

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



**MANUAL FOR  
REPORTING UNCLAIMED  
PROPERTY**

Revised July 2016

# TABLE OF CONTENTS

**Glossary of Terms**  
**Notice to Holders**  
**Important Information**  
**What's New**

## **Chapter 1 General Information**

How to Use This Manual.....	1-1
Where to Get Help.....	1-1
Reporting Methods.....	1-1
Holder Reporting Software (HRS).....	1-2
Reporting Information and Requirements.....	1-2
Claims Process for Holders.....	1-5
Recommended Timeline for Unclaimed Property Review.....	1-6

## **Chapter 2 Reporting Specific Property**

Properties Exempt from Reporting.....	2-1
Uncashed Checks.....	2-1
Property Reported by Financial Institutions.....	2-2
Property Reported by a Court, Governmental Agency, or Public Corporation or Authority.....	2-4
Escrow Funds Reported by Title Companies.....	2-4
Insurance-Related Property.....	2-5
Reporting State of Michigan Property.....	2-5
Securities and Securities-Related Cash.....	2-5
Mutual Funds Shares, Distributions and Checks.....	2-10
Safe Deposit Boxes or Safekeeping Property.....	2-11
Abandoned Vehicles Auction Proceeds.....	2-15
Gift Certificates/Gift Cards.....	2-15

## **Chapter 3 Preparing Your Report**

Instructions for Reporting on Magnetic Media.....	3-1
Instructions for Reporting Cash and Safe Deposit Boxes on Paper.....	3-1
Instructions for Reporting Securities.....	3-4
Instructions for Completing the Michigan Holder Transmittal.....	3-6

## **Appendix**

- A Property Type Codes & Dormancy Periods
- B State Abbreviations
- C Relationship Codes  
Safekeeping Fee Code
- D Standards for Reporting Unclaimed Property on Any Type of Media  
Samples of Due Diligence Letter

## Forms

[2011, Michigan Holder Transmittal for Annual Report of Unclaimed Property](#)  
[1223, Michigan Annual Report of Unclaimed Cash and/or Safe Deposit Boxes](#)  
[3167, Michigan Inventory Report of Unclaimed Property Safe Deposit Box Contents](#)  
[3165, Michigan Holder Request for Refund](#)  
[4869, Michigan Unclaimed Property Voluntary Disclosure Agreement](#)

## GLOSSARY

<b>Abandoned Property</b>	Tangible or intangible property that is unclaimed by its rightful owner.
<b>Activity</b>	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.
<b>Administrator</b>	The State Treasurer
<b>Apparent Owner</b>	The person whose name appears on the records of the holder as the person entitled to property held, issued, or owing by the holder.
<b>Attorney General</b>	The chief legal officer of this State.
<b>Banking Organization</b>	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.
<b>Business Association</b>	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.
<b>Domicile</b>	The state of incorporation of a corporation, or the state of the principal place of business of an unincorporated person.
<b>Due Diligence</b>	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.
<b>Dormant Period</b>	The time when an owner of property does not take action on his or her property (see activity).
<b>Dormancy Date/Date of Last Activity</b>	The date of last contact by the owner with the listed holder.
<b>Escheat</b>	A transfer of property from a holder, making the state the legal custodian of the property.
<b>Financial Organization</b>	A savings and loan association, cooperative bank, building and loan association, savings bank, or credit union.
<b>Holder</b>	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.
<b>Insurance Company</b>	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.

<b>Intangible Property</b>	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.
<b>Last Known Address</b>	A description of the location of the apparent owner, sufficient for the purpose of the delivery of mail.
<b>Owner</b>	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.
<b>Person</b>	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.
<b>Property</b>	Tangible or intangible personal property owned by a person.
<b>State</b>	Any state, district, commonwealth, territory, insular possession, or any other area subject to the legislative authority of the United States.
<b>Tangible Property</b>	Includes items in safe deposit boxes, personal property or personal effects.
<b>UP</b>	Unclaimed Property
<b>Unclaimed Property</b>	Tangible or intangible property that is unclaimed by its rightful owner.
<b>Underlying Shares</b>	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.
<b>Utility</b>	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.

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 1, 2016 for property reaching its dormancy period as of March 31, 2016.

## **UP Contact Information**

For questions regarding this manual, or the responsibility of a holder of unclaimed property, contact UP by calling 517-636-6940, or writing to the following address:

Michigan Department of Treasury  
Unclaimed Property  
P.O. Box 30756  
Lansing, MI 48909

# 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, 2016 must be reported and remitted to the State on or before July 1, 2016. For a complete listing of all property types and dormancy periods, refer to [Appendix A](#).

## Reporting Media

CD-ROM is the preferred reporting media for submitting Holder Reports. Paper reporting is allowed **only** if reporting fewer than ten properties for the entity each year. Filing on diskette will continue to be accepted for 2016 reporting, but we encourage holders to take steps to upgrade their technology to allow for CD-ROM reporting in future years.

## Telephone Number

The holder contact telephone number is 517-636-6940. The telephone number for claiming property is 517-636-5320.

## Worthless Securities

Do not report and remit worthless securities as unclaimed property.

