

- The county in which the lease, property or well is located.

Reporting Methods

Your file(s) may be submitted using the methods listed below.

- Internet
- Online Express Reporting

Texas uses the reporting format developed by the National Association of Unclaimed Property Administrators (NAUPA). Files must be prepared in the NAUPA 2 format. We offer free software that produces files in this format. We also accept files created by any commercial reporting system that generates the NAUPA 2 formatted file. The Online Express Reporting system allows users to enter data directly via our website.

Report files must be formatted to NAUPA 2 specifications and the information must comply with data entry standards outlined in our *Reporting Instructions Manual*. Reports will be subject to rejection if data does not meet these criteria. This is pursuant to Texas Administrative Code Title 34 Part 1 Section 13.21: sos.texas.gov/tac/

Secure file transfer of NAUPA 2 files, the Online Express Reporting system and reporting software can be found at:

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

All other reporting resources, including a *Reporting Instructions Manual*, can be found at:

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

Negative Reports

Negative reports are not required. Holder reports are only required in years when you actually have abandoned property to remit.

Payment

Remittances can be made via ACH through our TEXNET program or by check. Remitting by ACH debit or credit remains the preferred method regardless of amount. If making the remittance by check, it should be made payable to Comptroller of Public Accounts Unclaimed Property. TEXNET enrollment and instructions can be found at

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

Securities

Securities should be registered to the Texas Comptroller of Public Accounts, Federal Employer Identification Number 74-6000089. Electronic delivery instructions can be found on our website at:

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

WHY? Statutory references for reporting unclaimed property in Texas can be found in Title 6, Chapters 72-76 of the Texas Property Code and Section 1109.051 of the Texas Insurance Code.

Contact the Holder Reporting Section at

**1-800-321-2274,
512-936-6246, option 2
or via email at
up.holder@cpa.texas.gov**

for more information, including:

*	support for reporting software
*	compliance questions
*	instructions for filing on the Internet

**Unclaimed Property Division
Holder Reporting Section
Post Office Box 12019
Austin, Texas 78711-2019**

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For additional copies write:
Comptroller of Public Accounts
Unclaimed Property Division

Post Office Box 12019, Austin, Texas 78711-2019

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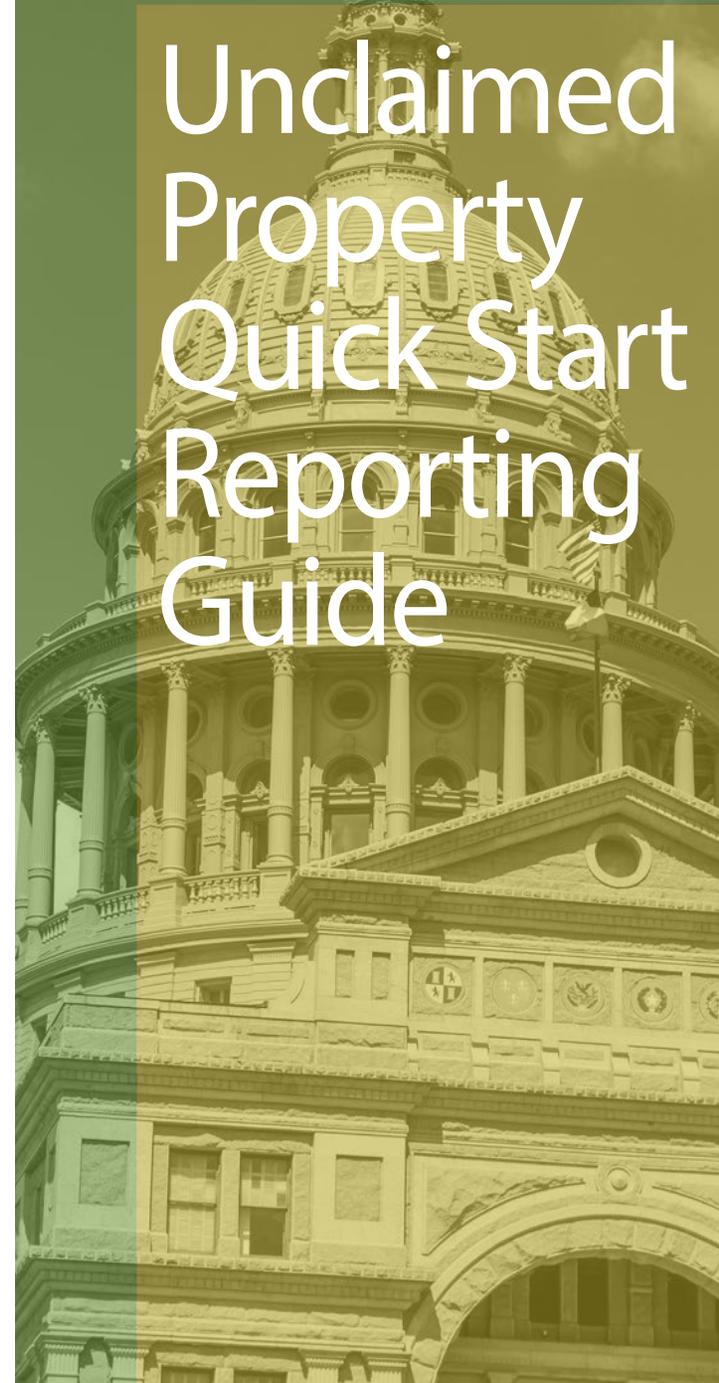
In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling 512-936-6246, option 2 in Austin or by FAX at 512-936-6224.



