOUNTS RECEIVABLE	Account Number
MS10	DISCOUNTS DUE	Account Number
MS11	REFUNDS OR REBATES DUE	Account Number – Check Number
MS12	STORED VALUE CARDS/GIFT CERTIFICATES	Certificate/Card Number
MS13	UNCLAIMED LOAN COLLATERAL (CASH)	Loan Number – Payoff Date
MS14	SUMS PAYABLE-PENSION OR PRFT SHR PLAN (KEOGH)	Employer Name/Account – Check Number
MS15	PROP DISTRIBUTABLE DURING DISSOLUTION/LIQUIDATION	Dissolved Company Name – Check Number
MS16	ANY OTHER MISC OUTSTANDING CHECKS	Check Number
MS17	ANY OTHER MISC INTANGIBLE PROPERTY	Account Number
MS99	AGGREGATE MISC PROPERTY < \$25	Number of Items and Property Type – Property Type
SC01	DIVIDENDS	Issue Name of Security – Check Number – Account Number
SC02	INTEREST PAYABLE ON REGISTERED BONDS	Issue Name of Security – Bond Number – Call Date
SC06	FUNDS PAID TOWARD PURCHASE OF SHARES	Issue Name of Security – Account Number
SC07	BEARER BOND INTEREST AND MATURED PRINCIPAL	Issue Name of Security – Call Date/Price – Bond/Coupon Number
SC08	SHARES OF STOCK (RETURNED BY POST OFFICE)	Issue Name of Security
SC09	CASH FOR FRAC SHARES	Issue Name of Security – Price Per Share
SC10	UNEXCHANGED STOCK	Issue Name of Successor – Unexchanged Issue Name
SC11	OTHER CERTIFICATES OF OWNERSHIP	Issue Name of Security – Certificate Number

Property Description Field Requirements *(continued)*

Property Code	Description of Property Code	Information Needed in Description Field for Each Property
SC12	UNDERLYING SHARES	Issue Name of Security
SC13	LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCKS/BONDS	Issue Name of Security or Bond – Number of Shares – Price Per Share
SC14	DEBENTURES	Description of Debenture
SC15	U S GOVERNMENT SECURITIES	Description of Security
SC16	BOOK ENTRY MUTUAL FUND SHS	Account Number
SC17	WARRANTS OR RIGHTS	Warrant Number – Expiration Date – Issue Name of Bond – Bond Number – Call Date/Price
SC18	MATURED PRINCIPAL ON REGISTERED BONDS	
SC19	DIVIDEND REINVESTMENT PLANS	Account Number
SC20	CREDIT BALANCES	Account Number
SC40	NONTRANSFERABLE CERTIFICATED SHARES	Issue Name of Security
SC41	BOOK ENTRY SHARES	Issue Name of Security
SC42	NONTRANSFERABLE SHARES HELD BY BROKER/DEALER	Issue Name of Security
SC85	DEMUTUALIZATION CASH PROCEEDS	Policy Number – Insured Name
SC86	DEMUTUALIZATION SHARES	Policy Number – Insured Name
SD01	CONTENTS OF SAFE DEPOSIT BOXES	Box Number
SD02	CONTENTS OF OTHER SAFEKEEPING REPOSITORY	Receipt Number
SD03	OTHER TANGIBLE PROPERTY	Receipt Number
SD04	TANGIBLE UNCLAIMED LOAN COLLATERAL	Loan Number – Receipt Number – Payoff Date
IR01	TRADITIONAL IRA CASH	Account Number
IR02	TRADITIONAL IRA MUTUAL FUNDS	Account Number
IR03	TRADITIONAL IRA SECURITIES	Account Number
IR05	ROTH IRA CASH	Account Number
IR06	ROTH IRA MUTUAL FUNDS	Account Number
IR07	ROTH IRA SECURITIES	Account Number
IR99	AGGREGATE IRA BALANCES < \$25	Number of Items – Original Property Type
TR01	PAYING AGENT ACCOUNTS	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	Account Number
TR04	ESCROW ACCOUNTS	GF Number – Property Address
TR05	TRUST VOUCHERS	Voucher Number – Security Issue Name if Dividend
TR06	PRENEED FUNERAL PLANS	Contract Number – Purchaser
TR99	AGGREGATE TRUST PROPERTY < \$25	Number of Items and Property Type – Property Type
UT01	UTILITY DEPOSITS	Account Number – Account Number
UT02	MEMBERSHIP FEES	
UT03	REFUNDS OR REBATES	Account Number
UT04	CAPITAL CREDIT DISTRIBUTIONS	Account Number – Declaration Date
UT99	AGGREGATE UTILITY PROPERTY < \$25	Number of Items and Property Type – Property Type