## Nothing to Report

**Entities having no unclaimed property to report under the Unclaimed Property Act do not need to file a zero or negative report.**

## What's New

Senate Bill 538 amends the Uniform Unclaimed Property Act of 1995 effective 12/22/2015:

- Properties with a value of \$25.00 or less are not required to be escheated per Section 567.224a Sec. 4a.
  - Does not apply to dividends or stock-related properties defined in Section 567.231a Sec. 11a.
  - These properties can still be voluntarily escheated.

# 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](http://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, and others requiring extra care, like securities.
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, write or call Unclaimed Property (UP) at:

Michigan Department of Treasury  
Unclaimed Property  
P.O. Box 30756  
Lansing, MI 48909  
517-636-6940  
E-mail: [TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

### Reporting Methods

This manual contains instructions for the use of CD-ROM, diskette, or paper reporting. Use one of the following types of media to report unclaimed property to Michigan.

- 1. CD-ROM.** All holders reporting ten or more unclaimed property accounts must report on CD-ROM. See Chapter 3, “Instructions for Reporting on Magnetic Media.”

2. **Diskette.** Reporting on diskette will continue to be accepted for 2016 reporting, but holders are encouraged to take steps to upgrade technology to allow for CD-ROM reporting in future years. See Chapter 3, “Instructions for Reporting on Magnetic Media.”
3. **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 ten properties to report, UP encourages holders to report on a CD-ROM. When using any type of commercial software to report, the holder must send the electronic file on a CD-ROM. 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)**

Free software is available to download at [www.michigan.gov/unclaimedproperty](http://www.michigan.gov/unclaimedproperty) which will assist holders in reporting unclaimed property to the State of Michigan.

## **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). This form provides information to UP about the holder. It establishes a reporting history and provides information about the report being filed (e.g., amount of report, shares of stock reported). See Chapter 3 for completing Form 2011.

### **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 report. Include a check payable to the “State of Michigan” for the total amount remitted with the report.

Holders who have reported unclaimed property to the State of Michigan previously have the option to remit their payment electronically. Electronic payment instructions can be found at [www.michigan.gov/unclaimedproperty](http://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 does not appear to be inaccurate.
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**

Michigan does accept consolidated reports. 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. List the number of properties for each type of property. Below is an example of the two most commonly used aggregate codes:

15	AC99 (Aggregate Savings Account)	Aggregate Total
10	CK99 (Aggregate Unclaimed Checks)	Aggregate Total

If the account is interest bearing, list all like interest amounts with the applicable property type.

15	AC99 (Savings Account)	Interest 3%	Aggregate Total
15	AC99 (Savings Account)	Interest 4%	Aggregate Total

**Do not** combine different interest rates in the same property type.

Special rules apply when reporting dividends. See Chapter 2 for reporting securities and securities-related cash.

**Holders are encouraged to 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.

### **Additional Forms**

Blank forms provided with this manual may be photocopied. Forms are also available on the Internet at [www.michigan.gov/unclaimedproperty](http://www.michigan.gov/unclaimedproperty).

### **Claims Process for Holders**

The main objective of UP is to reunite owners or heirs with their lost or forgotten funds. UP's goal is to process claims in less than 90 days.

When UP processes a claim, proof provided by a claimant is compared with owner information and property descriptions provided by the holder. When preparing the report, assume each owner listed is a potential claimant. It is **essential** that all available information that identifies owners and properties is 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 the 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.

UP may contact the holder for clarification or more information where ownership of the account is uncertain.

### **Filing for Reimbursement and Refunds**

There are two types of payments UP will make to holders after unclaimed property has been remitted. The most common type is a reimbursement, the second is a refund.

**Reimbursement.** In this process, a holder decides to pay an owner and then files a claim with UP for reimbursement. UP encourages holders to use the reimbursement process for their customers. UP makes every effort to respond to requests as quickly as possible. The requirements for obtaining reimbursement 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 reimbursement 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 reimbursement request and proof of payment to the owner, a refund is mailed to the holder in about two to four weeks.

**Refunds.** Refunds are made when holders overpay on an unclaimed property report. The overpayments are usually due to accounting errors or other mistakes.

To file for a refund, complete Form 3165. Provide proof or explanation of how the error was made. A refund will be mailed to a holder in approximately two to four weeks.

### **How an Owner May File a Claim**

If a search for unclaimed property on Treasury's Web site reveals an individual's name or company name or an individual has reason to believe the UP is holding funds which belong to him or her, the individual should file an *Unclaimed Property Inquiry* (Form 3433).

The law requires UP to verify the claim. The documentation required varies with the type and amount of property being claimed and whether the claimant is an owner, an heir, or an officer of a company. UP will research a name and process a claim at no charge for the owner.

Holders are encouraged to reimburse the customer or reactivate an account and file with UP for a reimbursement. Instruct the customer to contact the Michigan Department of Treasury, Unclaimed Property.

**Note:** UP cannot provide personalized claim forms to third parties; UP must deal directly with the claimant.

### **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 <a href="http://www.michigan.gov/unclaimedproperty">www.michigan.gov/unclaimedproperty</a> 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 your entity has no unclaimed property to report, you do not need to file anything.

