

**State of Michigan
Department of Treasury
Unclaimed Property**



Revised April 2018

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GLOSSARY

Abandoned Property	Tangible or intangible property that is unclaimed by its rightful owner.
Activity	Action taken on property by the owner which may include making a deposit, a withdrawal of money, a written memorandum to the holder, or any action that state statute deems adequate.
Administrator	The State Treasurer
Apparent Owner	The person whose name appears on the records of the holder as the person entitled to property held, issued, or owing by the holder.
Attorney General	The chief legal officer of this State.
Banking Organization	A bank, trust company, savings bank, industrial bank, land bank, safe deposit company, private banker, or any organization defined by law as a bank or banking organization.
Business Association	A nonpublic corporation, joint stock company, investment company, business trust, partnership, or association for business purposes of two or more individuals, whether or not for profit, including a banking organization, financial organization, insurance company, or utility.
Domicile	The state of incorporation of a corporation, or the state of the principal place of business of an unincorporated person.
Due Diligence	The effort required by statute that a holder of abandoned property must use to find the true owner of the property, before the holder reports the property to the state.
Dormant Period	The time when an owner of property does not take action on his or her property (see activity).
Dormancy Date/Date of Last Activity	The date of last contact by the owner with the listed holder.
Escheat	A transfer of property from a holder, making the state the legal custodian of the property.
Financial Organization	A savings and loan association, cooperative bank, building and loan association, savings bank, or credit union.
Holder	A person, wherever organized or domiciled, who is in possession of property belonging to another, a trustee, or is indebted to another on an obligation.
Insurance Company	An individual, association, corporation, fraternal or mutual benefit organization, or any other legal entity, whether or not for profit, that is engaged or attempting to engage in the business of making insurance or surety contracts.

Intangible Property	Includes all of the following: money, checks, drafts, deposits, interest dividends, and income; credit balances, customer overpayment, gift certificates, security deposits, refunds, credit memos, unpaid wages, unused airline tickets, and unidentified remittances; stocks and other intangible ownership interest in business associations; money deposited to redeem stocks, bonds, coupons, and other securities, or to make distributions; amounts due and payable under the terms of insurance policies; amounts distributable from a trust or custodial fund established under a plan to provide health, welfare, pension, vacation, severance, retirement, death, stock purchase, profit sharing, employee savings, supplemental unemployment insurance, or similar benefits.
Last Known Address	A description of the location of the apparent owner, sufficient for the purpose of the delivery of mail.
Owner	A depositor, in the case of a deposit; a beneficiary, in the case of a trust other than a deposit in trust, creditor, claimant, or payee, in the case of other tangible property; or a person having a legal or equitable interest in property subject to this act. Owner includes the legal representative of the person defined as an owner in the subdivision.
Person	An individual, business association, state, or other government, governmental subdivision agency, public corporation, public authority, estate, trust, two or more persons having a joint or common interest, or any other legal or commercial entity.
Property	Tangible or intangible personal property owned by a person.
State	Any state, district, commonwealth, territory, insular possession, or any other area subject to the legislative authority of the United States.
Tangible Property	Includes items in safe deposit boxes, personal property or personal effects. See “Manual for Reporting Tangible Property.”
UP	Unclaimed Property
Unclaimed Property	Tangible or intangible property that is unclaimed by its rightful owner.
Underlying Shares	Shares of stock issued by a business association, banking organization, or financial organization; certificates which are in the possession of the shareholders who have failed to either cash dividend checks, correspond with the issuing corporation, or respond to the issuing corporation’s attempts to make contact. In other words, an underlying share of stock is an ownership interest in a business entity, the certificate, or other evidence of which is presumably in the possession of the missing owner. See “Manual for Reporting Securities.”
Utility	A person who owns or operates for public use any plant, equipment, property, franchise, or license for the transmission of communications or the production, storage, transmission, sale, delivery, or furnishing of electricity, water, steam or gas.

NOTICE TO HOLDERS

Michigan's Unclaimed Property program is governed by the Michigan Uniform Unclaimed Property Act (Public Act 29 of 1995, as amended). The program is administered by the Michigan Department of Treasury and it serves as the State of Michigan's central depository for abandoned and unclaimed property. The Michigan State Treasurer is the administrator of the Uniform Unclaimed Property Act and acts as custodian of the property on behalf of the owner.

Every business or government agency holding unclaimed property belonging to someone whose last known address is in Michigan must report. If the holder is incorporated in Michigan and the owner's address is unknown, then the holder must report those properties to Michigan.

This manual has been prepared to help organizations file unclaimed property reports. It does not address legal issues relating to unclaimed property, nor does it describe all types of property that must be reported. However, it will provide instructions for reporting the most common types of unclaimed property.

When preparing your unclaimed property report, assume each owner listed is a potential claimant. It is **essential** that all available information identifying owners and properties be listed on the report. Social Security numbers (SSN), last-known address, property descriptions, and account or check numbers are items used to verify ownership during UP's claim process. Providing this and other descriptive information on your report will reduce the need for UP to contact the holder for more information during the claim process.

Thank you for your cooperation and your continued support in our mutual goal to reunite unclaimed property to the rightful owner or heir.

Filing Deadline

The unclaimed property report is due July 2, 2018, for property reaching its dormancy period as of March 31, 2018.

Unclaimed Property (UP) Contact Information

For questions regarding this manual, or the responsibility of a holder of unclaimed property, contact UP at:

Michigan Department of Treasury
Unclaimed Property
PO Box 30756
Lansing MI 48909
517-636-6940
TreasUPDReporting@michigan.gov

IMPORTANT INFORMATION

Due Date and Dormancy Periods

The dormancy period for most property types is three years. Unclaimed property reaching its dormancy period as of March 31, 2018, must be reported and remitted to the State on or before July 2, 2018. For a complete listing of all property types and dormancy periods, refer to Appendix A.

Reporting Media

Electronic files are the preferred reporting format for submitting Holder Reports. Please be advised media will not be returned to the Holder. Paper reporting is allowed **only** if reporting fewer than ten properties for the entity each year.

WHAT'S NEW

Nothing to Report

Entities having no unclaimed property to report in 2018 **are not required** to file a zero/negative report but are strongly encouraged to do so. Filing a zero/negative report, by submitting a fully completed Form 2011, will establish a filing history and ensure your compliance with the Unclaimed Property Act.

New Unclaimed Property System

Please be advised effective October 1, 2018, Michigan will be transitioning to a new Unclaimed Property system. This system will allow holders to file and make payments electronically. Additional information will be provided prior to final implementation. Please be advised that after September 30, 2018, we can no longer accept encrypted files with an .hde extension.

