

GENERAL INSTRUCTIONS FOR REPORTING UNCLAIMED PROPERTY

Follow these steps to complete your Annual Unclaimed Property Report form 17-2006.

A. COVER PAGE:

1. Name of Entity:

Please complete all the information pertaining to the holder/company. The contact person listed should be the person completing the report. Enter the date and state of incorporation (if incorporated). Also, enter the approximate sales/gross receipts and number of employees for the period being reported. Please ensure that the correct Federal Tax ID# is listed on the report. If reporting for multiple subsidiaries, please list company names and tax ID#'s on a separate page and attach to the report.

2. Did you file a report of abandoned property last year?

Mark either the 'Yes' or 'No' box and, if 'No,' explain why you did not report last year. If you need to file a Report of Unclaimed Property for a prior year, please contact the Holder Compliance Unit at (602) 716-6031 for an extension date.

3. North American Industry Classification System (NAICS)

Find the six-digit NAICS code that relates to your business. If you are unsure of the number, a complete list is available at www.census.gov/epcd/www/naics.html.

4. Summary and Classification of Property Reported/Remitted on the following attached sheets

A. Accounts under \$50

Total all accounts with a value of less than \$50 together as one lump sum. Detail, as requested on Schedule A may be included, but is not required.

B. Accounts \$50 and over with name UNKNOWN

Total all accounts with a \$50 or greater value and an unknown owner together as one lump sum. Do not combine this total with the total entered in (A.). A detailed list of these accounts on a separate Schedule A is required.

C. Accounts \$50 and over with a name, etc. A detailed list on Schedule A is required.

5. Name of previous holder: (If you are a successor to a previous holder of the property, or if you have changed your name, please list any prior names.)

Indicate here the old name and address of your business if it has changed.

B. SCHEDULE A

This report should be filed on the reporting form enclosed or, if reporting more than 25 owners, filed by electronic media in the NAUPA file layout. Software to accomplish this is available for free at www.wagers.net.

Accounts less than \$50 may be separated and reported in the aggregate (with the exception of CT-06 Victims Restitution). If reported in the aggregate, items with the same property type code need to be grouped together and reported in total.

1. **Owner's Name and Last Known Address:**
Please furnish the entire name, if known, including any title, such as Jr., Sr., or III. Corporate titles, names of partnerships, associations, and trade names should be listed exactly as adopted. If the name is unknown or no longer available, indicate that in this field. Please furnish a complete address including zip code. If the complete address is not available, indicate the portion of the address that is known. The last known address should be reported even if it is determined that mail is no longer deliverable to the owner at the address.
2. **Last Activity Date:**
Indicate either the check issue date, the date of the last owner-directed account activity, the date the property became payable or distributable, or the date of last contact between the company and the owner, whichever applies.
3. **Account Number:**
Indicate the account number, check number, or other reference number for the property being reported.
4. **Relationship between Owners:**
Please refer to the relationship codes on the following page.
5. **SSN/FEIN:**
Indicate the owner's social security number or the company's tax identification number (if known).
6. **NAUPA Code:**
Indicate the NAUPA property code (see enclosed list) for the category the best describes what type of property you are remitting.
7. **Cash Amount Remitted:**
Indicate the dollar amount due owner(s).
8. **Interest Rate:**
Arizona's Unclaimed Property law provides that when interest-bearing property is delivered to the state, the owner will be entitled to continue to receive interest for a specified period of time. Therefore, if interest is being credited to any property type, please indicate the rate.
9. **Security Name or Name of Mutual Fund:**
Please indicate the name of the security, bond, or mutual fund if you are reporting them.
10. **CUSIP:**
If you are reporting a security, please indicate the CUSIP of the security. If you are reporting a bond, indicate the CUSIP, bond number, and any coupon numbers. If you are reporting a mutual fund, please indicate the fund number.
11. **Number of shares remitted:**
Indicate the actual number of shares being remitted for each individual owner.

NOTE: It is imperative that ALL pertinent property fields described above are thoroughly completed, this will aid in the location of the correct owner.

4. Relationship of Owners

Individual names reported without a relationship code will be coded as owners. If there is more than one owner you must indicate the relationship for each. **Please carefully review the relationship codes to ensure that your company is indicating the correct payment protocol.** Accepted relationship codes are listed below

RELATIONSHIP CODES		
Code	Definition of Relationship	Payment Protocol
AG	Agent for Owner	The individual or entity named as agent may claim property on behalf of the individual(s) named as owner(s). The Agent will be required to provide verification that they continue to have authority to act on behalf of the named owner. Payment will be issued in the name of the owner(s). Any named owner(s) may also receive payment by claiming on their own behalf. (Examples: Power of Attorney, Guardian, Attorney for, Personal Representative, Executor, Conservator).
AN	Joint Owners	Named individuals must claim together or show good cause, such as divorce or death, to claim separately. If paid individually each owner will receive an equal share.
AO	Either Party is Owner	First named individual/entity who claims property will be paid the entire property.
BF	Beneficiary	For non demutualization properties the individual named as beneficiary will be paid.
CF	Custodian	The individual or entity named as custodian can claim on behalf of the individual(s) named as owner(s). Payment will be issued in the name of the owner(s). Any named owner(s) may also receive payment by claiming on their own behalf.
IN	Insured	Individuals named as the insured will <u>not</u> be paid. The individual named as beneficiary will be paid. If the beneficiary is deceased and no successor beneficiary exists the property will be paid as the estate of the individual named as the insured.
JC	Joint Tenants in Common	Each individual named as a joint tenant in common will be paid an equal share of the property unless other percentages are specified. Deceased individual's portion of the property will be treated as the estate of the individual and will pass as instructed by will, probate order or Arizona intestate statutes.
JT	Joint Tenants with Rights of Survivorship	Each individual named as a joint tenant with rights of survivorship will be paid an equal share of the property. Deceased individual's portion of the property will be paid to the surviving owner(s).
OG	Owner	Each individual named as an owner will be paid an equal share of the property.
PA	Payee	Each individual named as a payee will be paid an equal share of the property.
RE	Remitter	Each individual named as a remitter will be paid an equal share of the property.
TE	Trustee	The individual or entity named as Trustee may claim property on behalf of the individual(s) named as owner(s). The Trustee will be required to provide verification that they continue to have the authority to act on behalf of the named owner. Payment will be issued in the name of the owner(s).
UG	Uniform Gift/Transfer to Minor	The minor or guardian of the minor may claim. Payment will be issued as a uniform gift/transfer to minor.