Securities Delivery Codes

Code	Description
ACCOUNT	Book Entry Registration (used only for non DTC eligible securities)
DTC	Direct Transfer to Depository Trust
PHYSICAL	Physical Delivery of Certificate to Comptroller's office
UNT	Undeliverable Security
FED	Direct Transfer to Federal Reserve Bank

Country Codes

Country	Code	Country	Code	Country	Code
Afghanistan	AFG	Bonaire, St. Eustatius of Saba	BES	Corsica/France	FRA
Aland Islands	ALA	Bosnia and Herzegovina	BIH	Costa Rica	CRI
Albania	ALB	Botswana	BWA	Cote D'Ivoire	CIV
Algeria	DZA	Bouvet Island	BVT	Crete/Greece	GRC
American Samoa	ASM	Brazil	BRA	Croatia	HRV
Andorra	AND	British Indian Ocean Territory	IOT	Cuba	CUB
Anegada	VGB	British Virgin Islands*	VGB	Curacao	CUW
Angola	AGO	British West Indies**		Cyprus	CYP
Anguilla	AIA	Brunei Darussalam	BRN	Czech Republic	CZE
Antigua and Barbuda	ATG	Bulgaria	BGR	Democratic Peoples Republic of Korea (North Korea)	PRK
Argentina	ARG	Burkina Faso	BFA	Democratic Republic of the Congo	COD
Armenia	ARM	Burundi	BDI	Denmark	DNK
Aruba	ABW	Caicos Islands	TCA	Djibouti	DJI
Australia	AUS	Cambodia	KHM	Dominica	DMA
Austria	AUT	Cameroon	CMR	Dominican Republic	DOM
Azerbaijan	AZE	Canada	CAN	East Timor/Timor-Leste	TLS
Bahamas	BHS	Canary Islands/Spain	ESP	Ecuador	ECU
Bahrain	BHR	Cape Verde	CPV	Egypt	EGY
Bangladesh	BGD	Cayman Islands	CYM	El Salvador	SLV
Barbados	BRB	Central African Republic	CAF	England/United Kingdom	GBR
Barbuda/Antigua	ATG	Chad	TCD	Equatorial Guinea	GNQ
Belarus	BLR	Channel Islands/United Kingdom	GBR	Eritrea	ERI
Belgium	BEL	Chile	CHL	Estonia	EST
Belize	BLZ	China	CHN	Ethiopia	ETH
Benin	BEN	Christmas Island	CXR	Faroe Islands	FRO
Bermuda	BMU	Cocos (Keeling) Islands	CCK	Falkland Islands (Malvinas)	FLK
Bhutan	BTN	Colombia	COL	Fiji	FJI
Bolivia	BOL	Comoros	COM	Finland	FIN
		Congo/Democratic Republic of Congo	COG		
		Cook Islands	COK		

Country Codes (continued)