Audit/Voluntary Disclosure

Information about audits and the voluntary disclosure program has been added to this reporting manual.

CHAPTER 1

GENERAL INFORMATION

How to Use This Manual

This manual has been prepared to help organizations file unclaimed property reports. It does not address legal issues relating to unclaimed property, nor does it describe all types of property that must be reported. However, it will provide instructions for reporting the most common types of unclaimed property. A list of “[Frequently Asked Questions](#)” about the unclaimed property program is also available on the Internet at www.michigan.gov/unclaimedproperty.

The manual is divided into three chapters.

Chapter 1: General Information	Overview of unclaimed property reporting.
Chapter 2: Reporting Specific Property	Description of more common types of unclaimed property.
Chapter 3: Preparing Your Report	Step-by-step instructions for filing the property report.
Appendix	Various codes, abbreviations, standards, and samples.
Forms	Samples of various holder forms.

Where to Get Help

For questions or problems, contact Unclaimed Property (UP) at:

Michigan Department of Treasury
Unclaimed Property
PO Box 30756
Lansing MI 48909
517-636-6940
TreasUPDReporting@michigan.gov

Reporting Methods

This manual contains instructions for the use of electronic or paper reporting. Use one of the following types of media to report unclaimed property to Michigan.

- 1. Electronic.** All holders reporting ten or more unclaimed property accounts must report via either upload, CD-ROM or USB flash drive. See Chapter 3, “Instructions for Reporting.”

- 2. Paper.** Use this method **only** if reporting fewer than ten properties for the entity. Blank forms provided in this manual may be photocopied. Even if fewer than 10 properties to report, UP encourages holders to report electronically. Paper copies of reports that are not filed on the *Michigan Annual Report of Unclaimed Cash and/or Safe Deposit Boxes* (Form 1223) will not be accepted.

Holder Reporting Software (HRS Pro or UPEXchange)

A link to HRS Pro Standard Edition for preparing UP reports of less than 200 properties. For Holders reporting more properties, commercial products are available for purchase.

Reporting Information and Requirements

The State of Michigan requires businesses and government agencies who have unclaimed property to remit and file unclaimed property reports annually with the State Treasurer. Information from these reports will be used to compile a list of persons who own unclaimed property and to pay claims. The report will be the basis for UP's advertising and public information campaign to locate missing owners.

All holders remitting property must complete a *Michigan Holder Transmittal Annual Report of Unclaimed Property* (Form 2011) in addition to the detailed unclaimed property holder report. This form provides information to UP about the holder, establishes a reporting history, and provides information about the report being filed. See Chapter 3 for completing Form 2011.

Businesses should file a zero or negative report (Form 2011) if they do not have unclaimed property to report.

Reporting Format

Reports must be in the National Association of Unclaimed Property Administrators (NAUPA) electronic reporting standard format. Reports received in the wrong format cannot be processed, will be returned to the holder, and will be considered **not** filed timely.

Report and Remit

All holders are required to remit the property when they file their reports. The amount on Form 2011 must equal the amount of the remittance, as well as the amount on the Annual Report of Unclaimed Property being filed. Include a check payable to the "State of Michigan" for the total amount remitted with the report.

Holders who have previously reported unclaimed property to the State of Michigan have the option to remit their payment electronically, free of charge. [Electronic payment instructions](#) can be found at www.michigan.gov/unclaimedproperty.

Notice to Owners-Due Diligence

Michigan law requires holders to send written notice to owners at their last known address informing them that they hold property subject to being turned over to the State. This requirement only applies if all of the following conditions exist:

1. The address for the owner appears to be accurate.
2. The property has a value of \$50 or more.
3. The statute of limitation does not bar the claim of the owner.

Notice must be sent not less than 60 days, nor more than 365 days, before the filing of the report. See the Appendix for samples of due diligence letters.

Mail Not Returned by Post Office

Returned mail or mail not returned to holder by the post office does not, by itself, qualify as a contact with the owner or activity on the account. When reviewing records for unclaimed property, look for the last documented communication or other contact with the owner or the last debit or credit generated by the owner on any account. Other methods of verifying the whereabouts of owners are:

1. Cross-referencing records to show that the individuals have other active accounts within the organization.
2. Signed W-9 forms, change of address notices, or other correspondence from customers that prove they are aware the property exists.

Unknown Owners

For property where the owner is not known, enter “unknown” in the Last Name field. List any descriptive or identifying information in the Property Description field.

Consolidated Reports

Consolidated reports are acceptable. A consolidated report is one that is filed on behalf of more than one legal holder (e.g., a parent company that files one report for itself and a number of subsidiaries).

Record Keeping

Copies of reports and supporting records must be kept for ten years. Information on the unclaimed property report must be supported by an adequate audit trail.

Incomplete Reports

Check the report before submitting it to ensure all requested information has been provided. An incomplete report is not considered filed timely.

Aggregate Reporting

Holders may report a group of accounts each valued at less than \$50 using one of nine available aggregate codes. Do not mix property types within the same aggregate code. List the number of properties included in each aggregate code in the property's description field. If the account is interest bearing, **do not** combine different interest rates in the same aggregate code.

Holders should provide UP with the separate detail list of owner names and amount due each owner for the aggregate properties. This will reduce the need for UP to refer the owner back to the holder for verification.

Early Reporting

Section 28 of the Unclaimed Property Act allows a holder to report and remit property after two years of dormancy. Refer to the act for conditions that must be present to remit unclaimed property early.

Fines and Penalties

Every holder is required to file and remit property within the time prescribed. Any holder who fails to file a report of unclaimed property may be subject to the following fines and penalties as provided in the Uniform Unclaimed Property Act, Public Act 29 of 1995 (Michigan Compiled Law (MCL) 567.221 et seq.):

- A person who fails to pay or deliver property within the time prescribed by the act shall pay interest at the current monthly rate of one percentage point above the adjusted prime rate, per year, per month, on the property or value of the property, from the date the property should have been delivered.
- A person who willfully fails to render any report or perform other duties required under the act shall pay a civil penalty of \$100 for each day the report is withheld or the duty is not performed, but not more than \$5,000.
- A person who willfully fails to pay or deliver property to the administrator, as required under the act, shall pay a civil penalty equal to 25 percent of the value of the property that should have been paid or delivered.
- A person who willfully refuses after written demand by the administrator to pay or deliver property to the administrator, as required under the act, is guilty of a misdemeanor and upon conviction may be punished by a fine of not less than \$500, nor more than \$25,000, or imprisonment for not more than six months, or both.

