

Unclaimed Property Program
Holder Report Guide
Report Year 2025

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Important Information for Report Year 2025

- If property is interest-bearing, holders must report the property to the state as interest bearing, including the rate of interest earned at the time the property is received by the Department
- If property is increment-earning, holders must report the increments with sufficient detail to identify the principal property, the owner of the principal property, and any other information needed to connect the owner to the increment(s)
- Report submissions via our <u>website</u> is strongly recommended and encouraged.
- The State of Minnesota reporting website no longer accepts .HDE files for unclaimed property reports. Please see the report submission instructions for details.
- Report submissions via paper forms or diskette will be rejected
- Safe deposit box contents must be mailed in a separate parcel from any report components (remittance checks, report-related documentation, report media, etc.)
- Holders may request an extension by completing the Holder Request for Extension of Due Date
- Holders may request reimbursement for previously reported property by completing the Holder Request for Reimbursement
- Holders must contact the Unclaimed Property Program to report unclaimed property prior to the required date if the Holder has reason to believe the property will be reportable in the future no later than 30 days prior to the reporting deadline

What is Unclaimed Property and Who Needs to Report?

Parent organizations have a duty to ensure that unclaimed property held by their subsidiaries is reported. Principals have a duty to see that unclaimed property in the hands of their agents (including stock transfer, dividend, and payroll disbursing agents) is reported. Receivers and liquidating trustees have a duty to report for entities in receivership or liquidation.

Common holders of reportable property include, but are not limited to:

- financial institutions
- insurance companies
- oil and gas companies
- hospitals
- clinics
- state and local government agencies
- manufacturers
- brokers
- real estate agents
- retailers

If you are holding unclaimed property belonging to Minnesota residents, you must file a report with the Minnesota Unclaimed Property Program, even if you are not registered or licensed to do business in Minnesota.

Businesses and other organizations are required to report and remit unclaimed property by November 1st. Life Insurance companies and other fraternal organizations are required to report and remit unclaimed property by October 1st.

Unclaimed property refers to various types of intangible property that has been abandoned for a specified period of time. Examples include, but are not limited to:

- savings and checking accounts
- uncashed checks
- securities
- dividends
- insurance refunds and wages

The only tangible property that is reported is the contents of safe deposit boxes; real estate and other tangible property are NOT reportable to the State of Minnesota but may be reported to local municipalities. According to the Minnesota Uniform Disposition of Unclaimed Property Act, all intangible property and safe deposit boxes must be reported to the Minnesota Department of Commerce.

Anyone who willfully fails to report is guilty of a misdemeanor. Anyone who refuses to pay or deliver abandoned property is guilty of a gross misdemeanor. Anyone failing to pay or deliver property by the reporting due date may be charged interest at the rate of 12% per year on the value of the unclaimed property. In addition, the Minnesota Department of Commerce has broader penalties that may apply.

General Guidance on Interest-Bearing and Increment-Earning Property

Minnesota's Unclaimed Property Act was amended in 2019. Property owners are now entitled to interest and increments on abandoned property. Pursuant to the updated Act, owners of non-money property "entitled to receive from the commissioner income or gain realized or accrued on the property before the property is sold." Minnesota Statutes § 345.451. Further, if the property was interest-bearing, owners are entitled to interest, which "begins to accrue when the property is delivered to the commissioner." Id.

Thus, Minnesota law requires all holder reports to include "a description of the property, including whether the property is interest-bearing, and, if so, the rate of interest." Minnesota Statutes § 345.41. Holders must also report increments (e.g., dividends, capital gains, etc.) earned on abandoned property in sufficient detail that the increments can be properly attributed and paid to the owner, both at the time a claim is made and when future increments are reported.

Guidance on interest-bearing property

If property is interest-bearing, holders must report the property to the state as interest bearing, including the rate of interest earned at the time the property is received by the Department.

Whether property is interest-bearing depends on the terms and conditions agreed upon between the holder and owner. Interest-bearing property includes, but is not limited to:

- Checking accounts
- Savings accounts
- Certificates of deposit

Holders may only report previously interest-bearing property as non-interest-bearing property if the holder has a contractual or similar legal right to stop the accrual of interest. Pending escheatment is not, in itself, a valid reason to stop the accrual of interest. For example, interest-bearing property transferred into a non-interest-bearing omnibus account for the purpose of escheatment must be reported as interest-bearing at the rate of interest it accrued prior to transfer to the omnibus account.