Country	Code	Country	Code	Country	Code
France	FRA	Israel	ISR	Mexico	MEX
French Guiana	GUF	Italy	ITA	Micronesia (Federated States of)	FSM
French Polynesia	PYF	Jamaica	JAM	Miquelon/Saint Pierre	SPM
French Southern Territories	ATF	Jan Mayen Islands/Svalbard	VGB	Moldova/Republic of Moldova	MDA
French West Indies***		Japan	JPN	Monaco	MCO
Futuna Island/Wallis	WLF	Jersey	JEY	Mongolia	MNG
Gabon	GAB	Jordan	JOR	Montenegro	MNE
Gambia	GMB	Jost Van Dyke/British Virgin Islands	VGB	Montserrat	MSR
Georgia	GEO	Kazakhstan	KAZ	Morocco	MAR
Germany	DEU	Kenya	KEN	Mozambique	MOZ
Ghana	GHA	Kiribati	KIR	Myanmar	MMR
Gibraltar	GIB	Korea/Republic of South Korea	KOR	Namibia	NAM
Grand Cayman/Cayman Islands	CYM	Kuwait	KWT	Nauru	NRU
Great Britain/United Kingdom	GBR	Kyrgyzstan	KGZ	Nepal	NPL
Greece	GRC	Laos (Lao Peoples Democratic Republic)	LAO	Netherlands	NLD
Greenland	GRL	Latvia	LVA	Netherlands Antilles	ANT
Grenada	GRD	Lebanon	LBN	Nevis/Saint Kitts & Nevis	KNA
Grenadines (The)/Saint Vincent	VCT	Lesotho	LSO	New Caledonia	NCL
Guadeloupe	GLP	Liberia	LBR	New Zealand	NZL
Guam	GUM	Libya (Libyan Arab Jamahiriya)	LYB	Nicaragua	NIC
Guatemala	GTM	Liechtenstein	LIE	Niger	NER
Guernsey	GGY	Lithuania	LTU	Nigeria	NGA
Guinea	GIN	Luxembourg	LUX	Niue	NIU
Guinea-Bissau	GNB	Macao	MAC	Norfolk Island	NFK
Guyana	GUY	Macedonia (The Former Yugoslav Republic of Macedonia)	MKD	North Korea/Democratic People's Republic	PRK
Haiti	HTI	Madagascar	MDG	Northern Ireland/United Kingdom	GBR
Heard Island & McDonald Islands	HMD	Malawi	MWI	Northern Mariana Islands	MNP
Herzegovina/Bosnia	BIH	Malaysia	MYS	Norway	NOR
Holy See (Vatican City State)	VAT	Maldives	MDV	Oman	OMN
Honduras	HND	Mali	MLI	Pakistan	PAK
Hong Kong (Special Administrative Region of China)	HKG	Malta	MLT	Palau	PLW
Hungary	HUN	Malvinas/Falkland Islands	FLK	Palestinian Territory, Occupied	PSE
Iceland	ISL	Mariana Islands/Northern Mariana Islands	MND	Panama	PAN
India	IND	Marshall Islands	MHL	Papua New Guinea	PNG
Indonesia	IDN	Martinique & Les Saintes	MTQ	Paraguay	PRY
Iran (Islamic Republic of)	IRN	Mauritania	MRT	Peru	PER
Iraq	IRQ	Mauritius	MUS	Philippines	PHL
Ireland	IRL	Mayotte	MYT	Pitcairn	PCN
Isle of Man	IMN				
Isle of Wright/United Kingdom	GBR				

Country Codes (continued)

Country	Code	Country	Code	Country	Code
Poland	POL	South Africa	ZAF	Uruguay	URY
Portugal	PRT	South Georgia & South Sandwich Islands	SGS	Uzbekistan	UZB
Principe/Sao Tome	STP	South Korea/Republic of Korea	KOR	Vanuatu	VUT
Puerto Rico	PRI	Spain	ESP	Venezuela	VEN
Qatar	QAT	Sri Lanka	LKA	Viet Nam	VNM
Republic of Moldova	MDA	Sudan	SDN	Virgin Gorda/British Virgin Islands	VGB
Reunion	REU	Suriname	SUR	Wales/United Kingdom	GBR
Romania	ROU	Svalbard and Jan Mayen Islands	SJM	Wallis and Futuna Islands	WLF
Russian Federation	RUS	Swaziland	SWZ	West Germany/Germany	DEU
Rwanda	RWA	Sweden	SWE	Western Sahara	ESH
Saint Barthélemy	BLM	Switzerland	CHE	Yemen	YEM
Saint Croix/United States Virgin Islands	VIR	Syrian Arab Republic	SYR	Zambia	ZMB
Saint Helena, Ascension & Tristan da Cunha	SHN	Taiwan Province of China	TWN	Zimbabwe	ZWE
Saint John/ United States Virgin Islands	VIR	Tajikistan	TJK		
Saint Kitts and Nevis	KNA	Tanzania/United Republic of Tanzania	TZA		
Saint Lucia	LCA	Thailand	THA		
Saint Martin (French Part)	MAF	Timor-Leste	TLS		
Saint Pierre and Miquelon	SPM	Tobago/Trinidad & Tobago	TTD		
Saint Thomas/United States Virgin Islands	VIR	Togo	TGO		
Saint Vincent and the Grenadines	VCT	Tokelau	TKL		
Samoa	WSM	Tonga	TON		
San Marino	SMR	Tortola/British Virgin Islands	VGB		
Sao Tome and Principe	STP	Trinidad and Tobago	TTO		
Sardinia/Italy	ITA	Tunisia	TUN		
Saudi Arabia	SAU	Turkey	TUR		
Scotland/United Kingdom	GBR	Turkmenistan	TKM		
Senegal	SEN	Turks and Caicos Islands	TCA		
Serbia	SRB	Tuvalu	TUV		
Seychelles	SYC	Uganda	UGA		
Sierra Leone	SLE	Ukraine	UKR		
Singapore	SGP	United Arab Emirates (UAE)	ARE		
Sint Maarten (Dutch Part)	SXM	United Kingdom of Great Britain and Northern Ireland	GBR		
Slovakia	SVK	United Republic of Tanzania	TZA		
Slovenia	SVN	United States	USA		
Solomon Islands	SLB	United States Minor Outlying Islands	UMI		
Somalia	SOM	United States Virgin Islands****	VIR		

