

# Office of Arkansas Auditor of State

**Andrea Lea**



## Arkansas Unclaimed Property Reporting Booklet

- Revised November 2015 -

# **Arkansas Unclaimed Property Reporting Booklet**

General Unclaimed Property Reports are due by October 31st

Certain Companies Issuing Life Insurance Policies  
Must Report by April 30th

## **Complete Your Report Online**

[https://www.ark.org/upr/app/annual\\_report\\_form.html](https://www.ark.org/upr/app/annual_report_form.html)

<https://upexpress.eagletm.com>

**-or-**

**Mail Your Completed Report and Remittances to:**

Andrea Lea, Auditor of State  
Unclaimed Property Division  
1401 West Capitol Avenue, Suite 325  
Little Rock, AR 72201

For Additional Information Visit  
[www.auditor.ar.gov](http://www.auditor.ar.gov)

# Steps to Complete the Report

1. Your accountant or controller should search your records for any unclaimed funds your organization may be holding. See the Property Type Codes & Abandonment Periods schedule on pages 6-7 for types of reportable funds. Please refer to the following link for additional information regarding the reporting of unclaimed property:

<http://auditor.ar.gov/unclaimedProperty/Pages/reportingSpecificProperty.aspx>

2. If a diligent search has shown that your organization is not holding any unclaimed funds, file a negative report using the Transmittal (AOS/UP1) form on page 6. Mark the negative box in the Type of Report section. Please note that a negative report will be necessary only for organizations that reported property to us in the last three years.
3. Issue due diligence letters to the property's owners between 60 and 120 days before filing your report. Due diligence letters must be issued for all items \$50.00 and over when the address on record may be accurate. See pages 20-21 for sample due diligence letters.
4. Choose a method of reporting after reviewing the following information on reporting methods. Indicate your method of reporting selection on AOS/UP1. The Division of Unclaimed Property ("Division") requires holders to utilize NAUPA electronic reporting when the number of records exceeds twenty five. Online reporting is preferred.
  - Online - Use our website, [www.auditor.ar.gov](http://www.auditor.ar.gov), to submit your report electronically. With this method of reporting, you do not need to fill out any of the forms in this booklet.
  - By mail – Send paper forms and CD-ROM (if reporting more than 25 items). To report less than 25 items by paper, complete the applicable forms contained in this packet. Basic information about your organization and summary information about your unclaimed property report should be provided on AOS/UP1 on page 9. Owner detail for your report should be provided on AOS/UP2, AOS/UP3, AOS/UP4, and/or AOS/UP5. A computer printout is acceptable for owner detail if all required information is included. NAUPA electronic reporting is required for holders reporting more than 25 records, but can be used for reports of any size. The most current version of the NAUPA Standard Electronic File Format may be found online at [www.unclaimed.org](http://www.unclaimed.org). Your CD-ROM must be accompanied by a completed AOS/UP1 form. Password protected CD-ROMs are not accepted.
5. Complete your report. For your convenience, statute allows items under \$50.00 to be lumped together into a single aggregate amount. The Division, however, prefers to receive all owners' details regardless of the amount. Stock, safe deposit box contents, and all other non-cash items must be listed individually.
6. You can deliver your report, remittance, and safe deposit box contents using the delivery instructions on page 2. See pages 15-16 for securities delivery instructions.
7. If you have any questions, please e-mail us at [holders@auditor.ar.gov](mailto:holders@auditor.ar.gov) or call us at 501-682-9174.

