

INTRODUCTION

The Illinois Uniform Disposition of Unclaimed Property Act 765 ILCS 1025/1-30 (Act) requires the reporting of all intangible personal property (and any earnings thereon) held by business associations and life insurance companies which have remained unclaimed by the owner for five (5) years be presumed abandoned. Therefore, all property held by these types of businesses with dates of last activity of December 31, 2010 and prior are considered abandoned and must be reported. The due date for filing the Annual Report of Unclaimed Property is May 1, 2016.

CHANGE IN AGGREGATE REPORTING

A recent change to Illinois Unclaimed Property law changed the Aggregate amount to below \$5.00. This change is effective immediately.

ONLINE REPORTING

Reports can now be filed online. To utilize Online Reporting, holders with property must generate a data file in the NAUPA standard using HRS Pro or a like program. Holders may also report NTR's online. Information regarding Online Reporting and complete instructions for the process can be found at www.icash.illinois.gov under the >Holder Reporting link.

SPECIAL REPORTING REQUIREMENTS

REPORTING SOFTWARE - VISIT OUR WEB SITE AT WWW.ICASH.ILLINOIS.GOV.

- If you have 10 or more owners to report, you must file your report electronically in the NAUPA Standard. To accomplish this, you may use our reporting program, HRS Pro, which can be downloaded from our Web site. If the information you have to report is already in **Microsoft Excel**, detailed instructions for transferring your information can be found in HRS Pro.
- Send instructions for data files which are password protected to UP_Report@treasurer.state.il.us or provide a contact person and telephone number with the report submission.

FILING A NEGATIVE REPORT

- An NTR report will not be processed unless it is filed on a UPD601 form.
- If you need additional forms, go to www.icash.illinois.gov and click the >Holder Reporting link and then **Holder Packet (UPD601)**.

RECIPROCAL REPORTING

- Illinois will accept property only for those states listed in the table on page 8.
- **Only incidental property may be reported through reciprocity.** This applies to property reported directly to Illinois or for Illinois through a reciprocal state.
- Incidental property is defined as less than ten accounts or less than \$1,000.00 total property per state.
- Do not report Illinois security-related property to any other state (e.g., stock, bonds, mutual funds, dividends or interest).
- Illinois will accept **security-related property for Illinois owners only.**
- Reciprocity does not apply to negative reports. Negative reports must be filed directly to the state that is sending you the report.

REPORTING UNCLAIMED PROPERTY WITHOUT AN ADDRESS

The Supreme Court has ruled that unclaimed property is to be reported to the state of the owner's last known address. In the event that there is no address, the property is then reportable to the holder's state of incorporation, and if unincorporated to the state in which the holder has its principal place of business. An exception to the above rules would be the reporting of money orders, traveler's checks and other similar written instruments. These are to be reported to the state in which the instrument was purchased. If the state of purchase is unknown then refer to the rules stated above.

FORMS TO FILE

A holder must file the unclaimed property report on either the paper forms (UPD601 and UPD602) provided by the Agency or on computer diskette formatted according to the instructions located on our Web site at www.icash.illinois.gov or via Online Reporting.

The Annual Report of Unclaimed Property form (UPD601) must be completed and filed **regardless** of whether you have abandoned property to report. **This barcoded form is for filing the annual report for the holder identified in Section B only. It may not be used for filing the annual report for any other holder.**

The Annual Remittance Detail form (UPD602) is required only if you have property to report. **If a professional service is filing your report, you must provide them with forms UPD601 and UPD602 to file your report.** Copies of completed forms should be kept for your files.

Inaccurate or incomplete reports are not considered to be in compliance with reporting requirements, and may result in fees and charges as provided for in Section 1025/25.5 of the Act.

Mail these items to: Treasurer of the State of Illinois, Unclaimed Property Division, PO Box 19496, Springfield IL 62794-9496.

HOW TO REMIT PROPERTY

REPORTING CASH: Include a *check* for the total, *payable to: "ILLINOIS STATE TREASURER"*.

AUTOMATED CLEARING HOUSE TRANSFER (ACH) INSTRUCTIONS. Holders may also remit their payment via ACH transfer. To receive Illinois' ACH transfer instructions email your request to UP_Report@illinoistreasurer.gov or call (217)785-6998. The instructions will be faxed to you.

REPORTING STOCKS OR BONDS:

- **Certificates should be reissued in the name of "Springfield & Co.", FEIN # 90-0169148.** You may DTC shares to our account. Illinois' DTC number is 954, Reference: Springfield & Co/ AUZF1000002. A fax listing all securities to be transferred must be received 24 hours prior to delivery at (617)532-8755, Attn: Vilka Markovich. All deliveries without 24 hour prior notification will be rejected. The state must have a copy of the report prior to DTC transfer.
- **DO NOT enroll the State in dividend reinvestment plans.** Future dividends that accrue are to be remitted in cash.

REPORTING MUTUAL FUNDS

- All remittable mutual funds shall be registered and delivered to:

Treasurer of the State of Illinois, Unclaimed Property Division
1 West Old State Capitol Plaza, Suite 400
Springfield, IL 62701-1390
FEIN 36-3716228

- Remittable mutual funds shall be transferred to an account, for each fund within the family of funds.
- **DO NOT enroll the State in dividend reinvestment plans. All dividends and other income accruing on mutual fund shares are to be paid in cash.**
- No debits may be made to an account without written authorization from the office of the Treasurer.
- Monthly account statements sent to the above-listed address are mandatory.
- For any owner account reported that is less than one share, or does not meet a minimum balance requirement, liquidate the shares and remit the cash value of the account.

INSTRUCTIONS FOR COMPLETING FORM UPD601 - "ANNUAL REPORT OF UNCLAIMED PROPERTY"

Section A - Identifies the name and address of the business this report was mailed to and who is responsible for filing the annual report. If the information is different from that in Section B, it indicates that the business filing the report (A) is filing for a branch, subsidiary or client (B) located at a different address.

Section B - Shows the name and address of the business or branch for which this report is being filed.

Section C - Name and address changes. If information in Section B is changing, check the applicable reason for the change. Information concerning mergers or a change in filing responsibilities, from a subsidiary or division to a parent company or corporate headquarters, should be described in detail in Section D.

Section D - Complete this section if the business or company in Section B will no longer need to file annual unclaimed property reports due to merger or change in file responsibility.

- **Merger** - If the business listed in Section B has merged with another company that will be responsible for filing future reports, provide the name, address and FEIN of the surviving business.
- **Change in Filing Responsibilities** - If the business listed in Section B is a subsidiary or division of another corporation and future reports for this business will be filed by the parent corporation, provide the name, address and FEIN of the parent corporation.

Section E - Reflects information concerning your company that is currently on our database. Review the information in this section for accuracy and completeness, and make any changes/additions in red ink. **The information in this section is required.** It determines when you should report, what forms we should send you, and provides for comparative analysis of companies engaged in similar business activities.

- **Contact** - Please provide the name and telephone number of the person responsible for answering questions or resolving problems for the report, for owner claims and (if applicable) for stock.
- **Type of Business** - Identify your primary business activity. Please refer to the table on page 6 and determine which category best describes this, and then enter the two-digit code.
- **FEIN** - Your Federal Employer's Identification Number, a nine-digit number on your federal tax forms.
- **Employees/Sales/Assets** - Depending on your type of business activity, you may or may not need to indicate total sales for the last year; however, all businesses are expected to provide their current asset level and number of employees.

Due Diligence - If you have abandoned accounts that are reportable and the owners have not been contacted previously concerning their accounts' inactivity, Section 1025/11(e) of the Act requires that:

"before filing the annual report the holder of property presumed abandoned under this act shall communicate with the owner at his last known address if any address is known to the holder,... If the holder has not communicated with the owner at his last known address at least 120 days before the deadline for filing the annual report, the holder shall mail, at least 60 days before that deadline, a letter by first class mail to the owner at his last known address, if any address not shown to be inaccurate is known to the holder."

TIP - NO CONTACT REQUIRED ON ACCOUNTS LESS THAN \$10.00.

For an asset to not be considered abandoned, there must be an apparent and clear act by the true owner to respond to your contact. Non returned mail does not constitute such an act unless the notice was sent return receipt requested and the owner signed the receipt. **Failure to comply with Section 1025/11(e) may result in fees and charges as provided for in Section 1025/25.5 of the Act.**

Remittance of Cash and Securities: Record the total amount of cash, the total number of shares and the total number of owners being reported and remitted. To determine the number of owner records, count all owners (including joint or unknown owners and aggregate records) as one owner per record.

Nothing to Report - According to Section 760.20 of the Rules, if you have no abandoned property as defined by statute or rule, you are required to mark this box in Section E. Then, complete the rest of form UPD601, sign and file it with us.

Section F - Verification - This report must be verified and signed in order to be considered complete and in compliance with reporting requirements. Otherwise, it will be returned.

INSTRUCTIONS FOR COMPLETING FORM UPD602 – “ANNUAL REMITTANCE DETAIL”

In this packet is one Annual Remittance Detail, form UPD602, which may be duplicated as needed. Use this to report all pertinent information concerning owners and their property. Please refer to the illustration below and correspondingly numbered regions for assistance in completing the form.

**UNCLAIMED PROPERTY ANNUAL REMITTANCE DETAIL
UPD602**

Holder Name _____ **1** _____

Page ____ of ____

2	Check One ____ Single	Rel Code 3	Prefix 4	Last Name or Company: (circle one) 5			First 6	MI 7	Suffix 8
	____ Joint Owner ____ of ____	Bldg., Room, Floor, Suite or Apt # 9			SSN 15	Cash Amount 26			
Street or RR / Box 10					Date of Birth 16		Interest / Dividend (+) 27		
PO Box / APO / Foreign 11				Country		Property Code 17	Service Charge (-) 28		
City 12			State 13	ZIP 14		Account/Check # 18	Mailing Charges (-) 29		
Security Name 20	CUSIP # 21	Certificate/MF # 22	Stock Symbol 23	Transfer Date 24	# of Shares 25	Last Activity Date (Required) 19	AMOUNT REMITTED (=) 30		
Comments 31									

Region 1 - HOLDER NAME. Enter the name of the business from Section B of the barcoded form UPD601.