### **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  
P.O. Box 30756  
Lansing, MI 48909  
517-636-6940  
[treasupdreporing@michigan.gov](mailto: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.

- Wages of \$50.00 or less that remain unclaimed by the owner for more than 1 year after becoming payable.
- Properties with a value of \$25.00 or less, with the exception of dividends or stock-related properties.
- 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 change 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.

<b>Property Types</b>	<b>Field Descriptions</b>	<b>Dormancy Period</b>	<b>Additional Information</b>
Cashiers Check	CK01	3 years	Two owner's; purchaser and payee (remitter and payee)
Wages, Commissions	MS01 MS02	1 year 1 year	Dates of employment
Dividends	SC01 TR02	3 years 3 years	Issue name of security
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.

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 dormancy period varies with type of property that is being reported. The child should be listed as the UGMA owner and the parent should be listed as the custodian.

If trust properties being held are securities related, see page 2-5 for reporting securities. Report any personal trust properties that are not securities related the same way as other properties.

### **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.

### **Corporate Trust Property and Paying Agent Accounts**

Corporate trust property and paying agents accounts are considered unclaimed after three years. File separate reports for each issue of stock and provide each issuing company's federal employer identification number (FEIN). This requirement does not apply to bearer bonds.

Follow all other requirements for reporting securities-related property. See page 2-5 for reporting securities.

### **Unclaimed Loan Collateral**

Unclaimed loan collateral is considered unclaimed after three years. This period begins on the date the loan was paid in full. There are three criteria for collateral to be reported as unclaimed:

1. The loan has been paid in full or charged off.
2. There has been no customer contact for three years.
3. The owner's whereabouts are unknown.

When reporting unclaimed loan collateral, use one of two property type codes. For tangible property set aside for a loan, use property type code "SD03." Examples of tangible property are jewelry, stock certificates, deeds, etc. See page 2-11 for reporting safe deposit or safekeeping property.

Code loan collateral reported as cash with a property type code "MS13." 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. Please 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 Michigan State agency (e.g., Department of Transportation), enter the owner name as "State of Michigan," then enter the agency name (e.g., Transportation, Attorney General, etc.).

## Securities and Securities-Related Cash

Do not report securities on paper; CD-ROM reporting is the preferred media to use if securities or securities-related cash is being reported. See Chapter 3 "Preparing Your Report," Instructions for Reporting on Magnetic Media.

### General Rules for Reporting

Regardless of the media selected for reporting securities-related property, observe the following rules:

1. Do not report and remit worthless securities.

2. Provide each issue's Committee on Uniform Securities Identification Procedures (CUSIP) number.
3. List minor children as primary owners of properties on UGMA accounts. List the trustee/custodians as additional owners.
4. List owners who are owed more than one amount of the same property type 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 ending date through which the amounts were payable. **Do not** report dividends in aggregate.
5. If reporting bearer bonds or unclaimed interest on the bonds, list the owners of the properties as "unknown." Provide complete descriptions of the bonds in the applicable fields or boxes. Descriptions must include the issue name, series, bond number, and all outstanding coupon numbers.
6. If reporting dividends received in nominee name, list the stock issues in the description fields or boxes. List the nominee name as the owner of the property.
7. Provide the amounts and issue names of any outstanding shares (e.g., still in the possession of the shareholders) when reporting underlying, unexchanged, unredeemed, or unsurrendered shares.
8. If remitting underlying shares or undelivered shares returned by the post office (RPO shares), or both, combine all shares of the same issue and class. The report, however, must reflect the number of underlying shares and the number of shares which are RPO for each of the owners.
9. Provide original stock certificates or proof of transfer for each share being reported.

### **Determining What Property to Report**

The dormancy period for stock and dividends is three years. The shares of stock should be escheated if the following two conditions apply:

1. The shareholder, for more than three years, has not claimed a dividend, distribution, or other sum payable, or has not communicated in writing with the holder.
2. The holder does not know the location of the shareholder at the end of the three-year period.

The return of official shareholder notifications or communications by the postal service as undeliverable is evidence the holder does not know the location of the shareholder.

At the time the shares of stock are escheated, any dividend, distribution, or other sum held for or owing to the shareholder should also be escheated.

### **Property Type Codes and Property Descriptions**

Assign a property type code to each property listed on your report. The choice of codes is important because it determines what kind of information is required of a claimant. Descriptions of some of the more frequently used codes are below. See Appendix A for a complete list.

Code	Securities-Related CASH Code Description
SC01	Cash dividends. Include the issue name of the security in the Description field.
SC02	Registered bond interest due an owner of a registered corporate security. <b>Do not</b> use this code to report interest paid on a bearer bond.
SC03	Registered bond principal due an owner of a corporate-issued bond.
SC07	Municipal bond interest and matured principal. List the owner as “unknown” if reporting a bearer bond. Provide a complete description, including issue name, series, bond number, and all outstanding coupon numbers. Also provide the total cash amount of unclaimed interest and principal in the Cash Amount Remitted field.
SC09	Cash for fractional shares. Provide the issue name of the security in the Description field or box. <b>Do not</b> report liquidation proceeds under this code. Use the “SC13” code for liquidation proceeds.
SC13	Liquidation or redemption proceeds (cash only). List the issue name of the liquidated security and number of shares presumed to be in the possession of the shareholder in the Description field. <b>Do not</b> complete the Shares Remitted field. Provide the total cash amount due each shareholder in the Cash Amount Remitted field.
SC20	Credit balances due missing owners.

