

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



**MANUAL  
FOR REPORTING  
UNCLAIMED PROPERTY**

Revised March 2019

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For the “Manual for Reporting Securities” and “Manual for Reporting Tangible Property,” go online to <https://unclaimedproperty.michigan.gov/>.

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# GLOSSARY

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

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

# NOTICE TO HOLDERS

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

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

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

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

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

## **Due Date and Dormancy Periods**

The dormancy period for most property types is three years. Unclaimed property reaching its dormancy period as of March 31, 2019, must be reported and remitted to the State on or before July 1, 2019. For a complete listing of all property types and dormancy periods, refer to [Appendix A](#).

## **Submitting Your Report**

Holder Reports should be filed through the Unclaimed Property Web site at <https://unclaimedproperty.michigan.gov/>. The option to remit an electronic payment by ACH debit will be presented after the report has been submitted. Alternatively, a check can be mailed to the following address attached to a copy of your report confirmation page.

## Unclaimed Property (UP) Contact Information

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

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

## Recommended Timeline for Unclaimed Property Review

March 31	Identify properties that could be reportable as unclaimed property as of March 31.
April 15	Prepare and mail due diligence letters to those property owners identified as inactive.
May 15	Determine property owners with whom contact has not occurred (i.e., returned mail, no response, etc.).
June 1	Begin preparing the annual unclaimed property report.
On or Before July 1	Submit your report and payment through the Unclaimed Property website.

## WHAT'S NEW

### New Unclaimed Property System

In October 2018, Michigan unveiled a new Unclaimed Property system which allows Holders to file reports and make payments electronically. Access to online payments is only available to Holders who file an electronic report through the Unclaimed Property Web site. We can no longer accept the following file types:

- Files with .hde extension.
- NAUPA I formatted reports.

### Nothing to Report

Entities having no unclaimed property to report in 2019 are strongly encouraged to file a Zero/Negative Report. This will establish a filing history and ensure your compliance with the Unclaimed Property Act. Refer to page 3-3 of this manual for negative report filing instructions.

# CHAPTER 1

## GENERAL INFORMATION

### How to Use This Manual

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

The manual is divided into three chapters.

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

### Where to Get Help

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

517-636-6940 (weekdays, 9 a.m. – 4 p.m.)  
[TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

### Reporting Methods

This manual contains instructions for the use of electronic reporting. Use one of the following options to report unclaimed property to Michigan.

1. **Manual Online Reporting** – Use this method if you need to create a report.
2. **Upload a Report** – Use this method to upload a report already created in NAUPA II format.

## **Reporting Information and Requirements**

### **Reporting Format**

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

### **Report and Remit**

The total amount reported must equal the amount of remittance. You may either make an electronic payment or mail a copy of your confirmation page along with a check payable to the “State of Michigan” for the total amount of your report.

### **Notice to Owners-Due Diligence**

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

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

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

### **Mail Not Returned by Post Office**

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

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

### **Consolidated Reports**

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



## **Record Keeping**

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

## **Incomplete Reports**

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

## **Aggregate Reporting**

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

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

## **Early Reporting**

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

## **Fines and Penalties**

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

- A person who fails to pay or deliver property within the time prescribed by the act shall pay interest at the current monthly rate of one percentage point above the adjusted prime rate, per year, per month, on the property or value of the property, from the date the property should have been delivered.
- A person who willfully fails to render any report or perform other duties required under the act shall pay a civil penalty of \$100 for each day the report is withheld or the duty is not performed, but not more than \$5,000.
- A person who willfully fails to pay or deliver property to the administrator, as required under the act, shall pay a civil penalty equal to 25 percent of the value of the property that should have been paid or delivered.

- A person who willfully refuses after written demand by the administrator to pay or deliver property to the administrator, as required under the act, is guilty of a misdemeanor and upon conviction may be punished by a fine of not less than \$500, nor more than \$25,000, or imprisonment for not more than six months, or both.

### **Audits**

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

### **Voluntary Disclosure**

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

### **Additional Forms**

Forms are available at <https://unclaimedproperty.michigan.gov>.

### **Filing for Holder Refunds**

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

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

After UP receives a refund request and proof of payment to the owner, a refund is mailed to the holder within 60 days.