Region 2 - On form UPD602, there are three (3) complete owner information records. If the property being reported has only one owner, you would complete one record for it. For property with two or more owners, complete an owner record for each owner. For each owner record, indicate whether the record is a single entity (check Single) or one of multiple owners. To denote multiple owners, indicate on each owner record which record it is (e.g. owner 1 of 2 or owner 2 of 2). List owner record 1 first, and additional owners immediately afterward, in numeric order.

Region 3 - For records that describe *multiple* owners, enter the code that indicates the type of relationship that exists between these owners. A relationship code should be entered on each owner record of the group. See the table on page 8 for a listing of the possible relationship codes, and examples.

Regions 4-8 - OWNER NAME. To expedite processing of your report and owner claims and inquiries based on it, we ask for owner names to be in a particular format. Please use these guidelines for entering an owner name.

- If reporting items less than \$5.00 in an aggregate, **put aggregate in the last name field.**
- **Prefix** - The title before a person's name (e.g. Mr, Mrs, Miss, Reverend, Sergeant, Captain, Doctor, etc.) Ten spaces are allowed; abbreviate as needed.
- **Last Name** - The last name (if a person) or the complete name of a company or business. **If the name is not known**, type the word **UNKNOWN** in this field and provide any available property information.
- If the owner is a *person* and the last name has punctuation or spaces, omit them and close up the space. For example:

Original	Preferred
O'MALLEY	OMALLEY
VAN OWENS	VANOWENS
SMITH-JONES	SMITHJONES
- If the owner name is that of a *company* or *business*, Rules A-D apply. See the table on page 7.

Rule A: Use up to 40 spaces (type it in the Last Name field). For names longer than 40 letters, only a few words can be abbreviated (see list on page 7). Do not abbreviate words other than those in this list, and do not abbreviate the first word of a name. When 40 characters are reached, stop.

Rule B: If a company or business uses an acronym instead of their full name, do not use punctuation or spaces between the letters. However, if the company's name is the name of a person, put a space after each initial.

Rule C: The only non-alphanumeric character allowed in a name is '&' (for 'AND').

Rule D: If a name begins with 'The', remove 'The'.

First Name: Use up to 30 spaces.

Middle Name: Ten spaces are allowed for middle name or initial. If more than one middle name, use the first one.

Suffix: A word added to the end of person's name (e.g. Jr, Sr, III, MD, PHD, DDS, PC, CPA, Esquire, Attorney, Estate, Minor, Deceased). Ten spaces are allowed for the suffix; abbreviate if needed.

Regions 9-14- OWNER ADDRESS. Four lines are allowed for the owner's address. Each line indicates the type of address information to be typed on that line.

TIP - SAVE TIME! OMIT PUNCTUATION IN THE ADDRESS FIELDS!

Multiple Owners - If the owners for a multiple owner account have the same address, fill out the complete address information for the first owner and type 'same as above' in the Street Address field for the additional owners. If the owners have different addresses, the pertinent address information must be typed for each owner.

- **Bldg, Rm, Fl, Suite or Apt #** - Use up to 30 spaces.
- **Street Address or RR Box** - Use up to 30 spaces. (For joint owners with the same address as the first owner, type 'same as above'.)
- **PO Box/APO/Foreign Address** - Use up to 30 spaces. If a foreign address, type the city, province, territory.
- **Country** - If foreign address put name of country here.

TIP - USE CITY, STATE AND ZIP CODE FIELDS FOR USA ADDRESSES ONLY!

- **City** - Use up to 30 spaces. Do not abbreviate.
- **State** - Two (2) spaces are provided for the standard US Postal Service abbreviation.
- **ZIP Code** - Use up to nine (9) spaces. At least a five digit ZIP MUST be provided. For assistance in determining the ZIP code, contact the US Postal Service.

Region 15 - Social Security Number (SSN). Nine (9) spaces are provided for the owner's SSN. If you have this information, you should provide it. It simplifies and speeds the claims process and, sometimes, may be the only information a person can document to prove ownership.

- On a multiple owner account, supply each owner's SSN, if known. If only one SSN is known for the account, apply it to the appropriate owner if known, or to the first owner if you don't know which owner it belongs to.
- If you are reporting the name of a company, use the FEIN or TAX ID #, if known.

Region 16 - Date of Birth. Six (6) spaces are provided for the owner's date of birth. If you have this information, you should provide it. It simplifies and accelerates the claim process and, sometimes, may be the only information a person can document to prove ownership.

- On a multiple owner account, supply each owner's date of birth, if known. If only one date of birth is known for the account, apply it to the appropriate owner if known or to the first owner if you don't know which owner it belongs to.

Region 17 - Property Code. This code describes the type of property being remitted. All property must have a property type code. On page 7 is a table of property type codes; assign the most appropriate code for each property reported.

Region 18 - Owner Account or Check Number. Identify the account, policy, check, serial or other property identifying number. This number should apply specifically to the owner being reported, not to a general ledger number.

TIP - REGIONS 19-30 MUST BE COMPLETED ONLY FOR THE FIRST OWNER RECORD OF A MULTIPLE OWNER ACCOUNT!

Region 19 - Last Activity Date (LAD). Record the date of last activity for this property. The date of May 1, 1997, would be recorded as 05/01/97. **REQUIRED FIELD**

Region 20 - Security Name. Use this to describe a security related property being remitted.

Region 21 - CUSIP Number. The CUSIP number of the security being reported is required (from Section G, form UPD601).

Region 22 - Certificate/Bond Number/Mutual Fund Account Number. The certificate number or bond number associated with securities reissued in the name of Springfield & Co., FEIN #90-0169148, or the mutual fund account number associated with securities registered in the name of the Treasurer of the State of Illinois, Unclaimed Property Division, FEIN #36-3716228.

Region 23 - Stock Symbol or Ticker Symbol.

Region 24 - Transfer Date for Security. This is the date of issue of a stock/bond certificate or the date of transfer of a Mutual Fund account into the Treasurer's account.

Region 25 - Number of Shares. Type the number of shares for this owner. The total shares for all owners of a particular security must agree with the total shares reported for that security in Section G of form UPD601. For example, suppose there are 10 owners of ABC stock listed on the report, totaling 500 shares. Certificate 123456 of ABC stock listed in Section G form UPD601 should be for 500 shares.

- Do not report fractional shares on certificated stock - remit cash in lieu of the fractional shares (property code SC09).
- Mutual funds shares are to be reported up to the 4th decimal.

Region 26 - Cash Amount. In most instances, this is the principal amount available on the date of last activity. If you are reporting security related cash property, list each cash item as separate owner record.

Region 27 - Interest/Dividends. The total interest/dividends earned on the principal amount (Region 26) since the date of last activity. Applies only to deposit accounts.

Region 28 - Service Charge. The lawful charges that may be deducted as defined in 760.60 of the applicable rules. When backup withholding has been applied to an account, reflect this by reducing the amount of cash (Region 26) or Interest/Dividends (Region 27) reported, whichever is appropriate.

Region 29 - Mailing Charge. The actual costs of a due diligence mailing as required by Section 11(e) of the Act, and as defined in Section 760.40 of the applicable rules may be deducted.

Region 30 - Amount Remitted. This is the total of Regions 26 through 29. The total of the amounts remitted for all owners must equal the amount of the check submitted with this report.

Region 31 - Comments. This line may be used for AKA, DBA, FKA or other descriptive information not included in the relationship code, prefix, suffix, property type code or account information fields.

TYPE OF BUSINESS		
*10 Agriculture/Forestry/Fishing	*40-49 Trade (Wholesale/Retail)	Financial Services (cont'd)
*12 Mining	*40 Other	#71 Securities/Commodities
*17 Construction	*41 Clothing/Home Furnishings	#72 Mutual Funds
	*42 Light Industrial	#73 Pension Funds
	*43 Heavy Industrial	#74 Holding Companies
	*44 Food/Drug	#75 Real Estate/Title Insurance
*20-29 Manufacturing	*50-59 Services	#76 Non Life Insurance
*20 Other	*50 Other	*79 Life Insurance
*21 Clothing/Home Furnishings	*51 Health	
*22 Light Industrial	*52 Education	*80-89 Communications
*23 Heavy Industrial	*53 Professional	*80 Other
*24 Food/Drug	*56 Holding Company	*81 Telephone
		*82 Radio
*30-38 Utilities/Transportation	#60-79 Financial Services	*83 Television/Cable
*30 Other	#60 Other	*84 Newspaper/Magazine
*31 Oil	#61 Banks	
*32 Gas	#62 Trusts	#90-95 Public Services
*33 Electric	#63 Credit Unions	#90 Other
*34 Water	#64 Currency Exchanges	#91 Federal
*35 Air Transportation	#65 Savings & Loan	#92 State
*36 Water Transportation	#67 Safe Deposit Box	#93 County
*37 Rail Transportation	#68 Finance / Mortgage	#94 Municipal
*38 Highway Transportation		#95 Education (Public)
		#96 Utility (Government)
		#97 Transportation (Government)
* - Reports Due May 1		
# - Reports Due November 1		