Guidance on other increment-earning property

If property is increment-earning, holders must report the increments with sufficient detail to identify the principal property, the owner of the principal property, and any other information needed to connect the owner to the increment(s).

Whether property is increment-earning depends on the terms and conditions agreed upon between the holder and owner. Increment-earning property includes, but is not limited to:

- Dividends
- Capital gains
- Interest and principal on bonds

Determine Property to be Reported

The chart below outlines the various dates by which property must be reported and remitted, according to dormancy period. Please see the NAUPA Standard Property Codes for all property codes and their respective dormancy periods.

ALL unclaimed property, regardless of amount, must be reported to the Minnesota Department of Commerce. Minnesota does not have a minimum reportable amount, as follows:

Businesses and Other Organizations:

One Year Dormancy Period

| Items Issued/Last Activity Date | Hold Until | Report By |
|---------------------------------|-------------------|------------------|
| 7/1/2023 through 6/30/2024 | 6/30/2025 | November 1, 2025 |
| 7/1/2024 through 6/30/2025 | 6/30/2026 | November 1, 2026 |
| 7/1/2025 through 6/30/2026 | 6/30/2027 | November 1, 2027 |

Three Year Dormancy Period

| Items Issued/Last Activity Date | Hold Until | Report By |
|---------------------------------|------------|------------------|
| 7/1/2021 through 6/30/2022 | 6/30/2025 | November 1, 2025 |
| 7/1/2022 through 6/30/2023 | 6/30/2026 | November 1, 2026 |
| 7/1/2023 through 6/30/2024 | 6/30/2027 | November 1, 2027 |

Five Year Dormancy Period

| Items Issued/Last Activity Date | Hold Until | Report By |
|---------------------------------|------------|------------------|
| 7/1/2019 through 6/30/2020 | 6/30/2025 | November 1, 2025 |
| 7/1/2020 through 6/30/2021 | 6/30/2026 | November 1, 2026 |
| 7/1/2021 through 6/30/2022 | 6/30/2027 | November 1, 2027 |

Note: Life Insurance companies and other fraternal organizations must report by October 1st, as of the December 31st next preceding, as follows:

Life Insurance and Other Fraternal Organizations:

One Year Dormancy Period

| Items Issued/Last Activity Date | Hold Until | Report By |
|---------------------------------|------------|-----------------|
| 1/1/2024 through 12/31/2024 | 6/30/2025 | October 1, 2025 |
| 1/1/2025 through 12/31/2025 | 6/30/2026 | October 1, 2026 |
| 1/1/2026 through 12/31/2026 | 6/30/2027 | October 1, 2027 |

Three Year Dormancy Period

| Items Issued/Last Activity Date | Hold Until | Report By |
|---------------------------------|------------|-----------------|
| 1/1/2021 through 12/31/2022 | 6/30/2025 | October 1, 2025 |
| 1/1/2022 through 12/31/2023 | 6/30/2026 | October 1, 2026 |
| 1/1/2023 through 12/31/2024 | 6/30/2027 | October 1, 2027 |

Reporting Exemptions and Exceptions

Gift Cards and Gift Certificates

Gift certificates, gift cards, or layaway accounts issued or maintained by any person in the business of selling tangible property or services at retail are considered exempt. Therefore, as an example, a gift card issued by a retail organization would most likely meet this exemption as it is in the business of selling tangible property at retail. A bank who issues a gift card will most likely not meet this exemption depending upon the nature of the card as it is not in the business of selling tangible property at retail. Please see Minnesota Statute 325G.53 for more information on gift cards.

Cooperative Property

Capital credits of a cooperative are technically not exempt; however, a cooperative may choose an alternate procedure to distribute property as defined in <u>Minnesota Statute 308A.711</u>. In the event that an alternate procedure to distribute property is not employed, the property is reportable to the State as unclaimed property after 7 years.

Negative Reporting

Minnesota requires a holder to file a report even if there is no unclaimed property to submit.