# Delivery Instructions

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Payments can be delivered using the following methods:

ACH Transfer:

ABA #082000109

Wire Transfer:

Regions Bank Arkansas  
ABA #062005690

For Benefit of:

Auditor of State account #8009152660

By Mail:

Andrea Lea, Auditor of State  
Unclaimed Property Division  
1401 West Capitol Avenue, Suite 325  
Little Rock, AR 72201

Note: The holder must confirm all ACH or wire transfers by fax to (501) 683-4285 or by email to [holders@auditor.ar.gov](mailto:holders@auditor.ar.gov). The ACH or wire description field should include your company name and federal tax identification number. Receipt of funds does not relieve the holder from the obligation to file the detailed report under A.C.A. §18-28-207 on or before the due date. The Auditor of State is working to provide businesses with an online payment portal through [www.auditor.ar.gov](http://www.auditor.ar.gov). Our office hopes to launch this service later this year.

# Reporting Codes

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## Relationship Codes

AD	Administrator	The person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AG	Agent For	A person who is authorized to act for another (the agent's principal) through employment, by contract, or apparent authority.
AF	Attorney For	A person who has been qualified by a State or Federal court to provide legal services, including appearing in court, and is authorized to act for another.
AN	And (Unspecified Joint Relationship)	Unspecified joint relationship including 'AND'.
BF	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy, or any instrument in which there is distribution.
CP	Community Property	Property or earnings received by a husband and wife during marriage, other than by gift, devise, or descent. Separate property is property owned by a spouse before marriage or received during the marriage by gift, devise or descent. In some jurisdictions, earnings from separate property are also separate property, and in some jurisdictions, such earnings are community property. California, Arizona, New Mexico, Texas, Nevada, Idaho, Washington, Wisconsin, Louisiana and Puerto Rico recognize 'Community Property'.
CN	Conservator	A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age.
CF	Custodian	A person with whom some article is left, usually pursuant to a contract (called a "contract of bailment"), who is responsible for the safe return of the article to the owner when the contract is fulfilled.
DF	Defendant	The party sued in a civil lawsuit or the party charged with a crime in a criminal prosecution.
ES	Estate	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
EX	Executor or Executrix	The person appointed to administer the estate of a person who has died leaving a will which nominates that person.
FB	For Benefit of	A person who is entitled to property that is held by another person (typically a custodian or trustee). FB is typically used in trustee, self-directed, inherited, education and transferred accounts.
GR	Guardian	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs.
HE	Heir	Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.)
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy.

JT	Joint Tenants	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated.
JS	Joint Tenants with Rights of Survivorship	A type of account which is owned by at least two people, where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of that other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
TC	Tenants in Common	A type of account which is owned by at least two people with no rights of survivorship afforded to any of the account holders. In this type of account, a surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death. Generally, the member ownership in the account is determined on a pro rata basis, meaning that if there are two tenants in the account, each will have a 50% claim on the account's value.
JE	Tenants in Entireties	Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor.
OR	(Or) Unspecified Joint Relationship	Unspecified joint relationship including 'OR'
OT	Other Relationship	Relationship other than specified in this list. Additional details should be submitted with the property.
PD	Payable On Death	Account is payable on Death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate.
PA	Payee	The one named on a check or promissory note to receive payment.
PO	Power of Attorney	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope.
RE	Remitter	Used primarily on official checks. The Remitter is the person who purchased the official check. This relationship is separate from the Holder who turns the property over to the state.
SO	Sole Owner	Sole Owner is used when there is only a single owner for the property, and that person has all rights to the ownership of the property.
TE	Trustee	A person or entity who holds the assets (corpus) of a trust for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it.
UG	Uniform Gifts to Minor	Property that is gifted to a Minor under the Uniform Gifts to Minors Act – (UGMA). This act allows minors to own property such as securities. Under the UGMA, the ownership of the funds works like it does with any other trust except that the donor must appoint a custodian (the trustee) to look after the account. Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU.
UT	Uniform Transfer to Minor	Property that is gifted to a minor under the Uniform Transfer to Minors Act – (UTMA). This act allows a minor to receive gifts such as money, patents, royalties, real estate and fine art, without the aid of a guardian or trustee. The gift giver or an appointed custodian manages the minor's account until the minor is of age (usually 18 or 21).
UN	Unknown	The owner's relationship to the property is not known.
UF	Usufruct	Usufruct is a real right in a property owned by another, normally for a limited time or until death. Simply stated, it is the right to use the property, to enjoy the fruits and income of the property, to rent the property out and to collect the rents, all to the exclusion of the underlying real or naked owner. The usufructuary has the full right to use the property but cannot dispose of the property nor can it be destroyed.