PROPERTY TYPE CODES

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
<u>Account Balances</u>					
AC01	Checking Accounts	IN02	Group Policy Benefits or Claim Payments	MS14	Pension & Profit Sharing Plans
AC02	Savings Accounts	IN03	Proceeds Due Beneficiaries	MS15	Dissolution/Liquidation
AC03	Matured CD or Saving Certificate	IN04	Proceeds Due From Matured Policies, Endowments, and or Annuities	MS16	Misc Outstanding Checks
AC04	Christmas Club Funds	IN05	Premium Refunds	MS17	Misc Intangible Property
AC05	Money on Deposit to Secure Fund	IN06	Unidentified Remittances	MS18	Suspense Liabilities
AC06	Security Deposit	IN07	Other Amounts Due Under Policy Terms	<u>Securities</u>	
AC07	Unidentified Deposits	IN08	Agent Credit Balances	SC01	Dividends
AC08	Suspense Accounts			SC02	Interest (Bond Coupons)
AC09	Money Market			SC03	Principal Payments
<u>Some Uncashed Checks</u>					
CK01	Cashiers Checks	<u>IRA & Roth IRA</u>			
CK02	Certified Checks	IR01	IRA Cash	SC04	Equity Payments
CK03	Registered Checks	IR02	IRA Mutual Funds	SC05	Profits
CK04	Treasurer's Checks	IR03	IRA Securities	SC06	Funds Paid To Purchase Shares
CK05	Drafts	IR05	Roth IRA Cash	SC07	Funds For Stocks & Bonds
CK06	Warrants	IR06	Roth IRA Mutual Funds	SC08	Shares of Stock (Returned by Post Office)
CK07	Money Orders	IR07	Roth IRA Securities	SC09	Cash For Fractional Shares
CK08	Traveler's Checks			SC10	Unexchanged Stock of Successor Corp
CK09	Foreign Exchange Checks	<u>Mineral Proceeds/Interest</u>			
CK10	Expense Checks	MI01	Net Revenue Interest	SC11	Other Certificate of Ownership
CK11	Pension Checks	MI02	Royalties	SC12	Underlying Shares or Other Outstanding Certificates
CK12	Credit Checks or Memos	MI03	Overriding Royalties	SC13	Funds For Liquidation
CK13	Vendor Checks	MI04	Production Payments	SC14	Debentures
CK14	Checks Written Off to Income	MI05	Working Interest	SC15	US Government Securities
CK15	Outstanding Official Checks	MI06	Bonuses	SC16	Mutual Fund Shares
CK16	CD Interest Checks	MI07	Delay Rentals	SC17	Warrants (Rights)
<u>Educational Accounts</u>					
CS01	Cash	MI08	Shut-In Royalties	SC18	Matured Bond Principal
CS02	Mutual Funds	MI09	Minimum Royalties	SC19	Dividend Reinvestment Plans
CS03	Securities	<u>Misc Property</u>			
<u>Court Deposits</u>					
CT01	Escrow Funds	MS01	Wages, Payroll, Salary	SC20	Credit Balances
CT02	Condemnation Awards	MS02	Commissions	SC21	Sum of Various Stock Related Cash Items
CT03	Missing Heirs' Funds	MS03	Workers' Compensation	SC22	Cash In Lieu
CT04	Suspense Accounts	MS04	Payment of Goods & Services	SC23	Sum of Various Stock Related Stock Items
CT05	Other Court Deposits	MS05	Customer Overpayments	SC24	Money Market
<u>Health Savings Accounts</u>					
HS01	Cash	MS06	Unidentified Remittances	<u>Trusts, Investments, Escrows</u>	
HS02	Investment	MS07	Unrefunded Overcharges	TR01	Paying Agents Accounts
<u>Insurance</u>					
IN01	Individual Policy Benefits or Claim Payments	MS08	Accounts Payable	TR02	Undelivered or Uncashed Dividends
		MS09	Credit Balances & Accounts Receivable	TR03	Funds Held In Fiduciary Capacity
		MS10	Discounts Due	TR05	Trust Vouchers
		MS11	Refunds Due	TR06	Pre-Need Funeral Plans
		MS12	Unredeemed Gift Certificates	TR07	Escrow Taxes
		MS13	Unclaimed Loan Collateral	TR08	Escrow Earnest Money
				<u>Utilities</u>	
				UT01	Utility Deposits
				UT02	Membership Fees
				UT03	Refunds or Rebates
				UT04	Capital Credit Distributions

ALLOWED COMPANY OR BUSINESS NAME ABBREVIATIONS

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
ASSOCIATION	ASSN	CREDIT UNION	C U	INSURANCE	INS
COMPANY	CO	CURRENCY EXCHANGE	C E	LIMITED	LTD
CORPORATION	CORP	INCORPORATED	INC	SAVINGS & LOAN	S&L

EXAMPLES OF RULES A - D APPLIED TO COMPANY OR BUSINESS NAMES (See Page 4)

Rules	Original	Preferred
A	1ST NATIONAL BANK	FIRST NATIONAL BANK
A	INSURANCE CORPORATION OF AMERICA	INSURANCE CORP OF AMERICA
A	TOOL MFG COMPANY INCORPORATED	TOOL MANUFACTURING CO INC
B,C	U P S or U.P.S.	UPS
B	I D S FINANCIAL CORP	IDS FINANCIAL CORP
B,C	U. S. POSTMASTER	US POSTMASTER
B	RJ REYNOLDS	R J REYNOLDS
B	AE STALEY	A E STALEY
C,D	THE CHILDREN'S STORE	CHILDRENS STORE
A,C	ACE MANUFACTURING AND DIST	ACE MANUFACTURING & DISTRIBUTING

RELATIONSHIP CODES

Reminder - Single owner accounts do not require a relationship code.

Code	Description	Code	Description	Code	Description
A	Joint (and)	I	Administrator	Q	Payee
B	Joint (or)	J	Administrator (and)	R	Insured
C	Custodian	K	Administrator (or)	S	Beneficiary
D	Custodian (and)	L	Executor	T	Other
E	Custodian (or)	M	Executor (and)	U	Owner
F	Trustee	N	Executor (or)	V	Agent
G	Trustee (and)	O	Uniform Gift To Minors Act	W	Authorized Signature
H	Trustee (or)	P	Remitter	X	Sole Owner

RELATIONSHIP CODE EXAMPLES

JOHN AND MARY DOE, JT TEN	(Use 'A' for each)
MARY DOE, CUST OF JOHN (UGMA)	(Use 'O' for JOHN, 'C' for MARY)
MARY DOE, CUST OF JOHN	(Use 'U' for JOHN, 'C' for MARY)
JOHN & MARY DOE, CUST OF SUE	(Use 'U' for SUE, 'D' for JOHN & for MARY)
MARY DOE, TRUSTEE OF JOHN	(Use 'U' for JOHN, 'F' for MARY)
MARY DOE, ADM OF EST OF JOHN	(Use 'U' for JOHN, 'I' for MARY)
MARY DOE, EXEC OF EST OF JOHN.....	(Use 'U' for JOHN, 'L' for MARY)
MARY DOE, GURD OF JOHN	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, NFO OF JOHN	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, ASSG OF JOHN.....	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, SUB OF JOHN	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, FBO OF JOHN	(Use 'S' for JOHN, 'T' for MARY)

ABANDONMENT PERIODS (IN YEARS) FOR ILLINOIS AND RECIPROCAL STATES

Property	DC	FL	ID	IL	IN	KY	MA	MN	MO	NE	NV	NM	NC	ND	OH	RI	SD	UT	VA	WA	WI
Savings	3	5	5	5	5	7	3	3	5	5	3	5	5	5	5	3	5	5	5	5	5
Checking	3	5	5	5	5	7	3	3	5	5	3	5	5	5	5	3	5	5	5	5	5
Non-Bank Money Orders	7	7	5	5	7	7	3	7	7	5	7	7	7	7	7	5	5	7	7	5	7
Certificates of Deposit	3	5	5	*	5	7	3	3	5	5	3	5	10	3	5	6	5	5	5	5	5
Official Bank Checks/MO	7	5	5	5	5	7	3	3	5	5	5	5	7	3	5	3	5	5	5	5	5
Safe Deposit Boxes	3	3	5	5	5	7	3	5	5	5	3	5	2	3	3	3	5	5	5	5	5
Traveler's Checks	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Life Insurance: Matured	3	2	5	5	3	7	3	3	5	5	3	3	3	3	3	3	4	2	2	2	2
Other	3	5	2	5	5	7	3	3	5	5	3	3	5	3	3	3	4	5	5	5	5
Insurance ALL	3	5	5	5	5	7	3	3	5	5	3	3	5	3	3	3	4	--	--	5	5
Insurance Casualty	3	5	5	5	7	7	3	3	5	5	3	3	5	2	3	3	5	5	5	5	5
Utility Deposits	3	1	1	5	1	7	3	1	5	3	1	1	1	1	1	A	1	1	*	1	1
Utility Refunds	3	5	1	5	1	7	3	1	5	3	1	1	1	1	1	A	1	1	*	1	1
Dividends	3	5	5	5	5	7	3	3	5	5	3	5	5	2	5	3	5	5	5	5	5
Securities	3	5	5	5	5	7	3	3	5	5	3	5	5	3	3	5	5	5	5	5	7
Debt (Bonds)	3	5	5	5	5	7	3	3	5	5	3	5	5	3	3	5	5	5	5	5	5
Dissolutions/Liquidations	*	A	*	2	1	7	1	A	2	2	1	1	1	1	1	1	1	1	1	1	1
Fiduciaries	3	5	7	5	5	7	3	3	5	5	3	5	5	3	3	3	5	5	5	5	5
Wages	1	1	1	1	1	7	3	1	5	1	1	1	5	2	1	1	1	1	1	1	1
State Courts & Agencies	1	1	1	7	1	5	3	3	*	3	3	1	5	3	Ex	*	1	1	1	2	1
Federal Courts & Agencies	2	5	1	7	1	5	3	3	5	3	3	1	5	3	3	*	1	1	1	2	1
Mineral Proceeds	3	5	5	5	5	Ex	3	3	5	5	3	5	5	3	1	3	5	5	5	5	5
All Other Property	3	5	5	5	5	7	3	3	5	5	3	5	5	2	3	3	5	5	5	5	5
IRA, KEOGH	3	5	3	5	3	7	3	3	5	5	3	5	3	3	3	3	5	5	10	5	5
Gift Certificates	5	Ex	*	*	3	7	3	3	%5	5	3	%3	*3	Ex	Ex	3	*	5	*	5	5
Credit Memos	5	5	5	5	3	7	Ex	3	5	3	3	3	3	2	3	3	5	5	*	5	5
Vendor - Vendor Payments	5	5	*	*	5	7	Ex	3	5	3	3	3	5	2	1	3	5	5	*	5	5
Aggregate Amount	50	50	NP	5	50	100	100	100	50	25	50	50	50	50	50	50	50	25	100	25	50

Legend: Y = Yes
Ex = Exempt

N = No **NP = No Provision** **A = 6 months**
% = If redeemable in merchandise only, report 60% of face value

*** = Refer To State Law For Specific Information**

**OFFICE OF THE ILLINOIS STATE TREASURER
UNCLAIMED PROPERTY DIVISION**

INSTRUCTIONS
FOR FILING THE ANNUAL REPORT AND THE
ANNUAL REMITTANCE DETAIL OF UNCLAIMED PROPERTY
USING FORMS UPD601 AND UPD602

Introduction 1
Change in Aggregate Amount..... 1
Online Reporting 1
Special Reporting Requirements 1
 ▪ Electronic Reporting ▪ Reciprocal Property
 ▪ Filing a Negative Report (NTR) ▪ Unclaimed Property Without an Address
Forms to File 1
How to Remit Property 2
Instructions for Completing Form UPD601 2-4
Instructions for Completing Form UPD602 4-6
Types of Business Class Codes 6
Property Type Codes 7
Abbreviations Allowed For Company or Business Names 7
Examples of Rules A-D 7
Relationship Codes..... 8
Relationship Codes Examples 8
Abandonment Periods for Illinois and Reciprocal States 8

Refer all Reporting Questions to (217)785-6998
(8 a.m. to 4:30 p.m. Central Time)

DUE NOVEMBER 1, 2015

Note: If your report is not received by November 1, 2015, you may be assessed administrative charges, fees and interest.