Audits

Under the Michigan Uniform Unclaimed Property Act, the Michigan Department of Treasury has authority to examine the books/records of entities, their subsidiaries and affiliates, to determine whether they are compliant with the Act. The examination will relate to all property subject to escheat under the Act, spanning the previous ten reporting years.

Voluntary Disclosure

Treasury offers an opportunity for Holders to avoid penalty and interest charges on past due property remitted through the Voluntary Disclosure Program. Entities that would like to become compliant with the Act may request entrance into this Program by filing a *Michigan Unclaimed Property Voluntary Disclosure Agreement* (Form 4869). If the request is approved, the Holder will be notified in writing of their requirement to accurately complete and file unclaimed property reports, to remit payments for the current reporting year and the previous four reporting years, and to remain current going forward.

Additional Forms

Blank forms provided with this manual may be photocopied. Forms are also available on the Internet at www.michigan.gov/unclaimedproperty.

Filing for Holder Refunds

Refund. Holders are encouraged to reimburse the customer or reactivate an account and file with UP for a reimbursement. If a holder decides to pay an owner for a property that was previously reported, the holder can file a request for refund with UP. The requirements for obtaining a refund are:

1. Completing and filing *Michigan Holder Request for Refund* (Form 3165).
2. Attaching proof of payment for each owner paid and listed on the holder refund form (a copy of the cleared item like original cashier's check with the endorsement of the owner or proof that the account was reactivated).

After UP receives a refund request and proof of payment to the owner, a refund is mailed to the holder within two to four weeks.

Refunds may also be made when holders overpay on an unclaimed property report. The overpayments are usually due to accounting errors or other mistakes. Holders should provide proof or explanation of how the error was made.

Recommended Timeline for Unclaimed Property Review

March 31	Identify properties that could be reportable as unclaimed property as of March 31.
April 15	Prepare and mail due diligence letters to those property owners identified as inactive.
May 15	Determine property owners with whom contact has not occurred (i.e., returned mail, no response, etc.).
June 1	Begin preparing the annual unclaimed property report using reporting software. A free version of the software may be downloaded at www.michigan.gov/unclaimedproperty located in the Reporting Unclaimed Property section.
On or Before July 1	Mail the electronic media containing the annual unclaimed property report, <i>Michigan Holder Transmittal for Annual Report of Unclaimed Property</i> (Form 2011) and remittance to the Unclaimed Property.

If Help Is Needed

For assistance with or questions about preparing the unclaimed property report for remitting property, write or call:

Michigan Department of Treasury
Unclaimed Property
PO Box 30756
Lansing MI 48909
517-636-6940
treasupdreporing@michigan.gov

CHAPTER 2

REPORTING SPECIFIC PROPERTY

Properties Exempt from Reporting

The following property types are not required to be turned over to Unclaimed Property. However, holders may continue to voluntarily include these properties in their reports if they prefer to do so.

- Properties with a value of \$25.00 or less, with the exception of dividends or stock-related properties.
- Wages of \$50.00 or less that remain unclaimed by the owner for more than 1 year after becoming payable.
- Amounts due between two or more businesses with the exception of any funds held by financial institutions as well as all outstanding checks, drafts or other similar instruments held by any entity.
- Gift certificates, cards or credit memos which do not expire in less than 5 years and do not charge inactivity fees.

Uncashed Checks

Most unclaimed property holders have uncashed checks. The period of abandonment for these items varies from one to three years and begins on the date of the last contact with the payee, which in most cases is the date the check was issued.

Below are the property types and dormancy periods which describe the more common types of unclaimed checks. Also included is the additional information the holder should provide in the Property Description field.

Property Types	Field Descriptions	Dormancy Period	Additional Information
Cashier's Check	CK01	3 years	Two owner's; purchaser and payee (remitter and payee)
Wages, Commissions	MS01 MS02	1 year 1 year	Dates of employment
Customer Overpayment	MS05	3 years	Account number
Utility Refunds	UT03	3 years	Service address, account number
Certificate of Deposit Interest Checks	CK16	3 years	CD account number
Refunds Due	MS11	3 years	Account number
Payments for Goods or Services, Vendor Checks	MS04 CK13	3 years 3 years	Invoice number

Pension Checks	CK11	3 years	Employer name if different from reporting holder
Escrow Accounts Held by Title Company	TR04	3 years	File number, property address
Insurance Claim Checks	IN01 IN02	3 years 3 years	Claim number, name of insured, policy number (if death benefit, list beneficiary as owner)

Property Reported by Financial Institutions

Certificates of Deposit (CDs)

The dormancy period for a matured CD is three years. The dormancy begins the day after the first maturity of the certificate (i.e., the day after the end of the first term). Thus, CDs must be reported three years from the dates the owners were first able to recover funds without penalties.

Automatically Renewable CDs

An automatically renewable CD is considered unclaimed after 15 years. The 15-year dormancy period begins at the first maturity in the absence of depositor contact. For example, in the absence of depositor contact, the dormancy period of an automatically renewable two-year account issued in April 2006 would begin in April 2008. The account would be renewed every two years until the 15-year dormancy period was reached in 2023.

Do not report an account until after the period during which there are owner penalties for early withdrawal has expired. If an owner contact is established during renewal term, the dormancy period will run from the date of such contact.

IRAs, Keoghs, and 401K Plans

An IRA (Individual Retirement Account) account, Keogh plan, or 401K plan becomes distributable under the terms of the account or plan. If the plan or account requires a distribution at a certain point in time, then the three-year dormancy period begins at that point.

Custodian Accounts

Accounts held in trust for a minor or accounts opened under the Uniform Gift to Minors Act (MCL 554.451 et seq.) are considered unclaimed after three years. Also see “Personal Trust Property” below.

Reminder: If deposit owners have other active accounts with a financial institution or the financial institution has other contact with deposit owners, the inactive accounts may not be reported or remitted.

Personal Trust Property

Trust properties should list the name of the trust as the primary owner. For accounts held under the Uniform Gift to Minors Act (UGMA), the child should be listed as the UGMA owner and the parent should be listed as the custodian.

Health Savings Accounts

The dormancy period for Health Savings Accounts is three years. The dormancy period begins on the day of the last transaction. Use property type code HS01 to report Health Savings Accounts.

Unclaimed Loan Collateral

Code loan collateral reported as cash with a property type code “MS13.” For tangible property set aside for a loan refer to Safekeeping Reporting Module. Examples of cash loan collateral are savings accounts and CDs. When reporting this type of property, the following information is required:

1. Collateral receipt number
2. Loan number
3. Description of collateral (e.g., issuing bank and the number of the CD; bank name and account number for the bank account).