### Tangible Type Codes (Safekeeping Codes)

Code	Description
BRAC	Bracelet
COIN	US Coins
CSET	Coin Sets
CURR	US Currency - All
EARR	Earrings
FDOC	Other Financial Instruments (CDs, stocks, etc.)
FLAT	Flatware/Serving Pieces
FRMY	Foreign Currency - All
GEMS	Gem Stones (loose)
GOLD	Gold
JEWL	Jewelry
MISC	Miscellaneous Papers (receipts, photos, letters, or other documents with little or no monetary value)
NECK	Necklace
ODOC	Ownership Documents (deeds, titles, etc.)
PAPR	Personal Papers (passports, military records, birth or death certificates, wills, etc.)
RING	Ring
SILV	Silver
SPRT	Sports Memorabilia
STMP	Stamps
SVBD	Financial Instruments (savings bonds, CDs, stocks, etc.)
TANG	Other Tangible Property
WCOL	Collectible Weapons

Additionally, UCP will not accept human remains (i.e., teeth, hair, cremains), medical devices or implants (i.e., dentures, IUD), prescription drugs, illicit drugs, or drug paraphernalia.

### Deduction and Withholding Codes

DR Drilling Fees & Unpaid Rent

SC Storage Charges

ZZ Addition or Deduction\*

\*Any deductions must satisfy A.C.A § 18-28-205.

## \*\*\* Important \*\*\*

Your report must be delivered to our office by October 31 (April 30 for Life Insurance companies). Calculate abandonment as of June 30 of the current year (December 31 for Life Insurance companies).

## Property Type Codes &amp; Abandonment Periods

## Account Balances Due (1)

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	AC01	Checking Accounts
3	AC02	Savings Accounts
3	AC03	Mature CD or Save Cert
3	AC04	Christmas Club Funds
3	AC05	Money on deposit to secure fund
3	AC06	Security Deposit
3	AC07	Unidentified Deposit
3	AC08	Suspense Accounts
3	AC99	Aggregate Account Balances (Under \$50)

## Insurance (7)

<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
3	IN99	Aggregate Insurance Property (Under \$50)

## Uncashed Checks (2)

<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
3	CK06	Warrants
7	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)

## Securities (8)

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	SC01	Dividends
3	SC02	Interest (Bond Coupons)
3	SC03	Principal Payments
3	SC04	Equity Payments
3	SC05	Profits
3	SC06	Funds Paid to Purchase Shares
3	SC07	Funds for Stocks & Bonds
5	SC08	Shares of Stock (Returned by Post Office)
5	SC09	Cash for Fraction Shares
5	SC10	Unexchanged Stock of Successor Corp
5	SC11	Other Cert of Ownership
5	SC12	Underlying Shares or other Outstanding Certificates
3	SC13	Funds for Liquidation / Redemption of Un-surrendered Stck/Bnd
3	SC14	Debentures
5	SC15	U S Govt Securities
5	SC16	Mutual Fund Shares
3	SC17	Warrant (Rights)
3	SC18	Mature Bond Principal
5	SC19	Dividend Reinvestment Plans
3	SC20	Credit Balances
3	SC21	Bearer Bond Interest
3	SC22	Bearer Bond Principal
3	SC99	Aggregate Security Related Cash (Under \$50)

## Mineral Proceeds &amp; Mineral Interest (3)

<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 Proceeds (Under \$50)

## Trust Investment &amp; Escrow Accounts (9)

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	TR01	Paying Agent Account
3	TR02	Undelivered or Uncashed Dividends
3	TR03	Funds held in Fiduciary Capacity
3	TR04	Escrow Accounts
3	TR05	Trust Vouchers
3	TR06	Pre-Need Funeral Plans
3	TR99	Aggregate Trust Property (Under \$50)

## \*\*\* Important \*\*\*

Your report must be delivered to our office by October 31 (April 30 for Life Insurance companies). Calculate abandonment as of June 30 of the current year (December 31 for Life Insurance companies).