- * British Virgin Islands (VGB) include Anegada, Virgin Gorda, Jost Van Dyke & Tortola.
- ** British West Indies include Anguilla, British Virgin Islands, Cayman Islands, Montserrat, Turks/Caicos. Each island has its own code.
- *** French West Indies includes St. Barthélemy (BLM), Guadeloupe (GLP), Martinique & Les Saintes (MTQ).
- **** US Virgin Islands (VIR) include St. Croix, St. John & St. Thomas.

Summary of Reporting Requirements

Financial Institutions

Holder/Type of Property	Abandonment Period	Legal Reference*	Report Cut-off Date	Remittance and Report Due – On or Before –
Demand deposit accounts	3 years	73.003, 73.101	March 1	July 1
Savings accounts	3 years	73.003, 73.101	March 1	July 1
Matured CD principal	3 years	73.003, 73.101	March 1	July 1
Safe deposit boxes	5 years	73.003, 73.101	March 1	July 1
Official checks	3 years	73.102	March 1	July 1
Wages	1 year	72.1015	March 1	July 1

Corporations

Holder/Type of Property	Abandonment Period	Legal Reference*	Report Cut-off Date	Remittance and Report Due – On or Before –
Wages	1 year	72.1015	March 1	July 1
Misc. uncashed checks	3 years	72.101(a)	March 1	July 1
Refunds, rebates and deposits	3 years	72.101(a)	March 1	July 1
Stored value cards	1 - 3 years	72.1016	March 1	July 1
Mineral proceeds	3 years	72.001(a) and 75.001	March 1	July 1
Travelers checks	15 years	72.102(a)-(b)	March 1	July 1
Money orders	3 years	72.102(a) and (c)	March 1	July 1

Life Insurance

Holder/Type of Property	Abandonment Period	Legal Reference*	Report Cut-off Date	Remittance and Report Due – On or Before –
Wages	1 year	72.1015	March 1	July 1
Uncashed checks and drafts	3 years	72.101(a)	March 1	July 1
Policy proceeds	3 years	Chapter 1109	June 30	November 1
Annuities	3 years	(Tx Insurance Code)	June 30	November 1
Demutualization proceeds	1 year	72.101(c)	March 1	July 1

Securities

Holder/Type of Property	Abandonment Period	Legal Reference*	Report Cut-off Date	Remittance and Report Due – On or Before –
Stock and cash dividends	3 years	72.101(a)	March 1	July 1
Dividend reinvestment plans	3 years	72.101(b)	March 1	July 1
Underlying shares	3 years	72.101(b)	March 1	July 1
Liquidation proceeds	3 years	72.101(a)	March 1	July 1
Bonds and bond interest	3 years	72.101(a)	March 1	July 1

*Legal references may be found in:

Title 6 Texas Property Code	Texas Insurance Code
Chapter 72 Abandonment of Personal Property	Chapter 1109 Unclaimed Life Insurance and Annuity Contract Proceeds
Chapter 73 Inactive Accounts Held by Banking Organizations	
Chapter 74 Report, Delivery and Claims Process 74.705, Attorney's Fees and Penalties	
Chapter 75 Texas Minerals	
Chapter 76 Report, Delivery and Claims Process for Certain Property	

County Codes To be used for reporting mineral proceeds

County	Code
Anderson	001
Andrews	002
Angelina	003
Aransas	004
Archer	005
Armstrong	006
Atascosa	007
Austin	008
Bailey	009
Bandera	010
Bastrop	011
Baylor	012
Bee	013
Bell	014
Bexar	015
Blanco	016
Borden	017
Bosque	018
Bowie	019
Brazoria	020
Brazos	021
Brewster	022
Briscoe	023
Brooks	024
Brown	025
Burleson	026
Burnet	027
Caldwell	028
Calhoun	029
Callahan	030
Cameron	031
Camp	032
Carson	033
Cass	034
Castro	035
Chambers	036
Cherokee	037
Childress	038
Clay	039
Cochran	040
Coke	041
Coleman	042
Collin	043
Collingsworth	044