Glenn Hegar
Texas Comptroller
of Public Accounts



Unclaimed Property Quick Start Reporting Guide



Texas Unclaimed Property Reporting Guide

WHO? All financial institutions, businesses, government entities, and organizations that are holding abandoned property belonging to Texas residents should file a report with the Texas Comptroller's office.

WHAT? Abandoned or unclaimed property can be any financial asset that appears to have been abandoned by the owner. For example:

- Uncashed dividend, payroll, and cashier's checks
- Stocks, bonds, mutual fund accounts
- Utility deposits and other refunds
- Accounts and safe deposit box contents held by financial institutions
- Individual retirement accounts
- Insurance proceeds
- Mineral interest or royalty payments
- Court deposits, trust funds, escrow accounts

WHEN? All non-life insurance holder reports and payments must be postmarked or transmitted no later than July 1 of every year. The cut off date for reviewing records is March 1. Life insurance related property is due by Nov. 1 with a cut off date for reviewing records of June 30. This is in accordance with Section 1109.051 of the Texas Insurance Code.

The state does not have the statutory authority to grant extensions on the payment of your report.

WHERE? Submit your report electronically and remit payment.

HOW? Review your records every year, as of March 1, and determine if you have any property for which you have had no contact with the owner for the applicable abandonment period. The abandonment period is the length of time you hold the property before sending it to the Comptroller's office. The number of years is shown in parentheses following each property type listed at the right.

Due Diligence Requirement

Holders reporting to Texas are required to mail a notice by May 1 to all owners of non-life insurance property over \$250 that are due to be included on their July report. For details see Texas Property Code Sec. 74.1011.

Reporting Requirements Update

Effective Sept. 1, 2015, Senate Bill 1021 reduces the threshold limit from \$50 to \$25 for property reported 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 well.
- Any identification number used to identify the lease, property or well.

Property Type Codes (with Abandonment Periods)

FINANCIAL INSTITUTION ACCOUNTS

AC01 Checking accounts (3)
 AC02 Savings accounts (3)
 AC03 Matured certificates of deposit (3)
 AC04 Code not accepted by Texas
 AC05 Code not accepted by Texas
 AC06 Code not accepted by Texas
 AC07 Unidentified deposits (3)
 AC08 Code not accepted by Texas
 AC09 Other deposit accounts (5)
 AC99 Aggregate account balances less than \$25

TRUST, INVESTMENTS AND ESCROW ACCOUNTS

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

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)

EDUCATIONAL SAVINGS ACCOUNTS

CS01 Educational savings accounts cash (3)
 CS02 Educational savings accounts mutual funds (3)
 CS03 Educational savings accounts securities (3)
 CS99 Aggregate educational savings account balances less than \$25

HEALTH SAVINGS ACCOUNTS

HS01 Health savings accounts cash (3)
 HS02 Health savings accounts investment (3)
 HS99 Aggregate health savings account balances less than \$25

INDIVIDUAL RETIREMENT ACCOUNTS

IR01 Traditional IRA cash (3)
 IR02 Traditional IRA mutual funds (3)
 IR03 Traditional IRA securities (3)
 IR05 Roth IRA cash (3)
 IR06 Roth IRA mutual funds (3)
 IR07 Roth IRA securities (3)
 IR99 Aggregate IRA balances less than \$25

INSURANCE

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)
 IN05 Premium refunds on individual policies (3)
 IN06 Unidentified remittances (3)
 IN07 Other amounts due under policy terms (3)
 IN08 Agent credit balances (3)
 IN99 Aggregate insurance property less than \$25

OFFICIAL CHECKS

CK01 Cashier's checks (3)
 CK02 Certified checks (3)
 CK03 Registered checks (3)
 CK04 Code not accepted by Texas
 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 not accepted by Texas
 CK15 Any other outstanding official checks or exchange items (3)
 CK16 CD Interest checks (3)
 CK99 Aggregate uncashed checks less than \$25

PROCEEDS FROM MINERAL INTERESTS

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

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 balances (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 during involuntary dissolution or liquidation (3)
 MS16 Any other miscellaneous outstanding checks (3)
 MS17 Any other miscellaneous intangible personal property (3)
 MS18 Code not accepted by Texas
 MS99 Aggregate miscellaneous property less than \$25

SECURITIES

SC01 Dividends (3)
 SC02 Interest payable on registered bonds (3)
 SC03 Code not accepted by Texas
 SC04 Code not accepted by Texas
 SC05 Code not accepted by Texas
 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 (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 unsurrendered stocks/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 Non transferable certificated shares (3)
 SC41 Book entry shares (3)
 SC42 Securities held by broker/dealer (3)
 SC85 Demutualization cash (1)
 SC86 Demutualization shares (1)
 SC99 Aggregate securities-related cash less than \$25

UTILITIES

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

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