FORM MUST BE TYPED

HOW TO REACH US BY MAIL			
If by:	Regular Mail (U.S. Postal Service)	If by:	Express Mail Service
Send to:	Illinois State Treasurer's Office Unclaimed Property Division PO Box 19496 Springfield, IL 62794-9496	Send to:	Illinois State Treasurer's Office Unclaimed Property Division 1 West Old State Capitol Plaza, Suite 400 Springfield, IL 62701-1390

INTRODUCTION

The Illinois Uniform Disposition of Unclaimed Property Act 765 ILCS 1025/1-30 (Act) requires the reporting of all intangible personal property (and any earnings thereon) held by banking and financial organizations, and insurance companies other than life insurance corporations which have remained unclaimed by the owner for five (5) years be presumed abandoned. Therefore, all property held by these types of businesses with dates of last activity of June 30, 2010 and prior is considered abandoned and must be reported. The due date for filing the Annual Report of Unclaimed Property is November 1, 2015. Additionally, intangible personal property being held by governmental entities which has remained unclaimed by the owner for a period of seven (7) years is also presumed abandoned and must be reported. Governmental entities must report and remit abandoned property with dates of last activity for June 30, 2008 and prior, by November 1, 2015.

CHANGE IN AGGREGATE REPORTING

A recent change to Illinois Unclaimed Property law changed the Aggregate amount to below \$5.00. This change is effective immediately.

ONLINE REPORTING

Reports can now be filed online. To utilize Online Reporting, holders with property must generate a data file in the NAUPA standard using HRS Pro or a like program. Holders may also report NTR's online. Information regarding Online Reporting and complete instructions for the process can be found at www.icash.illinois.gov under the I-Cash link.

SPECIAL REPORTING REQUIREMENTS

REPORTING SOFTWARE - VISIT OUR WEB SITE AT WWW.ICASH.ILLINOIS.GOV.

- If you have 10 or more owners to report, you must file using our reporting program, HRS Pro, which can be downloaded from our Website or a like program that will generate a NAUPA Standard file. If the information you have to report is already in **Microsoft Excel**, detailed instructions for transferring your information can be found in HRS Pro.
- Send instructions for data files which are password protected to UP_Report@treasurer.state.il.us or provide a contact person and telephone number with the report submission.

FILING A NEGATIVE REPORT

- An NTR report will not be processed unless it is filed on a UPD601 form or is filed using Online Reporting.
- If you need additional forms, go to www.icash.illinois.gov and click *Holder Packet (UPD601)*.

RECIPROCAL REPORTING

- Illinois will accept property only for those states listed in the table on page 8.
- **Only incidental property may be reported through reciprocity.** This applies to property reported directly to Illinois or for Illinois through a reciprocal state.
- Incidental property is defined as less than ten accounts or less than \$1,000.00 total property per state.
- Do not report Illinois security-related property to any other state (e.g., stock, bonds, mutual funds, dividends or interest).
- Illinois will accept **security-related property for Illinois owners only.**
- Reciprocity does not apply to negative reports. Negative reports must be filed directly to the state that is sending you the report.

REPORTING UNCLAIMED PROPERTY WITHOUT AN ADDRESS

The Supreme Court has ruled that unclaimed property is to be reported to the state of the owner's last known address. In the event that there is no address, the property is then reportable to the holder's state of incorporation, and if unincorporated to the state in which the holder has its principal place of business. An exception to the above rules would be the reporting of money orders, traveler's checks and other similar written instruments. These are to be reported to the state in which the instrument was purchased. If the state of purchase is unknown then refer to the rules stated above.

FORMS TO FILE

A holder must file the unclaimed property report on either the paper forms UPD601 and UPD602, substituting a data file for form UPD602 when the holder has more than 10 items to report, or online according to the instructions located on our Web site at www.icash.illinois.gov.

An Annual Report of Unclaimed Property must be completed and filed **regardless** of whether you have abandoned property to report.

The Annual Remittance Detail form (UPD602) is required only if you have property to report. **If a professional service is filing your report, you must provide them with forms UPD601 and UPD602 to file your report.** Copies of completed forms should be kept for your files.

Inaccurate or incomplete reports are not considered to be in compliance with reporting requirements, and may result in fees and charges as provided for in Section 1025/25.5 of the Act.

HOW TO REMIT PROPERTY

REPORTING CASH: Include a *check* for the total, *payable to: "ILLINOIS STATE TREASURER"*.

AUTOMATED CLEARING HOUSE TRANSFER (ACH) INSTRUCTIONS. Holders may also remit their payment via ACH transfer. To receive Illinois' ACH transfer instructions email your request to UP_Report@treasurer.state.il.us or call (217)785-6998. The instructions will be faxed to you.

REPORTING STOCKS OR BONDS:

- **Certificates should be reissued in the name of "Springfield & Co.", FEIN # 90-0169148.** You may DTC shares to our account. Illinois' DTC number is 954, Reference: Springfield & Co/ AUZF10000002. A fax listing all securities to be transferred must be received 24 hours prior to delivery at (617)532-8755, Attn: Vilka Markovich. All deliveries without 24 hour prior notification will be rejected. The state must have a copy of the report prior to DTC transfer.
- **DO NOT enroll the State in dividend reinvestment plans.** Future dividends that accrue are to be remitted in cash.

REPORTING MUTUAL FUNDS

- All remittable mutual funds shall be registered and delivered to:

Treasurer of the State of Illinois, Unclaimed Property Division
1 West Old State Capitol Plaza, Suite 400
Springfield, IL 62701-1390
FEIN 36-3716228

- Remittable mutual funds shall be transferred to an account, for each fund within the family of funds.
- **DO NOT enroll the State in dividend reinvestment plans. All dividends and other income accruing on mutual fund shares are to be paid in cash.**
- No debits may be made to an account without written authorization from the office of the Treasurer.
- Monthly account statements sent to the above-listed address are mandatory.
- For any owner account reported that is less than one share, or does not meet a minimum balance requirement, liquidate the shares and remit the cash value of the account.

INSTRUCTIONS FOR COMPLETING FORM UPD601 - "ANNUAL REPORT OF UNCLAIMED PROPERTY"

Section A - Identifies the name and address of the business this report was mailed to and who is responsible for filing the annual report. If the information is different from that in Section B, it indicates that the business filing the report (A) is filing for a branch, subsidiary or client (B) located at a different address.

Section B - Shows the name and address of the business or branch for which this report is being filed.

Section C - Name and address changes. If information in Section B is changing, check the applicable reason for the change. Information concerning mergers or a change in filing responsibilities, from a subsidiary or division to a parent company or corporate headquarters, should be described in detail in Section D.

Section D - Complete this section if the business or company in Section B will no longer need to file annual unclaimed property reports due to merger or change in file responsibility.

- **Merger** - If the business listed in Section B has merged with another company that will be responsible for filing future reports, provide the name, address and FEIN of the surviving business.
- **Change in Filing Responsibilities** - If the business listed in Section B is a subsidiary or division of another corporation and future reports for this business will be filed by the parent corporation, provide the name, address and FEIN of the parent corporation.

Section E - Reflects information concerning your company that is currently on our database. Review the information in this section for accuracy and completeness, and make any changes/additions in red ink. **The information in this section is required.** It determines when you should report, what forms we should send you, and provides for comparative analysis of companies engaged in similar business activities.

- **Contact** - Please provide the name and telephone number of the person responsible for answering questions or resolving problems for the report, for owner claims and (if applicable) for stock.
- **Type of Business** - Identify your primary business activity. Please refer to the table on page 6 and determine which category best describes this, then enter the two-digit code.
- **FEIN** - Your Federal Employer's Identification Number, a nine-digit number on your federal tax forms.
- **Employees/Sales/Assets** - Depending on your type of business activity, you may or may not need to indicate total sales for the last year; however, all businesses are expected to provide their current asset level and number of employees.

Due Diligence - If you have abandoned accounts that are reportable and the owners have not been contacted previously concerning their accounts' inactivity, Section 1025/11(e) of the Act requires that:

"before filing the annual report the holder of property presumed abandoned under this act shall communicate with the owner at his last known address if any address is known to the holder,... If the holder has not communicated with the owner at his last known address at least 120 days before the deadline for filing the annual report, the holder shall mail, at least 60 days before that deadline, a letter by first class mail to the owner at his last known address, if any address not shown to be inaccurate is known to the holder."

TIP - NO CONTACT REQUIRED ON ACCOUNTS LESS THAN \$10.00.

For an asset to not be considered abandoned, there must be an apparent and clear act by the true owner to respond to your contact. Non returned mail does not constitute such an act unless the notice was sent return receipt requested and the owner signed the receipt. **Failure to comply with Section 1025/11(e) may result in fees and charges as provided for in Section 1025/25.5 of the Act.**

Remittance of Cash and Securities: Record the total amount of cash, the total number of shares and the total number of owners being reported and remitted. To determine the number of owner records, count all owners (including joint or unknown owners and aggregate records) as one owner per record.

Nothing to Report - According to Section 760.20 of the Rules, if you have no abandoned property as defined by statute or rule, you are required to mark this box in Section E. Then, complete the rest of form UPD601, sign and file it with us.