The owner of the property is the person or entity who pledged the loan. 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.

Property Reported by a Court, Governmental Agency, or Public Corporation or Authority

The dormancy period is one year for any type of unclaimed property held by a court, state, or other government, governmental subdivision or agency, public corporation, or public authority. Note that public schools, public colleges and public universities are considered governmental entities. This includes bonds issued by government agencies and entities. Unclaimed child support payments reported by county Friend of the Court offices should be reported using property type code “CT06.”

Escrow Funds Reported by Title Companies

Escrow accounts are considered unclaimed after three years.

Escrow balances include accounts where money is held because of the nonperformance of the conditions of the escrow agreement. In transactions involving earnest money, both the buyer and seller have an undivided interest in the entire amount. Both the buyer and seller are considered the owners and both should be listed on the report. Report the person who placed the money in escrow, usually the buyer, as primary owner; list the other parties as additional owners.

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 is considered the owner and is listed on the report. The buyer is not considered an owner in this instance.

If the holder has contact with one party, but a release cannot be secured from the other party, report the funds three years from the date of last contact with the missing party or date of scheduled closing.

Other Escrow Funds

Report amounts placed in escrow at closing in the name of the party who provided the funds. For example, part of a seller's payoff is held to ensure all taxes are paid and repairs are complete. Once these conditions are met, if the funds remain unclaimed, report the seller's name as the owner of the funds. The buyer is not entitled to the funds.

Report escrow funds using code "TR04."

Insurance-Related Property

Insurance-related property is considered unclaimed after three years. Unclaimed properties must be assigned property type codes. The choice of codes is important because it determines what kind of information will be required from claimants. Review the following list to determine which code to use. Each property type describes what information is required when remitting these funds.

Code	Description
IN01	Individual policy benefits or claim payments. Provide name of insured, policy number, and claim number if applicable.
IN02	Group policy benefits or claim payments excluding death benefits. Provide employer names and policy numbers and claim numbers if applicable.
IN03	Death benefits on individual or group policies. Provide name of insured, name of beneficiary, policy number, claim number and date of birth of insured, if known. If there is no beneficiary on file, then report the estate of the insured as the beneficiary.
IN04	Proceeds from matured policies, endowments, or annuities. Provide policy number and name of insured.
IN05	Premium refunds on individual policies. Provide policy number and name of insured.
IN06	Unidentified remittance or premium payments. Provide any information available; report owner's name as "unknown."
IN07	Other amounts due under policy terms. All other insurance-related property not described above. Provide a complete description of the property.
IN08	Agent credit balances. Provide Social Security number (SSN) of agent and dates of employment.
IN99	Aggregate properties under \$50.

Reporting State of Michigan Property

If the owner of the property is listed as a State of Michigan agency (e.g., Department of Transportation), enter the owner name as "State of Michigan," then enter the agency name (e.g., State of Michigan Transportation, State of Michigan Attorney General, etc.).

Abandoned Vehicles Auction Proceeds

Net proceeds from the sale of abandoned vehicles in accordance with Section 252g of the Michigan Vehicle Code (Public Act 300 of 1949) are to be escheated to UP. The holder (towing company or police department) shall report and remit payment together with a copy of the completed Abandoned Vehicle Bill of Sale (Michigan Department of State Form TR-52). Use property type code CT07 to report abandoned vehicles auction proceeds and indicate the date of the auction as the last activity date.

Gift Certificates/Gift Cards

The Unclaimed Property Act was amended through Senate Bill 388 of 2008, in which a gift certificate or gift card that does not charge an inactivity fee and has an expiration date greater than five years is not subject to escheat. This legislation was passed together with changes to the Consumer Protection Act pertaining to gift certificates and gift cards. (Refer to Public Acts 209, 210, and 211 of 2008 for further details).

CHAPTER 3

PREPARING YOUR REPORT

Instructions for Reporting

Holder reports containing more than ten properties must be filed in the NAUPA standard electronic file format.

A link to free software for creating unclaimed property reports on electronic media for submission to the Michigan Department of Treasury is available at www.michigan.gov/unclaimedproperty.

Holder reports filed using either of the software links provided on the web site (HRS Pro or UP Exchange) are automatically encrypted. UP strongly recommends holder reports filed using alternate reporting software be encrypted.

Instructions for Reporting on Paper

If reporting more than 10 properties, a paper report may not be submitted; you must report electronically.

Holders reporting on paper forms must complete the *Annual Report of Unclaimed Cash and Safe Deposit Boxes* (Form 1223). All forms needed for paper reporting are provided with this manual. The forms may be photocopied.

1. **Page Number.** Number all detail sheets (e.g., 1 of 3, 2 of 3, 3 of 3).
2. **Holder Name.** Enter the name of the company or institution that is reporting. See Appendix D for instructions on how to report a holder or owner name.
3. **Holder Report Year.** Enter the four-digit year in which the property is being reported. Michigan's report period ends March 31, 2017, so the holder report year would be 2017.
4. **Holder Federal Employer Identification Number.** Enter the nine-digit FEIN assigned by the federal government.
5. **Holder Report Number.** If this is the first report filed by the holder for the report year, enter "01." If multiple reports are filed under the same FEIN during the year, increase this number by one for each additional report.
6. **Properties:**
 - A. **Property Description.** Describe the type of property being reported (e.g., checking or savings account, uncashed check, IRA, etc.).
 - B. **Property Type Code.** This field is **required**. The property type code distinguishes one property type from another. Select four-character code that best describes the original

property of the missing owner from Appendix A. For example, a closed savings account converted to check form would still be reported as a savings account (“AC02”).

- C. Owner’s Name. Enter the owner’s last name, first name, and middle initial or the company name if it is a business. If the additional owner is a business, enter the business name exactly as adopted unless the first word is “The.” See Appendix D for instructions on how to report a holder or owner name.

Enter the owner’s suffix or title last (e.g., Jr., Sr., III, Dr., Rev.). This field may be left blank.

Enter the owner’s last known address. The last known address must be listed even if the mail has been returned by the post office. When establishing whether the claimant is the rightful owner, confirmation of this address is very important. If the owner’s street address is unknown, leave blank. **Do not** fill with “unknown” or “address unknown.”

Enter the city of the last known address of the owner. If the owner’s last known address is not in the United States, list the province, etc. If the owner’s city is unknown, leave blank. **Do not** fill with “unknown” or “city unknown.”