County	Code
Colorado	045
Comal	046
Comanche	047
Concho	048
Cooke	049
Coryell	050
Cottle	051
Crane	052
Crockett	053
Crosby	054
Culberson	055
Dallam	056
Dallas	057
Dawson	058
Deaf Smith	059
Delta	060
Denton	061
DeWitt	062
Dickens	063
Dimmit	064
Donley	065
Duval	066
Eastland	067
Ector	068
Edwards	069
Ellis	070
El Paso	071
Erath	072
Falls	073
Fannin	074
Fayette	075
Fisher	076
Floyd	077
Foard	078
Fort Bend	079
Franklin	080
Freestone	081
Frio	082
Gaines	083
Galveston	084
Garza	085
Gillespie	086
Glasscock	087
Goliad	088

County	Code
Gonzales	089
Gray	090
Grayson	091
Gregg	092
Grimes	093
Guadalupe	094
Hale	095
Hall	096
Hamilton	097
Hansford	098
Hardeman	099
Hardin	100
Harris	101
Harrison	102
Hartley	103
Haskell	104
Hays	105
Hemphill	106
Henderson	107
Hidalgo	108
Hill	109
Hockley	110
Hood	111
Hopkins	112
Houston	113
Howard	114
Hudspeth	115
Hunt	116
Hutchinson	117
Irion	118
Jack	119
Jackson	120
Jasper	121
Jeff Davis	122
Jefferson	123
Jim Hogg	124
Jim Wells	125
Johnson	126
Jones	127
Karnes	128
Kaufman	129
Kendall	130
Kenedy	131
Kent	132

County Codes To be used for reporting mineral proceeds *(continued)*

County	Code	County	Code	County	Code
Kerr	133	Nolan	177	Taylor	221
Kimble	134	Nueces	178	Terrell	222
King	135	Ochiltree	179	Terry	223
Kinney	136	Oldham	180	Throckmorton	224
Kleberg	137	Orange	181	Titus	225
Knox	138	Palo Pinto	182	Tom Green	226
Lamar	139	Panola	183	Travis	227
Lamb	140	Parker	184	Trinity	228
Lampasas	141	Parmer	185	Tyler	229
LaSalle	142	Pecos	186	Upshur	230
Lavaca	143	Polk	187	Upton	231
Lee	144	Potter	188	Uvalde	232
Leon	145	Presidio	189	Val Verde	233
Liberty	146	Rains	190	Van Zandt	234
Limestone	147	Randall	191	Victoria	235
Lipscomb	148	Reagan	192	Walker	236
Live Oak	149	Real	193	Waller	237
Llano	150	Red River	194	Ward	238
Loving	151	Reeves	195	Washington	239
Lubbock	152	Refugio	196	Webb	240
Lynn	153	Roberts	197	Wharton	241
Madison	154	Robertson	198	Wheeler	242
Marion	155	Rockwall	199	Wichita	243
Martin	156	Runnels	200	Wilbarger	244
Mason	157	Rusk	201	Willacy	245
Matagorda	158	Sabine	202	Williamson	246
Maverick	159	San Augustine	203	Wilson	247
McCulloch	160	San Jacinto	204	Winkler	248
McLennan	161	San Patricio	205	Wise	249
McMullen	162	San Saba	206	Wood	250
Medina	163	Schleicher	207	Yoakum	251
Menard	164	Scurry	208	Young	252
Midland	165	Shackelford	209	Zapata	253
Milam	166	Shelby	210	Zavala	254
Mills	167	Sherman	211		
Mitchell	168	Smith	212		
Montague	169	Somervell	213		
Montgomery	170	Starr	214		
Moore	171	Stephens	215		
Morris	172	Sterling	216		
Motley	173	Stonewall	217		
Nacogdoches	174	Sutton	218		
Navarro	175	Swisher	219		
Newton	176	Tarrant	220		

Reporting Requirements Updates

- Effective Sept. 1, 2015, Senate Bill 1021 reduces the threshold limit from \$50 to \$25 for property reported in the aggregate. See page 3 for further information on reporting property in the aggregate.
- Effective Jan. 1, 2016, Senate Bill 1589 requires those reporting mineral proceeds derived from a Texas lease or well to include the following:
 - » The name of the lease, property or well.
 - » Any identification number used to identify the lease, property or well.
 - » The county in which the lease, property or well is located.

See page 18 for further information regarding reporting mineral proceeds.

Texas Comptroller of Public Accounts
Publication #96-478 • Revised April 2016

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