Section F - Verification - This report must be verified and signed in order to be considered complete and in compliance with reporting requirements. Otherwise, it will be returned.

INSTRUCTIONS FOR COMPLETING FORM UPD602 – “ANNUAL REMITTANCE DETAIL”

In this packet is one Annual Remittance Detail, form UPD602, which may be duplicated as needed. Use this to report all pertinent information concerning owners and their property. Please refer to the illustration below and correspondingly numbered regions for assistance in completing the form.

UNCLAIMED PROPERTY ANNUAL REMITTANCE DETAIL UPD602

Holder Name _____ 1 _____

Page ____ of ____

2	Check One ____ Single	Rel Code 3	Prefix 4	Last Name or Company: (circle one) 5			First 6	MI 7	Suffix 8
	____ Joint Owner ____ of ____	Bldg., Room, Floor, Suite or Apt # 9			SSN 15		Cash Amount 26		
Street or RR / Box 10					Date of Birth 16		Interest / Dividend (+) 27		
PO Box / APO / Foreign 11				Country		Property Code 17		Service Charge (-) 28	
City 12			State 13	ZIP 14		Account/Check # 18		Mailing Charges (-) 29	
Security Name 20	CUSIP # 21	Certificate/MF # 22	Stock Symbol 23	Transfer Date 24	# of Shares 25	Last Activity Date (Required) 19	AMOUNT REMITTED (=) 30		
Comments 31									

Region 1 - HOLDER NAME. Enter the name of the business from Section B of the barcoded form UPD601.

Region 2 - On form UPD602, there are three (3) complete owner information records. If the property being reported has only one owner, you would complete one record for it. For property with two or more owners, complete an owner record for each owner. For each owner record, indicate whether the record is a single entity (check Single) or one of multiple owners. To denote multiple owners, indicate on each owner record which record it is (e.g. owner 1 of 2 or owner 2 of 2). List owner record 1 first, and additional owners immediately afterward, in numeric order.

Region 3 - For records that describe **multiple** owners, enter the code that indicates the type of relationship that exists between these owners. A relationship code should be entered on each owner record of the group. See the table on page 8 for a listing of the possible relationship codes, and examples.

Regions 4-8 - OWNER NAME. To expedite processing of your report and owner claims and inquiries based on it, we ask for owner names to be in a particular format. Please use these guidelines for entering an owner name.

- If reporting items less than \$5.00 in an aggregate, **put aggregate in the last name field.**
- **Prefix** - The title before a person's name (e.g. Mr, Mrs, Miss, Reverend, Sergeant, Captain, Doctor, etc.) Ten spaces are allowed; abbreviate as needed.
- **Last Name** - The last name (if a person) or the complete name of a company or business. **If the name is not known**, type the word **UNKNOWN** in this field and provide any available property information.
- If the owner is a **person** and the last name has punctuation or spaces, omit them and close up the space. For example:

<u>Original</u>	<u>Preferred</u>
O'MALLEY	OMALLEY
VAN OWENS	VANOWENS
SMITH-JONES	SMITHJONES
- If the owner name is that of a **company** or **business**, Rules A-D apply. See the table on page 7.

Rule A: Use up to 40 spaces (type it in the Last Name field). For names longer than 40 letters, only a few words can be abbreviated (see list on page 7). Do not abbreviate words other than those in this list, and do not abbreviate the first word of a name. When 40 characters are reached, stop.

Rule B: If a company or business uses an acronym instead of their full name, do not use punctuation or spaces between the letters. However, if the company's name is the name of a person, put a space after each initial.

Rule C: The only non-alphanumeric character allowed in a name is '&' (for 'AND').

Rule D: If a name begins with 'The', remove 'The'.

First Name: Use up to 30 spaces.

Middle Name: Ten spaces are allowed for middle name or initial. If more than one middle name, use the first one.

Suffix: A word added to the end of person's name (e.g. Jr, Sr, III, MD, PHD, DDS, PC, CPA, Esquire, Attorney, Estate, Minor, Deceased). Ten spaces are allowed for the suffix; abbreviate if needed.

Regions 9-14- OWNER ADDRESS. Four lines are allowed for the owner's address. Each line indicates the type of address information to be typed on that line.

TIP - SAVE TIME! OMIT PUNCTUATION IN THE ADDRESS FIELDS!

Multiple Owners - If the owners for a multiple owner account have the same address, fill out the complete address information for the first owner and type 'same as above' in the Street Address field for the additional owners. If the owners have different addresses, the pertinent address information must be typed for each owner.

- **Bldg, Rm, Fl, Suite or Apt #** - Use up to 30 spaces.
- **Street Address or RR Box** - Use up to 30 spaces. (For joint owners with the same address as the first owner, type 'same as above'.)
- **PO Box/APO/Foreign Address** - Use up to 30 spaces. If a foreign address, type the city, province, territory.
- **Country** - If foreign address put name of country here.

TIP - USE CITY, STATE AND ZIP CODE FIELDS FOR USA ADDRESSES ONLY!

- **City** - Use up to 30 spaces. Do not abbreviate.
- **State** - Two (2) spaces are provided for the standard US Postal Service abbreviation.
- **ZIP Code** - Use up to nine (9) spaces. At least a five digit ZIP MUST be provided. For assistance in determining the ZIP code, contact the US Postal Service.

Region 15 - Social Security Number (SSN). Nine (9) spaces are provided for the owner's SSN. If you have this information, you should provide it. It simplifies and speeds the claims process and, sometimes, may be the only information a person can document to prove ownership.

- On a multiple owner account, supply each owner's SSN, if known. If only one SSN is known for the account, apply it to the appropriate owner if known, or to the first owner if you don't know which owner it belongs to.
- If you are reporting the name of a company, use the FEIN or TAX ID #, if known.

Region 16 - Date of Birth. Six (6) spaces are provided for the owner's date of birth. If you have this information, you should provide it. It simplifies and accelerates the claim process and, sometimes, may be the only information a person can document to prove ownership.

- On a multiple owner account, supply each owner's date of birth, if known. If only one date of birth is known for the account, apply it to the appropriate owner if known or to the first owner if you don't know which owner it belongs to.

Region 17 - Property Code. This code describes the type of property being remitted. All property must have a property type code. On page 7 is a table of property type codes; assign the most appropriate code for each property reported.

Region 18 - Owner Account or Check Number. Identify the account, policy, check, serial or other property identifying number. This number should apply specifically to the owner being reported, not to a general ledger number.

TIP - REGIONS 19-30 MUST BE COMPLETED ONLY FOR THE FIRST OWNER RECORD OF A MULTIPLE OWNER ACCOUNT!

Region 19 - Last Activity Date (LAD). Record the date of last activity for this property. The date of May 1, 2004, would be recorded as 05/01/04. REQUIRED FIELD

Region 20 - Security Name. Use this to describe a security related property being remitted.

Region 21 - CUSIP Number. The CUSIP number of the security being reported is required (from Section G, form UPD601).

Region 22 - Certificate/Bond Number/Mutual Fund Account Number. The certificate number or bond number associated with securities reissued in the name of Springfield & Co., FEIN #90-0169148, or the mutual fund account number associated with securities registered in the name of the Treasurer of the State of Illinois, Unclaimed Property Division, FEIN #36-3716228.

Region 23 - Stock Symbol or Ticker Symbol.

Region 24 - Transfer Date for Security. This is the date of issue of a stock/bond certificate or the date of transfer of a Mutual Fund account into the Treasurer's account is required.

Region 25

- **Number of Shares.** Type the number of shares for this owner. The total shares for all owners of a particular security must agree with the total shares reported for that security in Section G of form UPD601. For example, suppose there are 10 owners of ABC stock listed on the report, totaling 500 shares. Certificate 123456 of ABC stock listed in Section G form UPD601 should be for 500 shares.

- Do not report fractional shares on certificated stock - remit cash in lieu of the fractional shares (property code SC09).
- Mutual funds shares are to be reported up to the 4th decimal.

Region 26 - Cash Amount. In most instances, this is the principal amount available on the date of last activity. If you are reporting security related cash property, list each cash item as separate owner record.

Region 27 - Interest/Dividends. The total interest/dividends earned on the principal amount (Region 26) since the date of last activity. Applies only to deposit accounts.

Region 28 - Service Charge. The lawful charges that may be deducted as defined in 760.60 of the applicable rules. When backup withholding has been applied to an account, reflect this by reducing the amount of cash (Region 26) or Interest/Dividends (Region 27) reported, whichever is appropriate.

Region 29 - Mailing Charge. The actual costs of a due diligence mailing as required by Section 11(e) of the Act, and as defined in Section 760.40 of the applicable rules may be deducted.

Region 30 - Amount Remitted. This is the total of Regions 26 through 29. The total of the amounts remitted for all owners must equal the amount of the check submitted with this report.

Region 31 - Comments. This line may be used for AKA, DBA, FKA or other descriptive information not included in the relationship code, prefix, suffix, property type code or account information fields.