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

## CHAPTER 2

### REPORTING SPECIFIC PROPERTY

#### Properties Exempt from Reporting

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

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

#### Uncashed Checks

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

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

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

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

## **Property Reported by Financial Institutions**

### **Certificates of Deposit (CDs)**

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

### **Automatically Renewable CDs**

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

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

### **IRAs, Keoghs, and 401K Plans**

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

### **Custodian Accounts**

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

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

## **Personal Trust Property**

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

## **Health Savings Accounts**

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

## **Unclaimed Loan Collateral**

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

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

The owner of the property is the person or entity who pledged the loan. If the loan was in the name of a person or entity other than the owner of the collateral, enter the loan name in the description field of the report.

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

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

## **Reporting State of Michigan Property**

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

## **Escrow Funds Reported by Title Companies**

Escrow accounts are considered unclaimed after three years.

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

If the contract stipulates that the seller may claim the funds under specific conditions and documenting evidence in your file indicates that those conditions exist, the seller is considered the owner and is listed on the report. The buyer is not considered an owner in this instance.

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

### **Other Escrow Funds**

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

Report escrow funds using code "TR04."

## **Abandoned Vehicles Auction Proceeds**

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

## **Gift Certificates/Gift Cards**

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

## Cryptocurrency

The dormancy period for cryptocurrency is three years. The dormancy period begins on the day of the last transaction or the day the owner last logged into their account. These accounts should be liquidated and reported as cash using property type code “MS17”.

## Insurance-Related Property

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

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

# CHAPTER 3

## PREPARING YOUR REPORT

### Instructions for Reporting Electronically

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

There are many options for creating a NAUPA II report.

- Manual Online Reporting (<https://unclaimedproperty.michigan.gov/app/submit-a-report>)
- The Holder Reporting System (HRS), available at [www.wagers.net](http://www.wagers.net), which allows a Holder to upload data to create a NAUPA II file free of charge for under 200 properties. After generating the file, it will then need to be uploaded to the State of Michigan Unclaimed Property Web site.
- For more than 200 properties, programs are available for purchase through independent vendors.

### Instructions for Reporting

#### Manual Online Reporting

Click on “I need to create a report.”

- **Registration** – Enter your e-mail address and receive a “Secret Key” that is unique to this report. **PLEASE NOTE: It is very important to retain this Secret Key; it cannot be recovered.** You will need to re-register for each report submission.
- **Holder Information** – Complete all pertinent information for the reporting entity. A Holder is the company or institution that is reporting. The Holder Contact is the person responsible for compiling the report. The Report Year is the year in which the property is due to be reported. **NOTE: Michigan’s report period ends March 31, 2019, so the holder report year would be 2019.**
- **Main Page** – Review and edit any inaccurate data. “Create A Record” is where you will enter owner information followed by property information for each record.
  - **Owners** – Enter the owner’s last known address. The last known address must be listed even if the mail has been returned by the post office. When establishing whether the claimant is the rightful owner, confirmation of this address is very important. If the owner’s street address is unknown, leave blank. **Do not** fill with “unknown” or “address unknown.” If the property has more than one owner, click on “Add Owner” to enter the additional owner’s information. Continue until all owners for this property are listed. **NOTE: Although many fields are not marked as required, please provide as much information as possible.**



- **Properties** – Select the property type that best describes the property being reported. Enter all pertinent property information. The description field can be used to provide additional detail to assist with verifying ownership. **NOTE: Although many fields are not marked as required, please provide as much information as possible.** Once your property is added, if there are additional properties for the same owners, click “Add New Property.” To enter a new record for different owners, click “Go To Main” and “Create A Record” to repeat the process.
- Once all owners and properties are added, continue to “Final Review.”
- **Summary** – Download a copy of your NAUPA file for your records. You will not need to submit this copy to the state. Click “Submit.”
- **Final Review** – If you wish to pay electronically, a link is available on this page. If you wish to pay electronically at a later date, please follow the instructions in your confirmation e-mail. Complete final review and click “Done” for submission. If submitting payment online, no additional forms need to be submitted. If paying by check, please send your check with a copy of the Summary Page.

### **I have created a NAUPA Report**

Click “Upload Report.”