## Stock and Bond Codes

Code	Description
SC08	Undelivered shares that are returned by the post office (RPO shares). These shares are normally the result of a stock split or stock dividend. Include the issue name of the security in the Description field.
SC10	<p>Unexchanged shares resulting from a merger or buy-out. Provide the number of shares of the successor corporation in the Shares Remitted field. These are the shares that will be remitted to UP with the report. Indicate the issue name of the successor corporation's stock and the unexchanged stock in the Description field.</p> <p><b>Example:</b> XYZ Corporation merged into ABC Corporation.</p> <p>One share of XYZ is exchangeable for ¼ share of ABC.</p> <p>An owner fails to exchange 100 shares of XYZ.</p> <p>The 25 shares of ABC (unexchanged) are outstanding and presumed to be in the possession of the owner.</p> <p>If there is a claim. UP will request the 100 unexchanged shares of XYZ from the owner before releasing the 25 shares of ABC.</p>
SC12	Underlying shares. The 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 State Treasurer. Provide the issue name and number of underlying shares held by the owner. Report all cash and stock dividends payable on the underlying shares as of the date of remittance.

## Securities Registration and Mailing Instruction/Guidelines for all Holders Reporting Securities

It is very important that these instructions are followed when submitting a report and securities to UP so receipt can be verified.

Although the securities will be transferred to a different location, they must be transferred at the same time the report and cash are mailed to UP. Proof of transfer must accompany the report for those shares not being delivered via DTC.

### Stocks

A DTC (Depository Trust Company) transfer is required for delivering all DTC-eligible securities. A DTC transfer is performed by depositing shares to DTC 0901 for credit to account 822440, Agent Bank 26500. When a security is not DTC-eligible and physical certificate(s) are being delivered, the stock certificates must be registered in the State of Michigan's nominee name of "Spartans & Co.," Tax ID number 30-0187543.

At least two days in advance of a DTC deposit, fax the following information concerning the deposit to 617-532-8762, Attn: Custody Department. Questions can be directed to the State Client Liaison at upch.custody@xerox.com.

State of MI “#822440”  
Name of Security:  
CUSIP number:  
Holder’s DTC number:  
Number of Shares:

If sending physical certificates, mail the certificates with the unclaimed property report to:

Michigan Department of Treasury  
Unclaimed Property  
P.O. Box 30756  
Lansing, MI 48909

### **Dividend Reinvestment Plans (DRPs)**

The preferred method of handling DRPs is to liquidate all reported shares and include a check for all proceeds with the report.

If DRP shares cannot be liquidated for some reason, DRPs are to be transferred into the name of the Michigan Department of Treasury using tax ID number 38-6000134. **The account statements showing the transfer of shares to the Michigan Department of Treasury must be sent together with the holder report to:**

Michigan Department of Treasury  
Unclaimed Property  
P.O. Box 30756  
Lansing, MI 48909

### **Mailing the Remittance Report**

Mail report and a check payable to the “State of Michigan” for the total amount of cash reported to the following address:

Michigan Department of Treasury  
Unclaimed Property  
P.O. Box 30756  
Lansing, MI 48909

If you have any questions, please call 517-636-6940.

## **Mutual Fund Shares, Distributions, and Checks**

Do not report securities on paper; CD-ROM reporting is preferred to use if securities or securities-related cash are being reported. See Chapter 3, “Preparing Your Report,” Instructions for Reporting on Magnetic Media.

**SC16** Mutual Fund Shares  
**SC01** Dividends

### **Identifying Unclaimed Shares**

The dormancy period begins when either a sum payable is unclaimed or the first time a piece of mail is returned by the post office (RPO). Determine the date of the first RPO event and use this date. Note that this may be different than what is on the holder’s information system. At the time the shares become unclaimed, the entire account and any cash proceeds due the owner are also considered unclaimed. Report shares using property type code “SC16” and the cash proceeds as credit balances with property type code “SC20.”

### **Identifying Unclaimed Distribution 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. If a check was issued, it may have never been reported. Checks for closed accounts may be outstanding or RPO’d and should be reported as credit balances, using property type code “SC20.”

### **Registration Instructions for Mutual Funds**

Mutual funds shares must be transferred to an account held by the State of Michigan at the same time the report and cash are mailed to UP. **Documentation verifying the transfer must be attached to the report.**

**Preferred Method.** Mutual Fund accounts held for the State of Michigan should be registered in the name of “MAC & CO” and transferred into Michigan’s custodial account with ACS. Ensure a detailed list is e-mailed 48 hours in advance to *upch.custody@xerox.com* or fax to 617-532-8762.

The list should contain:

- CUSIP number
- Fund name
- Share amount
- Account number at the fund.