Holders must file a report of zero property (negative report) if:

- you are an entity located or incorporated in Minnesota, and
- you are holding NO unclaimed property, or
- you receive a request from our office requesting a report of zero property (negative report)

If the above conditions do not apply, you are not required to submit a report of zero property (negative report).

To file a negative report, please visit our website.

Attempt to Locate the Owners

Minnesota statutes <u>345.32 and 345.41(e)</u> require Holders to comply with all due diligence efforts before reporting. Not more than 120 days before filing a report, holders must send written notice to the presumed owner at the owner's last known address if:

- The Holder has in its records an address for the presumed owner that the Holder's records do not disclose to be inaccurate; and
- The claim of the apparent owner is not barred by the statute of limitations; and
- The property has a value of \$100 or more

If the conditions above do not apply, you are not required to perform due diligence efforts.

Performing due diligence efforts provides an opportunity for the Holder to re-establish contact with the owner and avoid escheatment by returning the property. If it is found that an owner for which we have received property is still residing at the same address, or doing business at the same address reported by you as a Holder, and there is evidence that the due diligence requirement was not adhered to, you may be considered out of compliance with state law and may be subject to penalties.

You must allow the presumed owner at least 30 days to respond to your written notice before considering the property formally unclaimed. Written notification to the presumed owner must be sent based upon the table below:

Businesses and Other Organizations:

| Earliest Notice Sent to Owners | Latest Notice to Owners | Report By |
|---------------------------------------|--------------------------------|-----------|
| 7/1/2025 | 10/1/2025 | 11/1/2025 |
| 7/1/2026 | 10/1/2026 | 11/1/2026 |
| 7/1/2027 | 10/1/2027 | 11/1/2027 |

Life Insurance and Other Fraternal Organizations:

| Earliest Notice Sent to Owners | Latest Notice to Owners | Report By |
|---------------------------------------|--------------------------------|-----------|
| 7/1/2025 | 10/1/2025 | 11/1/2025 |
| 7/1/2026 | 10/1/2026 | 11/1/2026 |
| 7/1/2027 | 10/1/2027 | 11/1/2027 |

Please see our sample due diligence letter on the next page for an example of acceptable correspondence.

| [Insert Date] | | | | |
|---|---|-----------------------------------|--|-------|
| [Addressee] [Street Address] [City, State, Zip Code] | | | | |
| Re: (<i>Property Description</i>) Account/Checking/Policy #: | | | | |
| Dear (Owner Name(s)): | | | | |
| We are currently holding unclaimed persons identified above. The owner coupon below, or by contacting us us | may claim thi | s property by c | | |
| [Holder Name] [Holder Contact & email] [Mailing Address] [City, State Zip] [Phone #] [Fax #] | | | | |
| Please contact us before (insert last of reporting to the state). Minnesota law Department of Commerce Unclaimed not hear from you before this date, yo November 1, [insert year] to claim yo | v requires us I Property Pro ou will have t | to submit this p gram by Nover | property to the Minnesonber 1 st of each year. If | we do |
| Please complete and sign this form t identified above. | o acknowled | ge ownership o | f the unclaimed proper | ty |
| Name | | | Date | |
| Street Address City | State | Zip | County | |
| Action to be taken (check one): Reissue Check Update Account Close Account Other (explain) | | | | |
| Signature: | | | | |

Prepare and Complete Report

NOTE: As of July 1st, 2017, the Minnesota Department of Commerce Unclaimed Property Program is no longer accepting paper forms for reporting unclaimed property.

Online or electronic submissions via CD are required.

Reports submitted via paper forms or diskette will be rejected.

Please see the Report Submission Instructions for using the website to submit your property.

Aggregate Reporting

Minnesota allows Holders to report in aggregate, meaning you may combine individual items under \$100 according to property type, and provide a single total for each type. Please utilize Owner Type "Aggregate" only when reporting properties in aggregate. Claims initiated on properties reported in an aggregate frequently require further assistance from the Holder to prove rightful ownership.

Extension Requests

If you find yourself unable to meet the reporting deadline, Holders have the opportunity to file for an extension, no later than 30 days prior to the reporting deadline. Holders must provide, in detail, the reason for the extension when making their request and measures being taken to ensure they meet the extension deadline.