- **Holder Information** – Complete all pertinent information for the reporting entity. A Holder is the company or institution that is reporting. The Holder Contact is the person responsible for compiling the report. The Report Year is the year in which the property is due to be reported. **NOTE: Michigan’s report period ends March 31, 2019, so the holder report year would be 2019.**
- **Upload File** – This is where you will upload your already created NAUPA II formatted file.
- **Preview Submission** – Review and electronically sign your submission.
- **Summary** – If you wish to pay electronically, a link is available on this page. If you wish to pay electronically at a later date, please follow the instructions in your confirmation e-mail. Complete final review and click “Done” for submission. If submitting payment online, no additional forms need to be submitted. If paying by check, please send your check with a copy of the Summary Page.

The preferred and most secure method of reporting is the electronic NAUPA II file. However, Forms 2011 and 1223 are available through the State of Michigan Unclaimed Property Web site for those who are unable to file electronically.

## **I need to file a Zero/Negative Report**

Click “Upload Report.”

- **Holder Information** – Complete all pertinent information for the reporting entity. A Holder is the company or institution that is reporting. The Holder Contact is the person responsible for compiling the report. The Report Year is the year in which the property is due to be reported. **NOTE: Michigan’s report period ends March 31, 2019, so the holder report year would be 2019.**
- **This is a Zero/Negative Report** – Select “Yes.”
- **Summary** – Complete final review and click “Done” for submission.

# **APPENDIX**

# APPENDIX A

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

### ACCOUNT BALANCES DUE

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

### UNCASHED CHECKS

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

### IRA ACCOUNTS/ HEALTH SAVINGS ACCOUNTS

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

### MINERAL PROCEEDS & MINERAL INTEREST

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

### MISC. CHECKS & INTANGIBLE PERSONAL PROPERTY

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

### SAFE DEPOSIT BOXES & SAFEKEEPING

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

### COURT DEPOSITS

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

### INSURANCE

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

### SECURITIES

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

### TRUST, INVESTMENT & ESCROW ACCOUNTS

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

### UTILITIES

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

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

# APPENDIX B

## State of Michigan - Department of Treasury, Unclaimed Property

### STATE ABBREVIATIONS

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

# State of Michigan - Department of Treasury, Unclaimed Property

## APPENDIX C

### RELATIONSHIP CODES

#### For sole or first owner

P - Primary

#### For additional owners

AD - Administrator

AF - Attorney for

AG - Agent for

AN - And

AO - And/Or

BF - Beneficiary

CC - Co-Conservator

CF - Custodian for

CN - Conservator

EX - Executor or Executrix

FB - For benefit of

GR - Guardian for

IN - Insured

JC - Joint tenants in common

JT - Joint

JS - Joint with rights of survivorship

OR - Or

PA - Payee

PO - Power of Attorney

RE - Remitter

TE - As Trustee for

UG - Uniform gift to minors act (UGMA)

### SAFEKEEPING FEE CODE

DR - Drilling fees and unpaid rent

**State of Michigan - Department of Treasury, Unclaimed Property**  
**APPENDIX D**  
**SAMPLES OF DUE DILIGENCE LETTER**

# SAMPLE

## DUE DILIGENCE FOR INACTIVE ACCOUNT

HOLDER NAME & ADDRESS

CUSTOMER NAME

CUSTOMER ADDRESS

CUSTOMER CITY, STATE & ZIP

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

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

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

---

---

---

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

---

---

---

Signature

Date

---

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

Sincerely,

Your Bank Officer



# SAMPLE

## DUE DILIGENCE FOR OUTSTANDING CHECK

To: \_\_\_\_\_ Date: \_\_\_\_\_

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

Re: Disposition of Outstanding Check

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

<u>Check#</u>	<u>Date Issued</u>	<u>Amount Issued</u>
---------------	--------------------	----------------------

Please indicate the disposition of the check on the bottom of this form and return it to us within \_\_\_\_\_ days

Disposition of Check

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

\_\_\_ I am holding the above check for the following reason:

-----  
\_\_\_\_\_

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

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

\_\_\_ Other, explain:

-----  
\_\_\_\_\_

Please sign here:

\_\_\_\_\_

Address (if other than above):

\_\_\_\_\_