## Property Type Codes &amp; Abandonment Periods (Continued)

## Misc. Checks &amp; Intangible Personal Property (4)

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	MS01	Wages, Payroll, Salary
1	MS02	Commissions
3	MS03	Workers Compensation Benefits
3	MS04	Payments For Goods & Services
3	MS05	Customer Overpayments
3	MS06	Unidentified Remittances
3	MS07	Unrefunded Overcharges
3	MS08	Accounts Payable
3	MS09	Credit Balance -- Accounts Receivable
3	MS10	Discounts Due
3	MS11	Refunds Due
3	MS12	Unredeemed Gift Certificates
3	MS13	Unclaimed Loan Collateral
3	MS14	Pension & Profit Sharing
1	MS15	Dissolution or Liquidation
3	MS16	Miscellaneous Outstanding Checks
3	MS17	Miscellaneous Intangible Property
3	MS18	Suspense Liabilities
3	MS99	Aggregate Misc Property (Under \$50)

## Court Deposits (6)

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	CT01	Escrow Funds
1	CT02	Condemnation Awards
1	CT03	Missing Heir's Funds
1	CT04	Suspense Accounts
1	CT05	Other Court Deposits
1	CT99	Aggregate Court Deposit

## Utilities (10)

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	UT01	Utility Deposits
3	UT02	Membership Fees
1	UT03	Refunds or Rebates
3	UT99	Aggregate Utilities (Under \$50)

## Other (11)

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	CS01	Educational Savings Accounts - Cash
3	CS02	Educational Savings Accounts - Mutual Funds
3	CS03	Educational Savings Accounts - Securities
3	HS01	Health Savings Account
3	HS02	Health Savings Account Investment
3	IR01	Traditional IRA - Cash
3	IR02	Traditional IRA - Mutual Funds
3	IR03	Traditional IRA - Securities
3	IR05	Roth IRA - Cash
3	IR06	Roth IRA - Mutual Funds
3	IR07	Roth IRA - Securities
3	ZZZZ	Properties Not Identified Above
3	MS99	Aggregate Other (Under \$50)

## Safe Deposit Boxes &amp; Safekeeping (5)

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
5	SD01	SD Box Contents
5	SD02	Other Safekeeping
5	SD03	Other Tangible Property

## \*\*\*\*\*Important\*\*\*\*\*

All property held by government entities or instrumentalities has a one (1) year abandonment period

## Instructions – Holder Annual Report of Unclaimed Property Transmittal (AOS/UP1)

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Unless submitting your report online, you must complete and file form AOS/UP1, Holder Annual Report of Unclaimed Property Transmittal. If there are no unclaimed funds to report (negative report), then that is the only form that you need to file.

1. Enter your organization's basic information, including name and mailing address.
2. Enter all other information requested on AOS/UP1, including the name, telephone number, fax number, and e-mail address of the contact person. The contact person should be the individual who would be able to answer any questions concerning the report.
3. Answer the due diligence question. Law requires you to perform due diligence 60 to 120 days before filing your report. See pages 20-21 for sample due diligence letters.
4. Indicate which type of report you are filing. Annual: Your regular report due each year. Negative: No unclaimed funds to report. Supplemental: An additional report filed to supplement a regular report that you've already submitted.
5. Indicate the method of reporting you are using to file your report. CD-ROM or online reporting (NAUPA electronic reporting) is required for holders reporting more than 25 records, but can be used for reports of any size. The most current version of the NAUPA Standard Electronic File Format may be found online at [www.unclaimed.org](http://www.unclaimed.org). Your CD-ROM must be accompanied by a completed AOS/UP1 form. Password protected CD-ROMs are not accepted.
6. Complete the summary box. Enter the totals from AOS/UP2 cash and AOS/UP3 mineral proceeds. Total these two amounts and attach your check in that total amount to the front of the form. Enter the totals from AOS/UP4 and AOS/UP5 on the appropriate lines for shares and safe deposit boxes. Do not enter the value of shares.
7. An authorized representative must sign and date the certification at the bottom of AOS/UP1.