Please see the Holder Request for Extension of Due Date to request your extension.

Reciprocal Reporting

If you are located in Minnesota and have a limited number (less than 5) of owners to report for another State, you may report unclaimed funds for each of those States, however, you should be aware that other State's reporting requirements may differ from Minnesota, so it is generally in your best interest to report directly to the State based on last known address of the apparent owner. If you choose to report another State's property to Minnesota, please use Minnesota reporting forms and report and remittance dates. The law for each State determines what funds are reportable, the aggregate value, and which abandonment period applies. Property reported in the aggregate should be grouped by State. Please inform those states if you intend to use this option. Any questions regarding these agreements, types of property and abandonment periods can be directed to the Minnesota Unclaimed Property Unit or the Unclaimed Property Office in any of States named.

Reporting Securities

In order to maintain compliance, securities reported to our office must be transferred into the State of Minnesota's custodial account.

If you believe the shares cannot be delivered to the State's custodial account, please contact our office directly for additional instructions. It is essential that the reported securities match what is remitted to our office. Confirmation of transfer must accompany the report in order for it to be complete. If a book entry account exists to facilitate the delivery of remitted shares, telephone redemption rights must be established with our office when created. Where such an account already exists, contact our office in order to establish telephone redemption rights.

Please see the Delivery Instructions for Principal Custody Solutions for full delivery instructions.

NOTE: These instructions are for securities transfer ONLY. Do not send remittance payments to this account.

Reporting Safe Deposit Box Contents

If you are sending safe deposit box contents, please ensure your report of unclaimed property is sent in a separate envelope via the courier of your choice. Please do not put your report in the same box as your safe deposit box contents.

Please submit all safe deposit box items to the following address:

Minnesota Department of Commerce Unclaimed Property Program 85 7th Place East, Suite 280 Saint Paul, MN 55101

Submit Your Report and Remit Funds

NOTE: Reports submitted via paper forms or diskette will be rejected. Reports must be received in the standard NAUPA file format.

| Submission Method | Filing Requirements |
|-------------------|---|
| CD | CD containing your report file in the required NAUPA .txt, .hrs., or .rpt format Any Verification form or checklist created by the software program utilized to create your file, if applicable Remittance check, made payable to the |
| Online | Minnesota Department of Commerce • Submission confirmation page • Remittance check, made payable to the Minnesota Department of Commerce (if you are paying via ACH Debit, you need only submit the submission confirmation presented upon completion of filing) Please see instructions for submitting your report via our website. It is highly recommended that holders print and save a copy of their report submission and payment submission confirmation pages. |

NOTE: We do not accept wire transfers or ACH Credit transactions for remittance payment at this time.

Requests for Reimbursement

Holders may request a reimbursement for any property previously escheated that has been either mistakenly reported or paid out directly to the owners after escheatment. To request a reimbursement, please fill out the Holder Request for Reimbursement and submit it to our office.

Holder reimbursement claims require the following, in addition to the Holder Request for Reimbursement:

• Copies of the cashed check(s) front and back, or proof of returning property to owner.

 A letter of authorization indicating your position and authority to claim the funds on behalf of the company. This authorization letters must be on company letterhead and signed by an officer of the company.

The claim should be processed within 90 days. If the required documentation is not included with the claim form, the Unclaimed Property Program will send a letter requesting missing documentation, which will result in a longer processing time.

Please submit all reporting materials to the following address:

Minnesota Department of Commerce Unclaimed Property Program 85 7th Place East, Suite 280 Saint Paul, MN 55101