TYPE OF BUSINESS		
*10 Agriculture/Forestry/Fishing	*40-49 Trade (Wholesale/Retail)	Financial Services (cont'd)
*12 Mining	*40 Other	#71 Securities/Commodities
*17 Construction	*41 Clothing/Home Furnishings	#72 Mutual Funds
	*42 Light Industrial	#73 Pension Funds
	*43 Heavy Industrial	#74 Holding Companies
	*44 Food/Drug	#75 Real Estate/Title Insurance
*20-29 Manufacturing	*50-59 Services	#76 Non Life Insurance
*20 Other	*50 Other	*79 Life Insurance
*21 Clothing/Home Furnishings	*51 Health	
*22 Light Industrial	*52 Education	*80-89 Communications
*23 Heavy Industrial	*53 Professional	*80 Other
*24 Food/Drug	*56 Holding Company	*81 Telephone
		*82 Radio
*30-38 Utilities/Transportation	#60-79 Financial Services	*83 Television/Cable
*30 Other	#60 Other	*84 Newspaper/Magazine
*31 Oil	#61 Banks	
*32 Gas	#62 Trusts	#90-95 Public Services
*33 Electric	#63 Credit Unions	#90 Other
*34 Water	#64 Currency Exchanges	#91 Federal
*35 Air Transportation	#65 Savings & Loan	#92 State
*36 Water Transportation	#67 Safe Deposit Box	#93 County
*37 Rail Transportation	#68 Finance / Mortgage	#94 Municipal
*38 Highway Transportation		#95 Education (Public)
		#96 Utility (Government)
		#97 Transportation (Government)
* - Reports Due May 1		
# - Reports Due November 1		

PROPERTY TYPE CODES

Code	Description	Code	Description	Code	Description
<u>Account Balances</u>					
AC01	Checking Accounts	IN02	Group Policy Benefits or Claim Payments	MS14	Pension & Profit Sharing Plans (IRA, KEOGH)
AC02	Savings Accounts	IN03	Proceeds Due Beneficiaries	MS15	Dissolution/Liquidation
AC03	Matured CD or Saving Certificate	IN04	Proceeds Due From Matured Policies, Endowments, and or Annuities	MS16	Misc Outstanding Checks
AC04	Christmas Club Funds			MS17	Misc Intangible Property
AC05	Money on Deposit to Secure Fund	IN05	Premium Refunds	MS18	Suspense Liabilities
AC06	Security Deposit	IN06	Unidentified Remittances	<u>Securities</u>	
AC07	Unidentified Deposits	IN07	Other Amounts Due Under Policy Terms	SC01	Dividends
AC08	Suspense Accounts	IN08	Agent Credit Balances	SC02	Interest (Bond Coupons)
AC09	Money Market			SC03	Principal Payments
<u>Some Uncashed Checks</u>					
CK01	Cashiers Checks	<u>IRA & Roth IRA</u>			
CK02	Certified Checks	IR01	IRA Cash	SC04	Equity Payments
CK03	Registered Checks	IR02	IRA Mutual Funds	SC05	Profits
CK04	Treasurer's Checks	IR03	IRA Securities	SC06	Funds Paid To Purchase Shares
CK05	Drafts	IR05	Roth IRA Cash	SC07	Funds For Stocks & Bonds
CK06	Warrants	IR06	Roth IRA Mutual Funds	SC08	Shares of Stock (Returned by Post Office)
CK07	Money Orders	IR07	Roth IRA Securities	SC09	Cash For Fractional Shares
CK08	Traveler's Checks			SC10	Unexchanged Stock of Successor Corp
CK09	Foreign Exchange Checks	<u>Mineral Proceeds/Interest</u>			
CK10	Expense Checks	MI01	Net Revenue Interest	SC11	Other Certificate of Ownership
CK11	Pension Checks	MI02	Royalties	SC12	Underlying Shares or Other Outstanding Certificates
CK12	Credit Checks or Memos	MI03	Overriding Royalties	SC13	Funds For Liquidation
CK13	Vendor Checks	MI04	Production Payments	SC14	Debentures
CK14	Checks Written Off to Income	MI05	Working Interest	SC15	US Government Securities
CK15	Outstanding Official Checks	MI06	Bonuses	SC16	Mutual Fund Shares
CK16	CD Interest Checks	MI07	Delay Rentals	SC17	Warrants (Rights)
<u>Educational Accounts</u>					
CS01	Cash	MI08	Shut-In Royalties	SC18	Matured Bond Principal
CS02	Mutual Funds	MI09	Minimum Royalties	SC19	Dividend Reinvestment Plans
CS03	Securities			SC20	Credit Balances
<u>Court Deposits</u>					
CT01	Escrow Funds	<u>Misc Property</u>			
CT02	Condemnation Awards	MS01	Wages, Payroll, Salary	SC21	Sum of Various Stock Related Cash Items
CT03	Missing Heirs' Funds	MS02	Commissions	SC22	Cash In Lieu
CT04	Suspense Accounts	MS03	Workers' Compensation	SC23	Sum of Various Stock Related Stock Items
CT05	Other Court Deposits	MS04	Payment of Goods & Services	SC24	Money Market
<u>Health Savings Accounts</u>					
HS01	Cash	MS05	Customer Overpayments	<u>Trusts, Investments, Escrows</u>	
HS02	Investment	MS06	Unidentified Remittances	TR01	Paying Agents Accounts
		MS07	Unrefunded Overcharges	TR02	Undelivered or Uncashed Dividends
		MS08	Accounts Payable	TR03	Funds Held In Fiduciary Capacity
		MS09	Credit Balances & Accounts Receivable	TR05	Trust Vouchers
		MS10	Discounts Due	TR06	Pre-Need Funeral Plans
		MS11	Refunds Due	TR07	Escrow Taxes
		MS12	Unredeemed Gift Certificates	TR08	Escrow Earnest Money
		MS13	Unclaimed Loan Collateral	<u>Utilities</u>	
				UT01	Utility Deposits
				UT02	Membership Fees
				UT03	Refunds or Rebates
				UT04	Capital Credit Distributions

ALLOWED COMPANY OR BUSINESS NAME ABBREVIATIONS

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
ASSOCIATION	ASSN	CREDIT UNION	C U	INSURANCE	INS
COMPANY	CO	CURRENCY EXCHANGE	C E	LIMITED	LTD
CORPORATION	CORP	INCORPORATED	INC	SAVINGS & LOAN	S&L

EXAMPLES OF RULES A - D APPLIED TO COMPANY OR BUSINESS NAMES (See Page 4)

Rules	Original	Preferred
A	1ST NATIONAL BANK	FIRST NATIONAL BANK
A	INSURANCE CORPORATION OF AMERICA	INSURANCE CORP OF AMERICA
A	TOOL MFG COMPANY INCORPORATED	TOOL MANUFACTURING CO INC
B,C	U P S or U.P.S.	UPS
B	I D S FINANCIAL CORP	IDS FINANCIAL CORP
B,C	U. S. POSTMASTER	US POSTMASTER
B	RJ REYNOLDS	R J REYNOLDS
B	AE STALEY	A E STALEY
C,D	THE CHILDREN'S STORE	CHILDRENS STORE
A,C	ACE MANUFACTURING AND DIST	ACE MANUFACTURING & DISTRIBUTING

RELATIONSHIP CODES

Reminder - Single owner accounts do not require a relationship code.

Code	Description	Code	Description	Code	Description
A	Joint (and)	I	Administrator	Q	Payee
B	Joint (or)	J	Administrator (and)	R	Insured
C	Custodian	K	Administrator (or)	S	Beneficiary
D	Custodian (and)	L	Executor	T	Other
E	Custodian (or)	M	Executor (and)	U	Owner
F	Trustee	N	Executor (or)	V	Agent
G	Trustee (and)	O	Uniform Gift To Minors Act	W	Authorized Signature
H	Trustee (or)	P	Remitter	X	Sole Owner

RELATIONSHIP CODE EXAMPLES

JOHN AND MARY DOE, JT TEN	(Use 'A' for each)
MARY DOE, CUST OF JOHN (UGMA)	(Use 'O' for JOHN, 'C' for MARY)
MARY DOE, CUST OF JOHN	(Use 'U' for JOHN, 'C' for MARY)
JOHN & MARY DOE, CUST OF SUE	(Use 'U' for SUE, 'D' for JOHN & for MARY)
MARY DOE, TRUSTEE OF JOHN	(Use 'U' for JOHN, 'F' for MARY)
MARY DOE, ADM OF EST OF JOHN	(Use 'U' for JOHN, 'I' for MARY)
MARY DOE, EXEC OF EST OF JOHN.....	(Use 'U' for JOHN, 'L' for MARY)
MARY DOE, GURD OF JOHN	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, NFO OF JOHN	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, ASSG OF JOHN.....	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, SUB OF JOHN	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, FBO OF JOHN	(Use 'S' for JOHN, 'T' for MARY)

ABANDONMENT PERIODS (IN YEARS) FOR ILLINOIS AND RECIPROCAL STATES

Property	DC	FL	ID	IL	IN	KY	MA	MN	MO	NE	NV	NM	NC	ND	OH	RI	SD	UT	VA	WA	WI
Savings	3	5	5	5	5	3	3	3	5	5	3	5	5	5	5	3	5	5	5	3	5
Checking	3	5	5	5	5	3	3	3	5	5	3	5	5	5	5	3	5	5	5	3	5
Non-Bank Money Orders	7	7	7	5	7	3	3	7	7	7	7	7	7	7	5	5	5	7	7	5	7
Certificates of Deposit	3	5	5	*	5	3	3	3	5	5	3	5	10	5	5	6	5	5	5	3	5
Official Bank Checks/MO	3	5	*	5	5	3	3	3	5	5	*	*	7	3	5	*	5	*	*	*	*
Safe Deposit Boxes	3	3	5	5	5	3	7	5	5	5	3	5	2	3	3	3	5	5	5	5	5
Traveler's Checks	15	15	15	15	15	7	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Life Insurance: Matured	3	2	5	5	3	3	3	3	5	5	3	3	3	3	3	3	4	5	2	2	2
Other	3	5	5	5	5	3	3	3	5	5	3	3	5	3	3	3	4	5	5	3	5
Insurance ALL	3	--	5	5	--	3	3	3	5	5	3	3	--	3	3	3	--	5	--	--	--
Insurance Casualty	3	5	5	5	5	3	3	3	5	5	3	3	5	3	3	3	5	5	5	3	5
Utility Deposits	1	1	1	5	1	3	3	1	5	3	1	1	1	1	1	1	1	1	1	1	1
Utility Refunds	1	5	5	5	1	3	3	1	5	3	3	1	1	1	A	1	1	5	1	5	1
Dividends	3	3	5	5	3	3	3	3	5	5	3	5	3	2	5	3	5	5	5	3	3
Securities	3	3	5	5	3	3	3	3	5	5	3	5	3	3	5	5	5	5	5	3	3
Debt (Bonds)	*	3	5	5	3	3	3	3	*	5	3	5	3	3	3	5	5	5	5	3	3
Dissolutions/Liquidations	*	A	*	2	1	3	1	A	2	2	1	1	1	1	1	3	1	1	1	1	1
Fiduciaries	3	5	5	5	5	3	3	3	5	5	3	5	5	3	3	3	5	5	5	3	5
Wages	1	1	1	1	1	*	3	1	5	1	1	1	2	2	*1	1	1	1	1	1	1
State Courts & Agencies	1	1	1	7	5	5	3	3	3	3	3	1	1	3	*	*	1	1	1	2	1
Federal Courts & Agencies	1	1	1	7	5	5	3	3	3	3	3	1	1	3	*	*	1	1	1	2	1
Mineral Proceeds	3	5	5	5	5	*	3	3	5	3	3	5	5	3	1	3	5	5	5	3	5
All Other Property	3	5	5	5	5	3	3	3	5	5	3	5	5	3	*	3	5	5	5	3	5
IRA, KEOGH	3	5	3	5	3	3	3	3	5	5	3	3	3	3	3	3	5	5	5	3	5
Gift Certificates	5	Ex	5	*	Ex	3	Ex	3	%5	*	3	%3	*	*	Ex	Ex	5	5	*	*	Ex
Credit Memos	5	5	5	5	5	3	3	3	5	5	3	3	5	3	3	3	5	5	5	3	5
Vendor - Vendor Payments	3	5	5	*	5	3	3	3	5	5	3	5	5	2	Ex	3	5	5	5	3	5
Aggregate Amount	50	50	NP	5	50	100	100	100	50	25	50	50	50	50	50	50	50	25	100	50	50