**Note:** It is important the registration references account number 822440. This is what identifies the fund as belonging to the State of Michigan.

MAC & CO  
State of Michigan  
Mutual Fund Operations  
P.O. Box 3198  
Pittsburgh, PA 15230-3198

Account Number: 822440  
FEIN Number: 23-6019000

If, for some reason, mutual fund shares cannot be transferred as indicated above, an account must be established at the fund with the following registration:

**Note: The account statement must be sent together with the holder report.**

Michigan Department of Treasury  
Unclaimed Property  
P.O. Box 30756  
Lansing, MI 48909

FEIN: 38-6000134

### **Mailing the Remittance Report**

Mail report and a check payable to the "State of Michigan" for the total amount of cash reported to the following address:

Michigan Department of Treasury  
Unclaimed Property  
P.O. Box 30756  
Lansing, MI 48909

### **Safe Deposit Boxes or Safekeeping Property**

Report all unclaimed property with an unknown or missing owner after three years. The three-year dormancy period begins on the date of the last contact with the property owner. In the case of a safe deposit box or other depository, the dormancy period begins after the lease or rental period has expired.

Report safe deposit box contents, safekeeping, and other tangible property on CD-ROM/diskette or paper reporting forms. **Do not** combine these property types on the same reports or CD-ROM/diskette with other types of intangible property, such as checking or savings accounts.

## **Safekeeping and Other Tangible Property**

Safekeeping items (not safe deposit contents) may be items being held for an owner whose whereabouts is unknown or for a deceased person's heirs. Items may include personal property from a prisoner or personal effects from a hospital patient. Unclaimed property may also include items being held as collateral or as a convenience for a customer. It might include stock certificates, insurance policies, deeds, wills, or tangible items like a ring or silver tea set. **Do not** value safekeeping items on the report.

Use one of these two property type codes for this kind of tangible property:

- SD02** Safekeeping
- SD03** Other tangible property

## **Safe Deposit Box Contents**

Many safe deposit boxes are empty when drilled. To avoid unnecessary work, holders are encouraged to drill the boxes before preparing their report. **Do not report empty boxes.** The property type code for safe deposit boxes is "SD01."

## **Preparing Inventory for Safe Deposit Boxes and Other Tangible Property**

Describe each safekeeping item and the contents for each owner using *Report of Unclaimed Property Safe Deposit Boxes* (Form 3167) **or** an authorized bank or business inventory form. Include two copies of the inventory form for each owner's contents (original copy with each owner's contents and one copy attached to the Holder Transmittal form with the detailed form or CD-ROM/diskette). Be certain to complete **all** entries on the form so contents can be recorded properly. UP encourages holders to keep a copy of the inventory for their records in case the owner should contact them.

When the itemized description of contents is completed, list each item legibly according to these categories in bullet form (**do not** list in a paragraph format):

<b>Categories</b>	<b>Description</b>
Papers of Value	Important and/or legal documents need to be listed on the inventory sheet and submitted. See examples of property UP will accept on the next page.
Securities	Include descriptions of stocks, bonds, and other securities (e.g., the registered owner's name, issuing company, number of shares, etc.).
Cash	List coins by denomination and list number of coins. Everyday currency used in daily transactions should be converted to a bank cashier's check payable to the State of Michigan and submitted with the other safe deposit box contents. Note on the inventory sheet that the cash has been converted to a check. Unusual or distinctive currency must be remitted with the rest of the box's contents. Replacement of unusual or distinctive coins and currency with similar face value coins and currency is not acceptable.

Jewelry	When describing jewelry or loose stones, describe the gems by color (e.g., gold tone ring with small blue stone).
Other Miscellaneous Items	Include other property not included in the above categories (e.g., baseball cards, gold/silver ingots, stamp collections, etc.).
Firearms and Controlled Substances	The local law enforcement agency must be contacted if firearms or controlled substances are found in safe deposit boxes. <b>Do not</b> send firearms to UP. The local law enforcement agency should confiscate any controlled substances and any live ammunition. Make a note on the inventory sheet explaining the items were found but turned over to the local law enforcement agency.

Examples of property UP **will** accept are:

- Money (coins, coin collections, currency)
- Jewelry (costume or valuable)
- Antiques, rare items (in good condition)
- Silver and/or gold items (gold tooth crowns)
- Miscellaneous items (stamp and sports card collections, medallions, money clips.)
- Tool sets or power tools in reasonable and working condition
- Electrical equipment (working units determined saleable)
- Papers including, but not limited to: life insurance policies, legal documents (e.g., birth, adoption, or death records, court papers; mortgage papers; abstracts), trust papers, wills, power of attorney, funeral agreements, cemetery contracts or receipts, deeds, purchase agreements for land, title insurance, checking or savings books with a balance, uncashed checks, original travelers checks or money orders, certificates of deposit, loan papers, lien documents, pawn shop tickets, military records, identification documents, social security cards, passports, voter registration cards, immunization records, diplomas, vehicle titles, tax returns, business documents (including CD or tapes), partnership agreements, contracts, promissory notes.