Enter the standard two-character postal abbreviation of the owner’s state of last known address. See Appendix B for state abbreviations.

Enter the owner’s five- or nine-digit ZIP Code. If only a five-digit ZIP Code, leave the last four blank.

If the property has more than one owner, enter the second owner’s information in the next item C below the primary owner’s name. Enter the last name, first name, middle initial of the owner; and the last known address, relationship code, and SSN or FEIN. Enter “cont’d” in the Amount field. Continue until all owners for this property are listed.

- D. Relationship Code. Enter “P” to denote primary owner information. The relationship code indicates who must claim the property. See Appendix C for relationship codes (e.g., for a life insurance policy the policy holder would be the primary owner, coded as “P”, and the beneficiary of the policy would be the additional owner with a relationship code of “BF.”)

Note: A corresponding relationship code must be entered for each additional owner in item D.

- E. Owner Tax Identification Number. Enter the owner’s Social Security Number (SSN) or the company’s Federal Employer Identification Number (FEIN). When establishing ownership, the SSN/FEIN is very important and all 9 digits are required to be reported (if known). This number will not be released as public information but will be used for identification.
- F. Deductions. This field does not apply to cash property being reported; leave this field blank.

- G. Date of Last Activity. Enter the date on which the last deposit/withdrawal occurred; the date the mail was returned; or the date on which the property became payable, redeemable, or returnable (e.g., issue date of a check).

If reporting property with periodic payments, such as oil and gas royalties or commission checks, enter the ending date through which the amounts were payable. Total all amounts due the owner during the applicable time period and list the payments as one amount.

- H. Identifying Number. List any information that will help the owner identify the property. Enter identifying numbers, such as check number, account number, policy number or cashier's check number
- I. Quantity. This field does not apply to cash property being reported, leave this field blank.
- J. Interest Bearing. If the property is currently interest-bearing, enter the applicable interest rate at the time the property is reported. Enter as a percentage (e.g., 3%).
- K. Amount Remitted. Enter the cash amount of the property. If reporting property in aggregate or unknown owners, total each property type and enter that amount. Enter the total amount remitted for this page only in the bottom-right corner.

7. **Totals.** Complete this item **only** on the last page of the report. Enter the total remitted for this report.

Complete the *Michigan Holder Transmittal* (Form 2011). Prepare a check payable to the "State of Michigan" for the total amount due. Mail report and remittance on or before the first business day of July.

Keep a copy of this report and all supporting documentation for company records. Note that Michigan unclaimed property examinations can encompass up to the last 10 reporting years.

Instructions for Completing the Holder Transmittal

The *Michigan Holder Transmittal* (Form 2011) must be filed annually by all holders remitting property as well as holders submitting a negative report in 2017. Mail this form with the electronic file or paper report (*Annual Report of Unclaimed Cash and Safe Deposit Boxes*, Form 1223) as well as the payment, or receipt of payment if submitting remittance online, for the property which is identified as unclaimed.

Complete transmittal form using the following instructions.

1. **Holder Report Year.** Enter the four-digit year in which the property is being reported. Michigan's report period ends March 31, 2018, so the holder report year would be 2018.

2. **Holder Name.** Enter the name of the company or institution remitting the funds. Do not use any punctuation (periods, commas, apostrophes, etc.). See Appendix D for instructions on how to report a holder or owner name.
3. **Holder Federal Employer Identification Number.** Enter the nine-digit FEIN assigned by the federal government.
4. **Holder Incorporated State.** Enter the two-character postal abbreviation of the state in which the company is incorporated. Savings and loan associations, banks, and credit unions should enter the state in which they were chartered. See Appendix B for standard state postal abbreviations.
5. **Holder Address.** Enter the number and street name.
6. **Holder County.** Enter the name of the county in which the corporate headquarters is located or primary place of business for the FEIN noted above.
7. **Holder Incorporated Date:** Enter the date on which the company was incorporated or licensed to do business. Savings and loan associations, banks, and credit unions should enter the date their organization was chartered.
8. **Holder City, State, and ZIP Code.** Enter the name of the city, state and ZIP Code of your mailing address.
9. **State Your Primary Business Activity.** Enter primary business activity of holder (e.g., bank, credit union, insurance, manufacturing, city/county government).
10. **“Did You Exercise Due Diligence for This Report Year?”** Check “Yes” or “No.”
11. **“Did You File a Report of Unclaimed Property Last Year?”** Check “Yes” or “No.” If “No” is checked, enter an explanation.
12. **“What Media Type are you Filing?”** Check the appropriate box. If uploading an electronic file, specify the submission source in the “Other” field (i.e., UPEXchange, UPEXpress, etc.). Do not mix filing types for reports.
13. **Report Type.** Check the appropriate box.
14. **Reporting Requirements.** Complete each line according to the instructions on the form.
15. **Contact Person.** Enter the name of the person responsible for the report. This person should be able to answer questions concerning the contents of the report and, in most cases, is the person who compiled the report.
16. **Authorizing Signature.** Signature of an authorized employee or representative of the company or institution.
17. **Title.** Give the title of the person signing the transmittal.
18. **Date.** The date the transmittal was signed by the authorized person.

APPENDIX

APPENDIX A

State of Michigan - Department of Treasury, Unclaimed Property PROPERTY TYPE CODES AND ABANDONMENT PERIODS

ACCOUNT BALANCES DUE

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	AC01	CHECKING ACCOUNTS
3	AC02	SAVINGS ACCOUNTS
3	AC03	MATURED CD OR SAVINGS CERTIFICATE
3	AC04	CHRISTMAS CLUB FUNDS
3	AC05	MONEY ON DEPOSIT TO SECURE FUND
3	AC06	SECURITY DEPOSITS
3	AC07	UNIDENTIFIED DEPOSITS
3	AC08	SUSPENSE ACCOUNTS
15	AC10	AUTOMATIC RENEWABLE CD
3	AC11	UGMA ACCOUNT
3	AC99	AGGREGATE ACCOUNT BALANCES UNDER \$50.00

UNCASHED CHECKS

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	CK01	CASHIER'S CHECKS
3	CK02	CERTIFIED CHECKS
3	CK03	REGISTERED CHECKS
3	CK04	TREASURER'S CHECKS
3	CK05	DRAFTS-CHECKS
3	CK06	WARRANTS
3	CK07	MONEY ORDERS
15	CK08	TRAVELER'S CHECKS
3	CK09	FOREIGN EXCHANGE CHECKS
3	CK10	EXPENSE CHECKS
3	CK11	PENSION CHECKS
3	CK12	CREDIT CHECKS OR MEMOS
3	CK13	VENDOR CHECKS
3	CK14	CHECKS WRITTEN OFF TO INCOME
3	CK15	OTHER OUTSTANDING OFFICIAL CHECKS
3	CK16	CD INTEREST CHECKS
3	CK99	AGGREGATE UNCASHED CHECKS UNDER \$50.00