Legend: Y = Yes N = No NP = No Provision A = 6 months * = Refer To State Law for Specific Information
 Ex = Exempt % = If redeemable in merchandise only, report 60% of face value

**Office of the Illinois State Treasurer
Unclaimed Property Division**

STEPS TO COMPLETE YOUR REPORT

1. **Who Must Report.** The State of Illinois Uniform Disposition of Unclaimed Property Act (765 ILCS 1025/1-30) requires businesses and organizations to review their records each year to determine if they possess any unclaimed property and file a report with the Treasurer’s Office. Common “holders” of reportable property include financial and banking institutions, insurance companies, business associations, state and local government agencies, retailers, and utility companies.

MAY	WHAT TO REPORT
Business Associations	Property abandoned for 5 years with last activity dates prior to December 31, 20XX.*
Utilities	Property abandoned for 5 years with last activity dates prior to December 31, 20XX.*
Life Insurance Companies	Property abandoned for 5 years with last activity dates prior to December 31, 20XX.*
NOVEMBER	WHAT TO REPORT
Banking Organizations	Property abandoned for 5 years with last activity dates prior to July 1, 20XX.*
Financial Organizations	Property abandoned for 5 years with last activity dates prior to July 1, 20XX.*
All Insurance Corporations other than Life Insurance	Property abandoned for 5 years with last activity dates prior to July 1, 20XX.*
Governmental Entities	Property abandoned for 7 years with last activity dates prior to July 1, 20XX.

*Effective 8/16/13, the Aggregate amount has been changed from \$25.00 to \$5.00.


2. **Search Your Records.** Your accountant or controller should search your records for any unclaimed property your organization may be holding. See the Property Type Code chart on page 6 for types of reportable funds.
3. **Due Diligence.** Issue due diligence letters to the property’s owners between 60 and 120 days before filing your report. Section 1025/11(e) requires due diligence letters must be issued for all items over \$10.00. If a diligent search has shown that your organization is not holding any unclaimed funds, file a negative report using UPD601 by marking “NTR” in the “Payment Information” section.
4. **Choose a Method of Reporting.**
 - **Reporting Software**
NAUPA electronic reporting is required for holders reporting more than 10 records. The reporting software, HRS Pro, can be found on our website. If the information you have to report is already in Microsoft Excel, detailed instructions for transferring your information can be located in HRS Pro.
 - Submit paper copy of report with file saved on CD or Diskette. We do not accept reports on tape media.
 - Your diskette or CD-ROM must be accompanied by a completed UPD601 form.
 - Send instructions for data files which are password protected to UP_Report@treasurer.state.il.us or provide a contact person and telephone number with the report submission.
 - **Paper Forms**
To report by paper, complete the applicable forms contained in this packet. All forms may be duplicated. Basic information about your organization and summary information about your unclaimed property report should be provided on the UPD601. Owner detail for your report should be provided on UPD602. A computer printout is acceptable for owner detail if all required information is included.
5. **Complete Your Report.** For your convenience, statute allows items under \$5.00 to be combined together into a single “aggregate” amount. Security related property, safety deposit box contents, and all other non-cash items must be listed individually.
6. **Delivery of Report and Remittance.** You can deliver your report and remittance using the delivery instructions on page 2.
7. **If you have any questions,** please call (217)524-0023 between 8:00 AM and 4:30 PM Central Time.

**Office of the Illinois State Treasurer
Unclaimed Property Division**

DELIVERY OF REPORT & REMITTANCE

- A holder must file the unclaimed property report on either the paper forms (UPD601 and UPD602) provided by the Agency or on a computer diskette formatted according to the instructions located on our Web site at icash.illinois.gov.
- The Annual Report of Unclaimed Property form (UPD601) must be completed and filed *regardless* of whether you have abandoned property to report.
- The Annual Remittance Detail form (UPD602) is required only if you have property to report.
- *If a professional service is filing your report, you must provide them with forms UPD601 and UPD602 to file your report.* Copies of completed forms should be kept for your files.
- **Inaccurate or incomplete reports are not considered to be in compliance with reporting requirements, and may result in fees and charges as provided for in Section 1025/25.5 of the Act.**

REMITTING CASH: Include a *check* for the total, *payable to: Treasurer of the State of Illinois, Unclaimed Property Division*

 **ACH PAYMENTS:** Automated Clearing House Transfer payments are now available. Instructions for electronic payments can be found at www.treasurer.il.gov. A hard copy of the UPD601 reporting form is still required for reports submitted using ACH.

REMITTING STOCKS OR BONDS: Include all certificates. Certificates should be reissued in the name of “**Springfield & Co.**”, FEIN # 90-0169148.

- **DO NOT enroll the State in dividend reinvestment plans.** Dividend reinvestment plans currently in effect are to be closed and remitted to the State, whole shares are to be certificated and issued to the Treasurer and all fractional shares are to be remitted in cash. Future dividends that accrue are to be remitted in cash.
- You may DTC the shares to our account. Detailed instructions can be found within the Instructions for filing the Annual Report of Unclaimed Property. NOTE: All reports along with a listing of securities MUST be in the possession of the Unclaimed Property Division before you will be allowed to DTC the securities.

REMITTING MUTUAL FUNDS

- All remittable mutual funds shall be registered and delivered to:

Treasurer of the State of Illinois, Unclaimed Property Division
1 West Old State Capitol Plaza, Suite 400
Springfield, IL 62701-1390
FEIN 36-3716228
- Remittable mutual funds shall be transferred to an account for each fund within the family of funds.
- **DO NOT enroll the State in dividend reinvestment plans. All dividends and other income accruing on mutual fund shares are to be paid in cash.**
- No debits may be made to an account without written authorization from the office of the Treasurer.
- Monthly account statements sent to the above-listed address are mandatory.

For any owner account reported that is less than one share, or does not meet a minimum balance requirement, liquidate the shares and remit the cash value of the account.

HOW TO REACH US BY MAIL

If by: Regular Mail (U.S. Postal Service)
Send to: Illinois State Treasurer’s Office
Unclaimed Property Division
PO Box 19496
Springfield, IL 62794-9496

If by: Express Mail Service
Send to: Illinois State Treasurer’s Office
Unclaimed Property Division
1 West Old State Capitol Plaza, Suite 400
Springfield, IL 62701-1390

**Office of the Illinois State Treasurer
Unclaimed Property Division**

**INSTRUCTIONS FOR FILING THE ANNUAL REPORT AND ANNUAL REMITTANCE DETAIL
OF UNCLAIMED PROPERTY USING FORMS UPD601 & UPD602**

REPORT OF UNCLAIMED PROPERTY—UPD601:

IMPORTANT: This cover page must be remitted with all unclaimed property reports. You may use your own form, however it must contain the same information as the UPD601 and it must be signed by an authorized employee of your company.

1. **Enter your organization's basic information**, including name and mailing address. Section A identifies the name and address of the business that is responsible for filing the annual report. Section B shows the name and address of the company for which the report is being filed if different from Section A (branch and subsidiaries).
2. **Indicate which type of report you are filing.** First time Filing: Never filed with the State previously. Supplemental: An additional report filed to supplement a regular report you have already submitted. Annual: Your standard report due each year.
3. **Enter in all other required information** requested on the UPD601, including name, telephone number, fax number, and email address of the contact person who would be able to answer questions concerning the report, FEIN number, state and date of incorporation, and type of business (see page 5). Enter the holder's total assets, annual sales/income and number of employees nationwide.
4. **Answer the due diligence question.** Law requires you to perform due diligence 60 to 120 days before filing your report. Section 1025/11(e) requires that due diligence is performed for those accounts over \$10.00.
5. **Complete the Payment Information.** Check the appropriate box for the payment method used and fill out the total amount of cash, number of owners, and shares included on the report. If your company does not have unclaimed funds to report, mark NTR.
6. **Verification.** Report must be signed by an employee who is authorized to certify that the property remitted to the Illinois State Treasurer Office is true and correct.

REPORT OF UNCLAIMED PROPERTY—UPD602:

The Annual Remittance Detail, form UPD602, may be duplicated as needed. Use this form to report all pertinent information concerning owners and their property.

1. **Holder Name and Holder Number.** Enter your organization's (holder) name and holder number, if available.
2. **Complete Owner Record for each property.** If there is only one owner check 'Single', if a property has multiple owners check 'Joint Owner' and indicate which record it is (e.g. owner 1 of 2 or owner 2 of 2). List owner record 1 first and additional owners immediately afterward.
3. **Relationship Codes** indicate the type of relationship that exists between properties with more than one owner. See the table on page 5 for a listing of possible relationship codes.