# Instructions – List of Owners of Unclaimed Funds (AOS/UP2)

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This form is used to report individual cash and cash-related items of unclaimed funds, stock dividends, and bond funds. If applicable, complete and return AOS/UP3, AOS/UP4, or AOS/UP5. Mineral proceeds should be reported separately on AOS/UP3. If the form provided is not large enough for all cash listings, make a copy of the blank form before using it or attach a computer printout which includes all of the required information.

1. Enter the full name of each owner of property. For an owner who is an individual, list the last name, insert a comma, insert a space, list the full first name, insert a space, and list the middle initial. Please follow the name with any identifiers such as Jr. or Sr. if applicable. Example:

- i. Smith, James R Jr

Punctuation should consist only of a comma between the last and first names. List corporation, partnership, association, and trade names exactly as adopted. Where there are two or more owners of an item, list each owner on a separate line. List the primary owner first along with the total unclaimed funds for all owners. List the remaining owners along with \$0.00 in the “Amount Reported” column. Example:

ii. Smith, James R Jr	\$725.00
iii. Smith, Betty S	\$0.00

2. List the last known address of the owner, beneficiary, payee, or trustee as shown in your records, even if mail has been returned from that address. If the address is unknown, mark it as “unknown”. Do not abbreviate city names. Use standard post office abbreviations for state names. This requirement is consistent with A.C.A. § 18-28-207(b)(2).
3. Enter the Relationship Code which best describes the owner’s relationship to the funds and, when there are two or more owners of an item, their relationship to one another. See pages 3-5 for a list of relationship codes.
4. List the owner’s social security number or tax ID number if you have it. Other than the owner’s name, this is the most important information you can furnish to us. The Division holds all social security numbers in strictest confidence. This requirement is consistent with A.C.A. § 18-28-207(b)(2).
5. Enter the property type code that corresponds to the type of funds you are reporting. See pages 6-7 for a list of property type codes.

## Instructions (AOS/UP2) - Continued

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6. Enter the account number or other identifying number for the unclaimed funds you are reporting (example: owner account number, check number, policy number, etc.).
7. Enter the date of last transaction such as the last deposit or withdrawal made by the owner. It may also be the date of the check, or the date the property became payable, demandable, or distributable. If payable on demand, the date the instrument was issued should be used. For automatic rollover, use the date following the first maturity. In other words, the date reported here should be the date with which the holder uses to determine dormancy, regardless of whether it is the date of last contact or the date of last transaction or otherwise.
8. Enter the amount, including interest, dividends, payment of principal, or any other sum held or owned by the owner. For your convenience, statute allows items under \$50.00 to be lumped together into a single aggregate amount. The Division, however, prefers to receive all owners' details regardless of the amount.
9. Enter the page numbers of AOS/UP2 pages consecutively at the top right-hand corners of all AOS/UP2 pages.
10. Total the Amount Reported column on each page of AOS/UP2 and enter the Grand Total on the last page of AOS/UP2 as well as under Total cash reported on AOS/UP1.



Office of Auditor of State Andrea Lea  
 List of Owners of Unclaimed Funds (AOS/UP2)

Page # \_\_\_\_\_ of \_\_\_\_\_

Holder of unclaimed funds:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

(For your convenience, statute allows items under \$50.00 to be lumped together into a single aggregate amount - see instructions.)