IRA ACCOUNTS/ HEALTH SAVINGS ACCOUNTS

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	IR01	IRA CASH
3	IR08	IRA STOCKS AND BONDS
3	IR13	IRA MUTUAL FUNDS
3	HS01	HEALTH SAVINGS ACCOUNTS

MINERAL PROCEEDS & MINERAL INTEREST

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	MI01	NET REVENUE INTEREST
3	MI02	ROYALTIES
3	MI03	OVERRIDING ROYALTIES
3	MI04	PRODUCTION PAYMENTS
3	MI05	WORKING INTEREST
3	MI06	BONUSES
3	MI07	DELAY RENTALS
3	MI08	SHUT-IN ROYALTIES
3	MI09	MINIMUM ROYALTIES
3	MI99	AGGREGATE MINERAL INTEREST UNDER \$50.00

MISC. CHECKS & INTANGIBLE PERSONAL PROPERTY

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	MS01	WAGES, PAYROLL, SALARY
1	MS02	COMMISSIONS
3	MS03	WORKERS' COMPENSATION BENEFITS
3	MS04	PAYMENT FOR GOODS & SERVICES
3	MS05	CUSTOMER OVERPAYMENT
3	MS06	UNIDENTIFIED REMITTANCES
3	MS07	UNREFUNDED OVERCHARGES
3	MS08	ACCOUNTS PAYABLE
3	MS09	CREDIT BALANCES-ACCTS. REC.
3	MS10	DISCOUNTS DUE
3	MS11	REFUNDS DUE
3	MS12	UNREDEEMED GIFT CERTIFICATES
3	MS13	UNCLAIMED LOAN COLLATERAL
3	MS14	PENSION & PROFIT SHARE PLANS (IRA,KEOGH)
1	MS15	DISSOLUTION OR LIQUIDATION
3	MS16	MISC. OUTSTANDING CHECKS
3	MS17	MISC. INTANGIBLE PROPERTY
3	MS18	SUSPENSE LIABILITIES
3	MS99	AGGREGATE MISC. PROPERTY UNDER \$50.00

SAFE DEPOSIT BOXES & SAFEKEEPING

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	SD01	SAFE DEPOSIT BOX CONTENTS
3	SD02	OTHER SAFEKEEPING
3	SD03	OTHER TANGIBLE PROPERTY

COURT DEPOSITS

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	CT01	ESCROW FUNDS
1	CT02	CONDEMNATION AWARDS
1	CT03	MISSING HEIRS FUNDS
1	CT04	SUSPENSE ACCOUNTS
1	CT05	OTHER COURT DEPOSITS
1	CT06	CHILD SUPPORT PAYMENTS
1	CT07	ABANDONED VEHICLE PROCEEDS
1	CT99	AGGREGATE COURT DEPOSITS UNDER \$50.00

INSURANCE

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS
3	IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS
3	IN03	PROCEEDS DUE BENEFICIARIES
3	IN04	PROCEEDS FROM MATURED POLICIES, ENDOWMENTS OR ANNUITIES
3	IN05	PREMIUM REFUNDS
3	IN06	UNIDENTIFIED REMITTANCES
3	IN07	OTHER AMOUNTS DUE UNDER POLICY TERMS
3	IN08	AGENT CREDIT BALANCES
2	IN77	LIMITING AGE POLICIES
3	IN99	AGGREGATE INSURANCE PROPERTY UNDER \$50.00

SECURITIES

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	SC01	DIVIDENDS
3	SC02	REGISTERED BOND INTEREST (CORP.)
3	SC03	REGISTERED BOND PRINCIPAL (CORP.)
3	SC04	EQUITY PAYMENTS
3	SC06	FUNDS PAID TO PURCHASE SHARES
1	SC07	MUNICIPAL BOND PRINCIPAL AND INTEREST
3	SC08	SHARES OF STOCK (RETURNED BY P.O.)
3	SC09	CASH FOR FRACTIONAL SHARES
3	SC10	UNEXCHANGED STOCK OF SUCCESSOR CORP.
3	SC11	OTHER CERTIFICATES OF OWNERSHIP
3	SC12	UNDERLYING SHARES OR OTHER OUTSTANDING CERTIFICATES
3	SC13	FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCK OR BONDS
3	SC14	DEBENTURES
1	SC15	US GOVERNMENT SECURITIES
3	SC16	MUTUAL FUND SHARES
3	SC17	WARRANTS (RIGHTS)
3	SC19	DIVIDEND REINVESTMENT PLANS
3	SC20	CREDIT BALANCES
3	SC99	AGGREGATE SECURITY RELATED CASH UNDER \$50.00

TRUST, INVESTMENT & ESCROW ACCOUNTS

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	TR01	PAYING AGENT ACCOUNTS
3	TR02	UNDELIVERED OR UNCASHED DIVIDENDS
3	TR03	FUNDS HELD IN FIDUCIARY CAPACITY
3	TR04	ESCROW ACCOUNTS
3	TR05	TRUST VOUCHERS
3	TR99	AGGREGATE TRUST PROPERTY UNDER \$50.00

UTILITIES

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	UT01	UTILITY DEPOSITS
3	UT02	MEMBERSHIP FEES
3	UT03	REFUNDS OR REBATES
3	UT04	CAPITAL CREDIT DISTRIBUTIONS
3	UT99	AGGREGATE UTILITY PROPERTY UNDER \$50.00

Regardless of property types, all government entities must report all properties after one year of dormancy.