4. **Owner Name.** Enter in the last name, first name, and middle name or initial, if available. Be sure to include any information that would aid in the identification of the owner including prefixes (titles) and suffixes (Jr., Sr., MD, etc.).
 - a. Company names should be entered into the last name field. If a name begins with 'The', remove 'The'.
 - b. If a single item has two or more owners, the names and addresses of each must be listed.
 - c. If name is not known, type the word 'Unknown' in this field and provide any available property information.
 - d. If reporting items less than \$5.00 in an aggregate, enter 'Aggregate' in the last name field.
 - e. Omit punctuation.
5. **Owner address.** Each line indicates the kind of address information to be typed on that line. Omit punctuation.
6. **Social Security Number, Company FEIN, and Date of Birth** should be included if the information is available. This can accelerate the claims process and may be the only information a person can document to prove ownership.
7. **Property Type Codes.** This code describes the type of property being remitted. All property must have a property type code. Refer to page 6 for most appropriate code types.
8. **Owner account or check number.** Identify the account, policy, and check, serial or other property identifying number. This number should apply specifically to the owner being reported, not to a general ledger number.
9. **Security Name.** Describe the security related property being remitted.
10. **CUSIP Number.** The CUSIP number of the security being reported is required.
11. **Certificate/MF#.** The certificate or bond number associated with the securities reissued in the name of Springfield & Co., FEIN 90-0169148, or the mutual fund account number associated with the securities registered in the name of the Treasurer of the State of Illinois Unclaimed Property Division, FEIN 36-3716228.
12. **Transfer Date for Security.** The date of issue of a stock/bond certificate or the date of transfer of a mutual fund account into the Treasurer's account.
13. **Number of Shares.** Enter the number of shares for the owner.
 - a. **Do not report fractional shares on certificated stock** – remit cash in lieu of the fractional shares (SC09).
 - b. **Mutual fund shares are to be reported up to the 4th decimal.**
14. **Last Activity Date.** Record the date of last activity for this property.
15. **Cash Amount** is the principal amount available on the date of last activity. If you are reporting security related cash property, please combine items together per each owner.
16. **Interest/Dividends.** The total interest/dividends earned on the principal amount since the date of last activity. Applies only to deposit accounts.
17. **Service Charge.** The lawful charges that may be deducted as defined in 760.60 of applicable rules. When backup withholding has been applied to an account, reflect this by reducing the amount of cash or interest/dividends reported whichever appropriate.
18. **Mailing Charge.** The actual costs of a due diligence mailing as required by Section 11(e) of the Act, and as defined in Section 760.40 of the applicable rules may be deducted.
19. **Amount Remitted.** The total of Cash Amount and Interest/Dividends less Service and Mailing Charges. The total of the amounts remitted for all owners must equal the amount of the check submitted with this report.
20. **Comments.** This line may be used for AKA, DBA, FKA, or other descriptive information not included in the relationship code, prefix, suffix, property code, or account information fields.

TYPE OF BUSINESS

*10 Agriculture/Forestry/Fishing	*40-49 Trade (Wholesale/Retail)	Financial Services (cont'd)
*12 Mining	*40 Other	#71 Securities/Commodities
*17 Construction	*41 Clothing/Home Furnishings	#72 Mutual Funds
	*42 Light Industrial	#73 Pension Funds
	*43 Heavy Industrial	#74 Holding Companies
*20-29 Manufacturing	*44 Food/Drug	#75 Real Estate/Title Insurance
*20 Other	*50-59 Services	#76 Non Life Insurance
*21 Clothing/Home Furnishings	*50 Other	*79 Life Insurance
*22 Light Industrial	*51 Health	*80-89 Communications
*23 Heavy Industrial	*52 Education	*80 Other
*24 Food/Drug	*53 Professional	*81 Telephone
	*56 Holding Company	*82 Radio
*30-38 Utilities/Transportation	#60-79 Financial Services	*83 Television/Cable
*30 Other	#60 Other	*84 Newspaper/Magazine
*31 Oil	#61 Banks	#90-95 Public Services
*32 Gas	#62 Trusts	#90 Other
*33 Electric	#63 Credit Unions	#91 Federal
*34 Water	#64 Currency Exchanges	#92 State
*35 Air Transportation	#65 Savings & Loan	#93 County
*36 Water Transportation	#67 Safe Deposit Box	#94 Municipal
*37 Rail Transportation	#68 Finance / Mortgage	#95 Education (Public)
*38 Highway Transportation		#96 Utility (Government)
		#97 Transportation (Government)

* - Reports Due May 1
- Reports Due November 1

RELATIONSHIP CODES

Reminder - Single owner accounts do not require a relationship code.

Code	Description	Code	Description	Code	Description
A	Joint (and)	I	Administrator	Q	Payee
B	Joint (or)	J	Administrator (and)	R	Insured
C	Custodian	K	Administrator (or)	S	Beneficiary
D	Custodian (and)	L	Executor	T	Other
E	Custodian (or)	M	Executor (and)	U	Owner
F	Trustee	N	Executor (or)	V	Agent
G	Trustee (and)	O	Uniform Gift To Minors Act	W	Authorized Signature
H	Trustee (or)	P	Remitter	X	Sole Owner

RELATIONSHIP CODE EXAMPLES

JOHN AND MARY DOE, JT TEN.....	(Use 'A' for each)
MARY DOE, CUST OF JOHN (UGMA)	(Use 'O' for JOHN, 'C' for MARY)
MARY DOE, CUST OF JOHN.....	(Use 'U' for JOHN, 'C' for MARY)
JOHN & MARY DOE, CUST OF SUE	(Use 'U' for SUE, 'D' for JOHN & for MARY)
MARY DOE, TRUSTEE OF JOHN.....	(Use 'U' for JOHN, 'F' for MARY)
MARY DOE, ADM OF EST OF JOHN	(Use 'U' for JOHN, 'I' for MARY)
MARY DOE, EXEC OF EST OF JOHN.....	(Use 'U' for JOHN, 'L' for MARY)
MARY DOE, GURD OF JOHN.....	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, NFO OF JOHN.....	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, ASSG OF JOHN	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, SUB OF JOHN	(Use 'U' for JOHN, 'T' for MARY)
MARY DOE, FBO OF JOHN.....	(Use 'S' for JOHN, 'T' for MARY)

PROPERTY TYPE CODES

Code	Description	Code	Description	Code	Description
<u>Account Balances</u>					
AC01	Checking Accounts	IN02	Group Policy Benefits or Claim Payments	MS14	Pension & Profit Sharing Plans
AC02	Savings Accounts	IN03	Proceeds Due Beneficiaries	MS15	Dissolution/Liquidation
AC03	Matured CD or Saving Certificate	IN04	Proceeds Due From Matured Policies, Endowments, and or Annuities	MS16	Misc Outstanding Checks
AC04	Christmas Club Funds			MS17	Misc Intangible Property
AC05	Money on Deposit to Secure Fund			MS18	Suspense Liabilities
AC06	Security Deposit	IN05	Premium Refunds	<u>Securities</u>	
AC07	Unidentified Deposits	IN06	Unidentified Remittances	SC01	Dividends
AC08	Suspense Accounts	IN07	Other Amounts Due Under Policy Terms	SC02	Interest (Bond Coupons)
AC09	Money Market	IN08	Agent Credit Balances	SC03	Principal Payments
<u>Some Uncashed Checks</u>					
CK01	Cashiers Checks	<u>IRA & Roth IRA</u>			
CK02	Certified Checks	IR01	IRA Cash	SC04	Equity Payments
CK03	Registered Checks	IR02	IRA Mutual Funds	SC05	Profits
CK04	Treasurer's Checks	IR03	IRA Securities	SC06	Funds Paid To Purchase Shares
CK05	Drafts	IR05	Roth IRA Cash	SC07	Funds For Stocks & Bonds
CK06	Warrants	IR06	Roth IRA Mutual Funds	SC08	Shares of Stock (Returned by Post Office)
CK07	Money Orders	IR07	Roth IRA Securities	SC09	Cash For Fractional Shares
CK08	Traveler's Checks	<u>Mineral Proceeds/Interest</u>			
CK09	Foreign Exchange Checks	MI01	Net Revenue Interest	SC10	Unexchanged Stock of Successor Corp
CK10	Expense Checks	MI02	Royalties	SC11	Other Certificate of Ownership
CK11	Pension Checks	MI03	Overriding Royalties	SC12	Underlying Shares or Other Outstanding Certificates
CK12	Credit Checks or Memos	MI04	Production Payments	SC13	Funds For Liquidation
CK13	Vendor Checks	MI05	Working Interest	SC14	Debentures
CK14	Checks Written Off to Income	MI06	Bonuses	SC15	US Government Securities
CK15	Outstanding Official Checks	MI07	Delay Rentals	SC16	Mutual Fund Shares
CK16	CD Interest Checks	MI08	Shut-In Royalties	SC17	Warrants (Rights)
<u>Educational Accounts</u>					
CS01	Cash	MI09	Minimum Royalties	SC18	Matured Bond Principal
CS02	Mutual Funds	<u>Misc Property</u>			
CS03	Securities	MS01	Wages, Payroll, Salary	SC19	Dividend Reinvestment Plans
<u>Court Deposits</u>					
CT01	Escrow Funds	MS02	Commissions	SC20	Credit Balances
CT02	Condemnation Awards	MS03	Workers' Compensation	SC21	Sum of Various Stock Related Cash Items
CT03	Missing Heirs' Funds	MS04	Payment of Goods & Services	SC22	Cash In Lieu
CT04	Suspense Accounts	MS05	Customer Overpayments	SC23	Sum of Various Stock Related Stock Items
CT05	Other Court Deposits	MS06	Unidentified Remittances	SC24	Money Market
<u>Health Savings Accounts</u>					
HS01	Cash	MS07	Unrefunded Overcharges	<u>Trusts, Investments, Escrows</u>	
HS02	Investment	MS08	Accounts Payable	TR01	Paying Agents Accounts
<u>Insurance</u>					
IN01	Individual Policy Benefits or Claim Payments	MS09	Credit Balances & Accounts Receivable	TR02	Undelivered or Uncashed Dividends
		MS10	Discounts Due	TR03	Funds Held In Fiduciary Capacity
		MS11	Refunds Due	TR05	Trust Vouchers
		MS12	Unredeemed Gift Certificates	TR06	Pre-Need Funeral Plans
		MS13	Unclaimed Loan Collateral	TR07	Escrow Taxes
				TR08	Escrow Earnest Money
				<u>Utilities</u>	
				UT01	Utility Deposits
				UT02	Membership Fees
				UT03	Refunds or Rebates
				UT04	Capital Credit Distributions