As a safety precaution, any items of value that are covered with bodily fluids must be cleaned before packaging for shipping to Treasury.

Place each owner's contents in an individual envelope. Label each envelope with the owner's name and box number (if a safe deposit box). Place the original **typed** inventory sheet inside the corresponding envelope. Attach a copy of the inventory to the report.

Place the labeled envelopes in a shipping container. Label the outside of each container with the box numbers contained within (e.g., Bag 1 of 3 - Boxes 210,515, 600; Bag 2 of 3 - Box 615, 700, 725; Bag 3 of 3 - Box 726, 890, 920; etc.).

Examples of property UP **will not** accept are:

- Clothing
- Toiletries, personal care items, dentures (unless they contain gold fillings), scissors
- Any food or alcoholic beverages, cigarettes
- Loose tools or keys
- Fireworks, explosives
- Broken glass or other unusable items (excludes jewelry, metals or items with value)

- Weapons of any type, including guns or ammunition (turn these over to the local authorities)
- Controlled substances (turn these over to the local authorities)
- Drug paraphernalia (drugs, pipes, needles, etc.) (turn these over to the local authorities)
- Used toy cap guns, balls, etc., that have a value less than cost of sale
- Incidental items (paper clips, rubber bands, scrap paper, etc.)
- Purses (not antique) or wallets (excluding important papers)
- Papers (e.g., credit cards, blank checks, personal correspondence, and pictures)
- Cremated remains.

Items that will not be accepted or that are believed worthless may be disposed. If listed on the inventory sheet, holder should indicate “disposed” next to the item.

### **Guidelines for Preparing the Report for Safe Deposit Boxes or Safekeeping Property**

The separate inventory sheets discussed above are the only place safe deposit box contents and safekeeping property should be itemized. If the *Michigan Annual Report of Unclaimed Cash and Safe Deposit Boxes* (Form 1223) is utilized, include only the information requested on that form. Leave the amount field blank. Do not value safekeeping items. The Description field should state “safe deposit box or tangible property.”

### **Report Requirements**

Your tangible unclaimed property report should include the following:

1. *Michigan Holder Transmittal* (Form 2011)
2. *Michigan Annual Report of Unclaimed Cash and Safe Deposit Boxes* (Form 1223) - to be used for reports of under ten boxes.

or

CD-ROM/diskette in National Association of Unclaimed Property Administrators (NAUPA) format - to be used for reports of ten boxes or more. Safekeeping reports using electronic media, enter property type codes of SD01, SD02 or SD03. The property **MUST** also have the safekeeping screen completed. Enter safekeeping code of HD01. The description field should be entered with “see holder inventory list”. **DO NOT** list individual safekeeping items in this field.

3. *Inventory Report of Unclaimed Property: Safe Deposit Box Contents* (Form 3167) **or** an authorized bank or business inventory form (one copy attached to transmittal form and one original copy with each owner’s contents).

Courier service is recommended when property has significant value (holders must contact UP to confirm a delivery date or when sending a large shipment). Property with a smaller value should be sent via Federal Express or United Parcel Service (UPS). Do not send tangible property by U.S. Mail.

Following is the mailing address for Federal Express, UPS, or Armored Truck deliveries (**do not use this address for U.S. Mail deliveries**):

Michigan Department of Treasury  
Unclaimed Property  
7285 Parsons Drive  
Dimondale, MI 48821  
517-636-6940

Keep a copy of the inventory sheets and the report for business records.

### **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 (please 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 file format.

The Holder Reporting System (HRS), available at [www.michigan.gov/unclaimedproperty](http://www.michigan.gov/unclaimedproperty), is a free software package for creating unclaimed property reports on electronic media for submission to the Michigan Department of Treasury. Holders using HRS need to update to the current version each year.

Holder reports filed using HRS are automatically encrypted. UP recommends holder reports filed using other software be encrypted.

### Instructions for Reporting Cash and Safe Deposit Boxes on Paper

**If reporting more than ten accounts, submit report on CD-ROM or diskette.**

Holders reporting on paper forms must complete the *Annual Report of Unclaimed Cash and Safe Deposit Boxes* (Form 1223). **Do not** report securities on this form. 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. Do not use any punctuation (periods, commas, apostrophes, etc.). If the name of the company starts with the word “The,” place it at the end (e.g., The Smith Company should read Smith Company The). Do not abbreviate the first word of the company name (e.g., American vs. Amer., National vs. Natl). Do not use numbers in the Holder Name field. The word “First” should never be abbreviated as “1<sup>st</sup>.” Exceptions can be made when a number is a part of a company logo or registered trademark (e.g., A1 Inc. or 84 Lumber). Company names containing initials should have spaces between the initials (e.g., J J Reynolds vs. JJ Reynolds).
- 3. Holder Report Year.** Enter the four-digit year in which the property is being reported. Michigan’s report period ends March 31, 2016, so the holder report year would be 2016.
- 4. Holder Federal Employer Identification Number.** Enter the nine-digit FEIN assigned by the federal government. If the FEIN is not known, contact the company’s payroll, accounting, or tax department.
- 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 and extension 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, IRS, 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”).