APPENDIX B

State of Michigan - Department of Treasury, Unclaimed Property

STATE ABBREVIATIONS

AL	ALABAMA	NE	NEBRASKA
AK	ALASKA	NV	NEVADA
AZ	ARIZONA	NH	NEW HAMPSHIRE
AR	ARKANSAS	NJ	NEW JERSEY
CA	CALIFORNIA	NM	NEW MEXICO
CO	COLORADO	NY	NEW YORK
CT	CONNECTICUT	NC	NORTH CAROLINA
DE	DELAWARE	ND	NORTH DAKOTA
FL	FLORIDA	OH	OHIO
GA	GEORGIA	OK	OKLAHOMA
HI	HAWAII	OR	OREGON
ID	IDAHO	PA	PENNSYLVANIA
IL	ILLINOIS	RI	RHODE ISLAND
IN	INDIANA	SC	SOUTH CAROLINA
IA	IOWA	SD	SOUTH DAKOTA
KS	KANSAS	TN	TENNESSEE
KY	KENTUCKY	TX	TEXAS
LA	LOUISIANA	UT	UTAH
ME	MAINE	VT	VERMONT
MD	MARYLAND	VA	VIRGINIA
MA	MASSACHUSETTS	WA	WASHINGTON
MI	MICHIGAN	DC	WASHINGTON DC
MN	MINNESOTA	WV	WEST VIRGINIA
MS	MISSISSIPPI	WI	WISCONSIN
MO	MISSOURI	WY	WYOMING
MT	MONTANA		

APPENDIX C

State of Michigan - Department of Treasury, Unclaimed Property

RELATIONSHIP CODES

For sole or first owner

P - Primary

For additional owners

AD - Administrator

AF - Attorney for

AG - Agent for

AN - And

AO - And/Or

BF - Beneficiary

CC - Co-Conservator

CF - Custodian for

CN - Conservator

EX - Executor or Executrix

FB - For benefit of

GR - Guardian for

IN - Insured

JC - Joint tenants in common

JT - Joint tenants with rights of survivorship

OR - Or

PA - Payee

PO - Power of Attorney

RE - Remitter

TE - As Trustee for

UG - Uniform gift to minors act (UGMA)

SAFEKEEPING FEE CODE

DR - Drilling fees and unpaid rent

APPENDIX D

State of Michigan - Department of Treasury, Unclaimed Property

STANDARDS FOR REPORTING UNCLAIMED PROPERTY

RULES OF ENTRY

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

2. Multiple owner names must be entered as separate owner records.

Correct

Jones Bill
Jones Mary

Incorrect

Jones Bill & Mary
Jones Bill and Mary
Jones Bill or Mary

3. Hyphens may not be used in owner name fields.

Correct

Smith Jones Mary
Benton Brown Bill

Incorrect

Jones Mary Smith-
Brown Bill Benton-

4. Owner name suffixes (i.e., Jr, Sr, III) must be entered after the name.

Correct

Smith Bill Jr

Incorrect

Smith Jr Bill

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

Correct

American Life Ins

Incorrect

Amer Life Ins

6. **Do not** use numeric in owner name fields.

Correct

First State Bank

Incorrect

1st State Bank

Exception: A number is part of a registered trademark (e.g., A1 Inc.).

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

Correct

Baby Store The
Bank of Rio Grande The

Incorrect

The Baby Store
The Bank of Rio Grande

8. For trusts accounts or estates, list the person’s name first.

Correct

Smith Mary TR DTD 4/23/65
Smith Mary Estate of

Incorrect

Trust of Mary Smith
Estate of Mary Smith

SAMPLE

DUE DILIGENCE FOR INACTIVE ACCOUNT

HOLDER NAME & ADDRESS

CUSTOMER NAME

CUSTOMER ADDRESS

CUSTOMER CITY, STATE & ZIP

It is the policy of (HOLDER) to review and update our account records periodically. Our records of your savings/checking account number 123456 indicate no transactions as of (LAST ACTIVITY DATE). Your account needs to be brought current. State law requires us to turn this account over to the state if the account is truly abandoned. To prevent us from turning your account over to the state's unclaimed property office, please check the appropriate box, sign in the space provided below, and return this to us as soon as possible.

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

Please change the account holder(s) name(s) and/or address(es) to read as follows:

I wish to close this account. Please send a check for the closeout amount to the following address:

Signature

Date

Your assistance is appreciated. Please contact our office if you have any questions.

Sincerely,

Your Bank Officer

SAMPLE

DUE DILIGENCE FOR OUTSTANDING CHECK

To: _____ Date: _____

Re: Disposition of Outstanding Check

Our records indicate that the following check issued to you is still outstanding:

<u>Check#</u>	<u>Date Issued</u>	<u>Amount Issued</u>
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Please indicate the disposition of the check on the bottom of this form and return it to us within _____ days

Disposition of Check

____ I cashed the above check. Provide date cashed, if known: ___/___/___

____ I am holding the above check for the following reason:

____ I received the above check, but it has been lost or destroyed. Please issue a replacement check.

____ I did not receive the above check. Please issue a replacement check.

____ Other, explain:

Please sign here:

Address (if other than above):

FORMS

Michigan Holder Transmittal for Annual Report of Unclaimed Property

Mail to:
Michigan Department of Treasury
Unclaimed Property
PO Box 30756
Lansing, MI 48909

Issued under the authority of P.A. 29 of 1995, Filing is mandatory.

Failure to file is punishable by fine.

See the Manual for Reporting Unclaimed Property for instructions.

This transmittal must accompany your annual report whether you are filing on paper, CD ROM, or some other method. If your annual report does not meet Treasury specifications, as indicated in the Manual for Reporting Unclaimed Property, it will not be accepted.

1. Report Year

GENERAL INFORMATION

2. Holder's Name	3. Federal Employer ID Number	4. State of Incorporation
5. Address	6. County	7. Date of Incorporation
8. City, State, Zip Code	9. Primary Business Activity	

10. Did you exercise due diligence this report year? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Did you file a <i>Report of Unclaimed Property</i> last year? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain: _____
--	---

12. What media type are you filing with Form 2011?
 CD Rom Form 1223 Other (specify) _____
 *Do not mix media types for the same report.

13. Report Type
 Annual VDA First Audit Other

REPORTING REQUIREMENTS (Attach payment here.)

14. You must report and submit all property (defined in General Instructions) in your custody that belongs to someone else and has gone unclaimed.

a. Total number of safety deposit boxes reported (if applicable)	
b. Total number of shares of stock/mutual funds (if applicable).....	
c. Total amount paid with this transmittal.....	\$

*Make checks payable to "State of Michigan." Check attached. Electronic Payment Receipt Attached

CERTIFICATION

I declare under penalties imposed by P.A. 29 of 1995, as amended, that I have examined this report and to the best of my knowledge it is true and complete.

15. Print Contact Name	Telephone Number	
E-mail Address	Fax Number	
16. Signature	17. Title	18. Date

If you are a successor, attach a separate sheet listing the names and last known addresses of all previous holders of the property being reported. If you have changed your name during the reporting period, attach a separate sheet listing all prior names.

Treasury Use Only

Holder ID	Report	Stock ID	Import Batch
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Michigan Annual Report of Unclaimed Cash and/or Safe Deposit Boxes

Issued under Public Act 29 of 1995. Filing is mandatory.