Owner Name	Last Known Address	Relation- ship Code	Social Security #	Property Type Code	Acct. #	Date of Last Transaction	Amount Reported
Last, First Middle	# & Street		Tax ID #		Cert. #		
(List names alphabetically by last name)	City, State, Zip				Policy #		
							\$
					Enter Page Total Here		\$
	(Also enter on AOS/UP1)				If last page of report enter Grand Total Here		\$

## Instructions – List of Owners of Unclaimed Mineral Proceeds (AOS/UP3)

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This form is used only to report individual cash and cash-related items of unclaimed mineral proceeds as defined by A.C.A. §18-28-201(9). Mineral proceeds are amounts payable for the extraction, production, or sale of minerals, or upon the abandonment of those payments, all payments that become payable thereafter. The term includes the amounts payable:

- A. For the acquisition and retention of a mineral lease, including bonuses, royalties, compensatory royalties, shut-in royalties, minimum royalties, and delay rentals.
  - B. For the extraction, production, or sale of minerals, including net revenue interests, royalties, overriding royalties, extraction payments, and production payments; and
  - C. Under an agreement or option, including a joint operating agreement, unit agreement, pooling agreement, and farm-out agreement.
- 
1. See the Instructions-List of Owners of Unclaimed Funds (AOS/UP2) on page10 for answers to most questions concerning completion of this form.
  2. Enter the legal description of the property interest including the county, section, township, and range



# Instructions - Holder Annual Report of Unclaimed Stock and Other Securities (AOS/UP4)

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This form is used to report all classes of stock and undeliverable, unexchanged, underlying, and other securities presumed abandoned. Unclaimed securities should be listed in alphabetical order by issuer name, including CUSIP number, and account number. Cash dividends, bond interest, and other security-related cash items are to be reported on AOS/UP2. Do not enter the market value of unliquidated securities anywhere on this report. See instructions for AOS/UP2 for information on how to list owners.

1. See the Instructions-List of Owners of Unclaimed Funds (AOS/UP2) on page 10 for answers to most questions concerning completion of this form.
2. Important: Please note that we do not require or accept the liquidation of mutual funds. Pre-approval is required for direct registration of securities unless otherwise addressed herein. See item #8 on page 16 for mutual fund delivery instructions.
3. Enter the issuer name and account number/CUSIP number for all reported securities. If more than one issuer is being reported, list the issuers' names in alphabetical order.
4. Enter the description of the securities you are reporting. Identify the securities reported by type class – such as common, preferred, or registered bond.
5. Enter the date of last transaction for all reported accounts. Enter the date on which the property became payable, redeemable, or returnable. For reportable shares from stock dividends and stock splits provide the date payable. For shareholders of acquired companies that do not exchange their shares for their entitlement of the acquiring company, list the date of last shareholder activity on the account, not the date of acquisition. If the security is an underlying share, enter the issue date of the earliest uncashed dividend check as the date of the last transaction.
6. Enter the number of shares for each owner listed on your report. Enter the total number of shares at the bottom of AOS/UP4. The grand total should be entered on the last page of AOS/UP4 and on AOS/UP1.
7. All securities (other than mutual funds) must be re-registered in the name of the State of Arkansas, Unclaimed Property Division, Federal Tax ID #71-6006062 as follows:
  - A. DTC:  
Wells Fargo Advisors LLC 141 Code 40  
FOA-8024-9345 State of Arkansas, Unclaimed Property Division  
\*Options B & C may only be used when option A is not applicable.
  - B. By Mail (Certificate):  
State of Arkansas, Unclaimed Property Division  
1401 West Capitol Avenue, Suite 325  
Little Rock, AR 72201
  - C. Other deliveries:  
Pre-approval is required for any delivery method not listed above.