**Note:** Enter a property type code even if reporting in aggregate or for unknown owners. See Chapter 2, “Reporting Specific Property for Aggregate and Unknown Owners.”

- 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 except when the first word is “The.” If the name of the company starts with the word “The,” place it at the end (e.g., The Smith Company should read Smith Company The). Do not abbreviate the first word of the company name (e.g., American vs. Amer., National vs. Natl). Do not use numbers in the Owner’s Name field. The word “First” should never be abbreviated as “1<sup>st</sup>.” Exceptions can be made when a number is part of a company logo or registered trademark, such as A1 Inc. or 84-Lumber. Company names containing initials should be with spaces between them (e.g., J J Reynolds vs JJ Reynolds). If the owner of the property is listed as a state agency in Michigan (e.g., Department of Transportation), enter the owner name as “State of Michigan,” then enter the agency (e.g., Transportation, Attorney General, etc.).

Enters the owner’s suffix or title last (e.g., Jr., Sr., III, Dr., Rev.). See Appendix F for suggested owner title abbreviation. 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 name 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.

**Note:** Corresponding relationship code must be entered for each additional owner in item D. 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 and the beneficiary of the policy would be the additional owner with a relationship code of “BF.”)

- D. Relationship Code. Enter “P” to denote primary owner information.
- E. Owner Tax Identification Number. Enter the owner’s SSN or the company’s FEIN. When establishing ownership, the SSN/FEIN is very important. This number will not be released as public information but will be used for identification.
- F. Deductions. This applies to safekeeping and safe deposit box contents only. Report safekeeping fees and liens. DO NOT deduct the fees from the amount remitted.
- 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 identify the owner of the property. Enter identifying numbers, such as check number, account number, policy number, cashier’s check number, or safe deposit box number.
- I. Quantity. Enter the total number of items being reported for this owner for safe deposit box properties, enter the number 1 for each box. If reporting aggregates under \$50, refer to Chapter 1, “Reporting Information and Requirements,” Aggregate Reporting.
- J. 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 remitted on behalf of the missing owner. List owners who are owed more than one amount of the same property type only once on the report, with all the amounts combined into one total. If reporting property in aggregate or unknown owners, total each property type and enter that amount. The amount remitted field for safekeeping reports is zero.

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 July 1.

**Keep a copy of this report for company records.**

## **Instructions for Reporting Securities**

**If reporting securities, submit report in the NAUPA standard electronic file format.**

If reporting securities-related property, review the following instructions for a better understanding of the information that must be included with the property report. See Chapter 2, “Reporting Specific Property,” for registration and delivery requirements for securities and mutual funds.

**Holder Name.** Submit the name of the company or institution that is reporting. Do not use any punctuation (periods, commas, apostrophes, etc.). If the name of the company starts with the word “The,” place it at the end (e.g., The Smith company should read Smith Company The). Do not abbreviate the first word of the company name (e.g., American vs. Amer., National vs. Natl). Do not use numbers in the Holder Name field. The word “First” should never be abbreviated as “1<sup>st</sup>.” Exceptions can be made when a number is a part of the company logo or registered trademark (e.g., A1 Inc. or 84 Lumber). Company names containing initials should have spaces between the initials (e.g., J J Reynolds vs. JJ Reynolds).

**Properties.** When reporting stock where the owner has different issues and these issues will be due the owner, there should be an owner record for each issue that will be due that owner. For example, Paul Smith had an account with XYZ Broker. In the account, Mr. Smith owned 12 shares of ABC Office Supply common, four shares of ABC Office Supply \$2.75 preferred, and 20 shares of After School Snack Company common. There should be three property records for Mr. Smith.

- **Issue Name.** Report the name of the security issue, which is due the owner. **Do not** enter more than one issue per owner record (i.e., brokers must provide one property record for each issue held in an owner’s account). If this is redemption, this field should contain the name of successor. Make sure to indicate the type of stock if it is other than common.
- **Property Type Code.** This field is **required**. The property type code distinguishes one property type from another. Select the four-character code that best describes the original property of the missing owner from Appendix A. See Chapter 2, “Securities and Securities-Related Cash,” for more information.
- **Owner’s Name.** Report 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 except when the first word is “The.” If the name of the company starts with the word “The,” place it at the end (e.g., The Smith Company should read Smith Company The). Do not abbreviate the first word of the company name (e.g., American vs. Amer., National vs. Natl). Do not use numbers in the Owner’s Name field. The word “First” should never be abbreviated as “1<sup>st</sup>.” Exceptions can be made when a number is part of a company logo or registered trademark, such as A1 Inc. or 84 Lumber.

Company names containing initials should be with spaces between them (e.g., J J Reynolds vs. JJ Reynolds). If the owner of the property is listed as a state agency in Michigan (e.g., Department of Transportation), enter the owner name as “State of Michigan,” then enter the agency (e.g., Transportation, Attorney General, etc.).

Report the owner’s suffix or title last (e.g., Jr., Sr., III, Dr., Rev.). See Appendix F for suggested owner title abbreviation. This field may be left blank.

Report 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.”

Report 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.”