Page ____ of ____

Attach this form to the **Michigan Holder Transmittal** (Form 2011). Complete this report for cash items and for safety deposit box contents **only**. All items less than \$50 may be reported in aggregate (see aggregate filing instructions). If you are reporting more than ten properties or any number of securities, you must submit your report on diskette/CD-ROM. See instructions for magnetic filing.

Holder Name	Report Year
Federal Employer ID Number	Report Number <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

Properties. Complete all items for each property. You must report all available owner information.

a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Safekeeping Fees (Enter Below)		g. Date of Last Activity (MM/DD/YYYY)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Safekeeping Fees (Enter Below)		g. Date of Last Activity (MM/DD/YYYY)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Safekeeping Fees (Enter Below)		g. Date of Last Activity (MM/DD/YYYY)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Safekeeping Fees (Enter Below)		g. Date of Last Activity (MM/DD/YYYY)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Safekeeping Fees (Enter Below)		g. Date of Last Activity (MM/DD/YYYY)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR	Fees Owed \$		k. Amount Remitted \$

Complete this item only on the **last page** of the report.
Enter the total dollars you are submitting with this report. \$

Total: This page only
\$

Treasury Use Only			
Claim Number			
Prepared by:	<input type="checkbox"/> 1	<input type="checkbox"/> 3	
	<input type="checkbox"/> 2	<input type="checkbox"/> Denied	

Michigan Holder Request for Refund

Issued under Public Act 29 of 1995. Filing is voluntary.

Use this form to request a refund of unclaimed property that was reported to the State of Michigan in error. Also use this form for items that you reimbursed to the rightful owner or for which you reestablished an account. Submit a separate request for each report year.

Holder Information				
Holder's Name	Federal Employer ID Number	Telephone Number	Report Year	Total Amount of Report
Street Address	City, State and Zip Code			

Claim Information							
Property Code	Account/Reference No. (If in aggregate, specify)	Owner's Name (Exactly as indicated on report.)	Owner's Address	Claimant's Name (If different from owner.)	Claimant's Address (If different from owner.)	Date paid to claimant or acct. reactivated. (include proof)	Amount Paid
a.							
b.							
c.							
d.							
If your refund is due to a reporting error, explain here.						TOTAL REFUND	

Holder Certification	
Subscribed and sworn to before me the ____ day of _____, 20 _____. _____ (Notary Signature) Notary Public in and for the county of _____ Michigan. My commission expires _____.	<i>I certify that the properties listed above which were included in the Report of Unclaimed Property or Securities filed for the report year in item 1d have been paid to the rightful owner or claimant. Upon payment of this request, I agree to hold the state harmless from all claims and loss, demands, costs and other expenses which the state may sustain by reason of turning over the property to the holder and by its further refusal to pay the property to any other person.</i> Signature of Holder Representative _____ Date _____ Print or Type Representative's Name _____ Date _____

Michigan Unclaimed Property Voluntary Disclosure Agreement

Issued under authority of Public Act 29 of 1995.

PART 1: ENTITY INFORMATION	
1. Legal Name of Entity	2. Federal Employer Identification Number (FEIN). If unassigned, enter TR or ME #.
3. Address (Number and Street, P.O. Box)	4. City, State, ZIP Code
5. Contact Name	6. Contact Telephone Number

PART 2: AGREEMENT INFORMATION
<p>The entity listed above, hereafter referred to as the Holder, desires to be compliant with the Michigan Uniform Unclaimed Property Act (Act), being Public Act 29 of 1995, as amended. Accordingly, the Holder would like to voluntarily comply with the Act by reporting and remitting previously unreported unclaimed property due to the State of Michigan. To comply, the Holder agrees to the following terms and conditions:</p> <p>(1) Within six (6) months from the date this form is accepted by Unclaimed Property, accurately complete and file unclaimed property reports and remit payments for the current reporting year and the previous four reporting years. If estimates are involved in determining the amounts to be reported due to inadequate records, the Holder will also provide the calculations for any estimation techniques used.</p> <p>(2) To perform due diligence for unclaimed property items valued \$50 and greater as mandated by the Act.</p> <p>(3) To disclose all subsidiaries or entities including their FEIN, TR or ME numbers that are part of this agreement. Attach a list of entities.</p> <p>(4) To be fully compliant with the Act from this point forward. This includes, but is not limited to, performing an annual review of all financial records for abandoned and unclaimed property and filing a complete and accurate unclaimed property report each year.</p> <p>(5) The unclaimed property reports will be filed using electronic reporting software in the nationally recognized National Association of Unclaimed Property Administrators (NAUPA) format.</p> <p>(6) Treasury does not waive its right to audit the Holder after the expiration of the six month period or anytime after the submission of the unclaimed property reports or if reports are not filed within the terms of the agreement. An unclaimed property examination may cover up to the last ten reportable years and result in an assessment of penalty and interest.</p>

PART 3: TREASURY AGREEMENT
<p>Treasury agrees to the following terms:</p> <p>(1) To exclude the Holder in Unclaimed Property audit efforts during the six month period after the filing of this form.</p> <p>(2) Holders will not be assessed penalties or interest for property remitted voluntarily in compliance with this agreement and the Act.</p>

PART 4: CERTIFICATION	
<p>By my signature below, I attest to the following:</p> <p>(1) I am an authorized representative of the Holder named above and have full authority to enter into and bind the Holder to the terms and conditions of this Voluntary Disclosure Agreement.</p> <p>(2) Agreement to all of the terms identified above.</p> <p>(3) I am aware of the unclaimed property types and dormancy periods under the Act.</p> <p>(4) The entity named above is not currently under examination or audit nor has it been notified by Treasury or by one of Treasury's contract auditors, of Treasury's intention to conduct an unclaimed property examination or audit.</p> <p>This agreement will not go into effect until written acceptance has been received from the Department of Treasury.</p>	
Authorized Representative Name	Authorized Representative Title
Authorized Representative E-Mail Address	Authorized Representative Telephone Number
Authorized Representative Signature	Date

To obtain more information about filing unclaimed property reports including the Manual for Reporting Unclaimed Property, free holder reporting software, forms, Frequently Asked Questions and a Webcast, visit the "Reporting Unclaimed Property" section at www.michigan.gov/unclaimedproperty.

Return completed form to:
Michigan Department of Treasury
Unclaimed Property
PO Box 30756
Lansing, MI 48909

E-mail: TreasUPDReporting@michigan.gov

Call 517-636-6940 if you have further questions.