Unclaimed Property Program
NAUPA Codes and Forms
Report Year 2025



NAUPA Standard Property Codes with Dormancy Periods (In Years)

| ACCOL | UNTS | | IN08 | Agent Credit Balances | 3 | | SC11 | Other Cer |
|--------------|----------------------------|---------|---------|-------------------------------|----|---|---|------------|
| AC01 | Checking Accounts | 3 | IN99 | Aggregate Insurance | 3 | | | Ownershi |
| AC02 | Savings Accounts | 3 | | Property | | | SC12 | Underlyin |
| AC03 | Mature CD & Savings | 3 | TRADI | TIONAL IRA/SEP IRA/SARSI | ΕP | | | Shares/O |
| 71005 | Certificates | 3 | | IMPLE IRA | | | SC13 | Funds for |
| AC04 | Christmas Club Funds | 3 | IRO1 | Traditional IRA – Cash | 3 | | SC14 | Debentur |
| AC05 | Money on Deposit to | 3 | IRO2 | Traditional IRA – Mutual | 3 | | SC15 | US Gover |
| 71005 | Secure Funds | 3 | INUZ | Funds | 3 | | | Securities |
| AC06 | Security Deposit | 3 | IR03 | | 3 | | SC16 | Money M |
| AC07 | Unidentified Deposit | 3 | IKU3 | Traditional IRA – | 3 | | | Funds |
| AC08 | Suspense Accounts | 3 | DOTIL | Securities | | | SC17 | Warrants |
| AC99 | Aggregate Account | 3 | ROTH | | | | SC18 | Matured |
| 71033 | Balances | 3 | IR05 | Roth IRA – Cash | 3 | | SC19 | Dividend |
| CHECK | | | IR06 | Roth IRA – Mutual Funds | 3 | | | Plan |
| CK01 | Cashier's Checks | 3 | IR07 | Roth IRA – Securities | 3 | | SC20 | Credit Bal |
| CK01 CK02 | | | MINER | RAL PROCEEDS/INTERESTS | | | SC99 | Aggregate |
| | Certified Checks | 3 | MI01 | Net Revenue Interest | 3 | | | Related C |
| CK03 | Registered Checks | 3 | MI02 | Royalties | 3 | | SAFEKE | EPING |
| CK04 | Treasurer Checks | 3 | MI03 | Overriding Royalties | 3 | | SD01 | Safe Depo |
| CK05 | Drafts | 3 | MI04 | Production Payments | 3 | • | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Contents |
| CK06 | State Warrants | 3 | MI05 | Working Interest | 3 | , | SD02 | Other Saf |
| CK07 | Money Orders | 7 15 | MI06 | Bonuses | 3 | | SD02 | Other Tar |
| CK08 | Traveler's Checks | 15 | MI07 | Delay Rentals | 3 | | | S/INVESTM |
| CK09 | Foreign Exchange Checks | 3 | MI08 | Shut-in Royalties | 3 | | | - |
| CK10 | Expense Checks | 3 | MI09 | Minimum Royalties | 3 | | TRO1 | Paying Ag |
| CK11 | Pension Checks | 3 | MI99 | Aggregate Mineral | 3 | | TRO2 | Undeliver |
| CK12 | Credit Checks/Memos | 3 | | Proceeds | | | | Dividends |
| CK13 | Vendor Checks | 3 | MISCE | LLANEOUS PROPERTY | | | TR03 | Funds Hel |
| CK14 | Checks Written off to | 3 | MS01 | Wages and Payroll | 1 | | | Capacity |
| | Income | _ | MS02 | Commissions | 3 | | ΓR04 | Escrow Ad |
| CK15 | Outstanding Official | 3 | MS03 | Works Compensation | 3 | | ΓR05 | Trust Vou |
| | Checks | _ | MS04 | Payment of | 3 | | TR99 | Aggregate |
| CK16 | CD Interest Checks | 3 | 141504 | Goods/Services | 3 | | UTILITI | ES |
| CK99 | Aggregate Uncashed | 3 | MS05 | Customer Overpayments | 3 | l | JT01 | Utility De |
| | Checks | | MS06 | Unidentified Remittances | 3 | l | JT02 | Members |
| EDUCA | ATIONAL ACCOUNTS | | MS07 | Unrefunded Overcharges | 3 | l | JT03 | Refunds o |
| CS01 | EA – Cash | 3 | MS08 | Accounts Payable | 3 | l | JT04 | Capital Cr |
| CS02 | EA – Mutual Funds | 3 | MS09 | Credit Balances/Accounts | 3 | l | JT99 | Aggregate |
| CK03 | EA – Securities | 3 | 141303 | Receivable | 3 | | | |
| COURT | T DEPOSITS | | MS10 | Discounts Due | 3 | | | |
| CT01 | Escrow Funds | 3 | MS11 | Refunds Due | 3 | | | |
| CT02 | Condemnation Awards | 3 | MS13 | Unclaimed Loan | 3 | | | |
| CT03 | Missing Heirs Funds | 3 | 141515 | Collateral | 3 | | | |
| CT04 | Suspense Accounts | 3 | MS14 | Pension/Profit Sharing | 3 | | | |
| CT05 | Other Court Deposits incl. | 3 | MS15 | Dissolution/Liquidation | 3 | | | |
| 55 | Child Support | - | MS16 | Miscellaneous | 3 | | | |
| CT99 | Aggregate Court Deposits | 3 | INIOTO | Outstanding Checks | 3 | | | |
| | TH SAVINGS ACCOUNTS | | NAC17 | Miscellaneous Intangible | 2 | | | |
| | | 2 | MS17 | • | 3 | | | |
| HS01 | Health Savings Account | 3 | MC10 | Property Suspense Liabilities | 2 | | | |
| HS02 | Health Savings Account | 3 | MS18 | Suspense Liabilities | 3 | | | |
| INSUR. | | | MS99 | Aggregate Miscellaneous | 3 | | | |
| IN01 | Individual Policy | 3 | CEO! :- | Property | | | | |
| | Benefit/Claim Payments | | SECUR | | | | | |
| INO2 | Group Policy | 3 | SC01 | Dividends | 3 | | | |
| | Benefits/Claims Payments | | SC02 | Interest (Bond Coupons) | 3 | | | |
| IN03 | Proceeds Due | 3 | SC03 | Principal Payments | 3 | | | |
| | Beneficiaries | | SC04 | Equity Payments | 3 | | | |
| IN04 | Proceeds Due for | 3 | SC05 | Profits | 3 | | | |
| | Matured Policies, | | SC06 | Funds Paid to Purchase | 3 | | | |
| | Endowments and/or | | | Shares | | | | |
| | Annuities | | SC07 | Funds for Stocks/Bonds | 3 | | | |
| IN05 | Premium Refunds | 3 | SC08 | Shares of Stock (Post | 3 | | | |
| IN06 | Unidentified Remittances | 3 | | Office Return) | | | | |
| IN07 | Other Amounts Due | 3 | SC09 | Cash for Fractional Shares | 3 | | | |
| | Under Policy Terms | | SC10 | Unexchanged Stock of | 3 | | | |
| | , | | | Successor Corn | | | | |