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

Report 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, report the second owner’s name separately. Include the last name, first name, middle initial of the owner; and the last known address, relationship code, and SSN or FEIN. Continue until all owners for this property are listed.

**Note:** Corresponding relationship code must be entered for each additional owner. The relationship code indicates who must claim the property. See Appendix C for relationship codes.

- Relationship Code. Report “P” to denote primary owner information.
- Owner Tax Identification Number. Report the owner’s SSN or the company’s FEIN. When establishing ownership, the SSN/FEIN is very important. This number will not be released as public information but will be used for identification.
- Stock CUSIP Number. Provide the CUSIP number of the security issue reported.
- Date of Last Activity. This is the date on which the property became payable or redeemable (e.g., issue date of the dividend check or exchange date of a security), or the date any kind of documentable contact was made with the owner.
- Number of Shares. Report the number of shares which is being remitted for the owner (i.e., the total number of shares remitted for the owner for this issue).

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 July 1. Be sure to check amount and/or shares remitted match the grand total(s) on report.

See Chapter 2, “Securities and Securities-Related Cash,” for registration and delivery instructions.

## Instructions for Completing the Holder Transmittal

The *Michigan Holder Transmittal* (Form 2011) must be filed annually by all holders remitting property. Attach this form to the CD-ROM/diskette or paper report (*Annual Report of Unclaimed Cash and Safe Deposit Boxes* (Form 1223)). Also attach payment for the property which is identified as unclaimed. The transmittal provides information to UP about the company or institution and will serve as a guideline for the report.

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, 2016, so the holder report year would be 2016.
- 2. Holder Name.** Enter the name of the company or institution being reported. Do not use any punctuation (periods, commas, apostrophes, etc.). If the name of the company starts with the work “The,” place it at the end (e.g., The Smith Company should read Smith Company The). Do not abbreviate the first word of the company name (e.g., American vs. Amer., National vs. Natl). Do not use numbers in the Holder Name field. The word “First” should never be abbreviated as “1<sup>st</sup>.” Exceptions can be made when a number is part of a company logo or registered trademark (e.g. as A1 Inc. or 84 Lumber). Company names containing initials should be with spaces between them (e.g., J J Reynolds vs. JJ Reynolds). If the owner of the property is listed as a state agency in Michigan (e.g., Department of Transportation), enter the owner name as “State of Michigan,” then enter the agency (e.g., Transportation, Attorney General, etc.).
- 3. Holder Federal Employer Identification Number.** Enter the nine-digit FEIN assigned by the federal government. If the FEIN is not known, contact the organization’s payroll, accounting, or tax department.
- 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 filing electronically, please specify the source (i.e. e-mail UP Exchange, 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.** Must be signed by 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

# State of Michigan - Department of Treasury, Unclaimed Property

## APPENDIX A 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.

# State of Michigan - Department of Treasury, Unclaimed Property

## APPENDIX B

### 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		

# State of Michigan - Department of Treasury, Unclaimed Property

## APPENDIX C

### 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

**State of Michigan - Department of Treasury, Unclaimed Property**  
**APPENDIX D**  
**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>
---------------	--------------------	----------------------

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

Issued under the authority of P.A. 29 of 1995, Filing is mandatory.  
Failure to file is punishable by fine.

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

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
-----------	--------	----------	--------------

# 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 (YYYYMMDD)
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 (YYYYMMDD)
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 (YYYYMMDD)
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 (YYYYMMDD)
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 (YYYYMMDD)
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.						<b>TOTAL REFUND</b>	

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>				
	<table border="1"> <tr> <td>Signature of Holder Representative</td> <td>Date</td> </tr> <tr> <td>Print or Type Representative's Name</td> <td>Date</td> </tr> </table>	Signature of Holder Representative	Date	Print or Type Representative's Name	Date
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.

<b>PART 1: ENTITY INFORMATION</b>	
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

  

<b>PART 2: AGREEMENT INFORMATION</b>
<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> <ol style="list-style-type: none"><li>(1) Within six (6) months from the date this form is filed with the Unclaimed Property, to 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.</li><li>(2) To perform due diligence for unclaimed property items valued \$50 and greater as mandated by the Act.</li><li>(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.</li><li>(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.</li><li>(5) The unclaimed property reports will be filed using electronic reporting software in the nationally recognized National Association of Unclaimed Property Administrators (NAUPA) format.</li><li>(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.</li></ol>

  

<b>PART 3: TREASURY AGREEMENT</b>
<p><b>Treasury agrees to the following terms:</b></p> <ol style="list-style-type: none"><li>(1) To exclude the Holder in Unclaimed Property audit efforts during the six month period after the filing of this form.</li><li>(2) Holders will not be assessed penalties or interest for property remitted voluntarily in compliance with this agreement and the Act.</li></ol>

  

<b>PART 4: CERTIFICATION</b>	
<p><b>By my signature below, I attest to the following:</b></p> <ol style="list-style-type: none"><li>(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.</li><li>(2) Agreement to all of the terms identified above.</li><li>(3) I am aware of the unclaimed property types and dormancy periods under the Act.</li><li>(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.</li></ol>	
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](http://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](mailto:TreasUPDReporting@michigan.gov)

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