## Instructions (AOS/UP4) - Continued

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8. All mutual funds must be re-registered as follows:

A. DTC (preferred):

Wells Fargo Advisors LLC 141 Code 40  
FOA-6750-9109 State of Arkansas, Unclaimed Property Division  
Tax ID #71-6006062

B. Direct registration:

Direct registration of mutual funds is only permissible when DTC is not possible. If mutual fund shares may not be transferred by way of DTC, a statement of account must accompany the unclaimed property report. The initial statement should not be sent separately. The mutual fund statement must be re-registered as follows:

State of Arkansas Unclaimed Property Division Mutual Fund Account  
1401 W. Capitol Ave., Suite 325  
Little Rock, AR 72201  
Tax ID #71-6006062

C. Other deliveries:

Pre-approval is required for any delivery method not listed above.

General Considerations:

The Office of Auditor of State and the following individuals must be listed as authorized actors with full control of the account: (1) Robert Scott, (2) Melanie Wilson, (3) Wesley Smith, and (4) Andrea Lea. Failure to grant full control of the account to the office of the Auditor of State and to the listed individuals will be considered non-delivery and may trigger the assessment of both interest and penalties. Failure to complete proper registration of the direct registration account and deliver an account statement accompanying the unclaimed property report by the reporting deadline will also be considered non-delivery and may trigger the assessment of both interest and penalties. Fractional shares of stock (not fractional mutual fund shares) must be liquidated prior to submitting the unclaimed property report and the resulting cash should be reported as Cash for Fractional Shares. All deliveries must be confirmed by fax to (501) 683-4285 or e-mail to [Rob.Scott@auditor.ar.gov](mailto:Rob.Scott@auditor.ar.gov).



# Instructions – List of Owners of Unclaimed Contents of Safe Deposit Boxes or Other Safekeeping Repositories (AOS/UP5)

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Every holder maintaining safe deposit boxes or other safekeeping repositories located in the state of Arkansas must report and remit property in its possession which constitutes unclaimed property to the Auditor of State. AOS/UP5 is used to report the owner information and the total number of boxes or repositories remitted.

1. The actual box/repository contents must be remitted with the Auditor of State inventory forms attached between January 1 and February 28.
2. The standard October 31 deadline will still apply to delivery of your unclaimed property reporting forms.
3. See the Instructions - List of Owners of Unclaimed Funds (AOS/UP2) on page 10 for answers to most questions concerning completion of this form.
4. Enter the box number rented by the owner.
5. Enter the date rent was due & unpaid and the date of expiration or the date the box was drilled and its contents inventoried.
6. Enter any costs incurred by the holder, if any, including drilling, storage, and unpaid rental.
7. Enter the number of boxes reported for each owner. Total each page and enter the grand total on the last page of AOS/UP5 and again on AOS/UP1.
8. Please note that our office may decline to receive property reported which is considered to have a value that is less than the expenses of notice and sale which is consistent with A.C.A. § 18-28-217(a).

We strongly recommend that safe deposit box/repository contents be delivered by bonded messenger or by insured mail for receipt at our office between 8:00 AM and 4:00 PM, Monday through Friday, excluding holidays.



# Sample Due Diligence Letter

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</u>
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Please indicate the disposition of the check on the bottom of this form and return it to us within \_\_\_\_ days.

Disposition of check:

\_\_\_ I cashed the above-referenced check. Provide date cashed, if known: \_\_\_/\_\_\_/\_\_\_

\_\_\_ I received the above-referenced check, but it has been lost or destroyed. Please issue a replacement check.

\_\_\_ I did not receive the above-referenced check. Please issue a replacement check.

\_\_\_ Other, explain:

\_\_\_\_\_  
\_\_\_\_\_

Please sign here: \_\_\_\_\_

Address: \_\_\_\_\_

# Sample Due Diligence Letter

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) for (REPORT YEAR). 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-referenced address information is correct for the account and I am aware of the account.

\_\_\_ Please change the account holder's name and/or address to read as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:

Date:

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

Sincerely,

YOUR BANK OFFICER