Successor Corp

| SC11 | Other Certificate of | 3 |
|--|--|---|
| | Ownership | |
| SC12 | Underlying | 3 |
| | Shares/Outstanding Cert. | |
| SC13 | Funds for Liquidation | 3 |
| SC14 | Debentures | 3 |
| SC15 | US Government | 3 |
| | Securities | |
| SC16 | Money Markets/Mutual Funds | 3 |
| SC17 | Warrants (Rights) | 3 |
| SC17 | Matured Bond Principal | 3 |
| SC19 | Dividend Reinvestment | 3 |
| 3013 | Plan | 3 |
| SC20 | Credit Balances | 3 |
| SC99 | Aggregate Security | 3 |
| | Related Cash | |
| SAFEKE | EPING | |
| SD01 | Safe Deposit Box | 5 |
| JUUI | | |
| 3001 | Contents | - |
| SD01 | • | 5 |
| | Contents | 5 |
| SD02 SD03 | Contents Other Safekeeping | |
| SD02 SD03 | Contents Other Safekeeping Other Tangible Property //INVESTMENTS/ESCROWS Paying Agents Accounts | |
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| SD02 SD03 TRUSTS TR01 TR02 TR03 TR04 TR05 TR99 UTILITII UT01 UT01 UT02 | Contents Other Safekeeping Other Tangible Property (INVESTMENTS/ESCROWS Paying Agents Accounts Undelivered or Uncashed Dividends Funds Held in Fiduciary Capacity Escrow Accounts Trust Vouchers Aggregate Trust Property ES Utility Deposits Membership Fees | 3 3 3 3 3 3 1 |
| SD02 SD03 TRUSTS TR01 TR02 TR03 TR04 TR05 TR99 UTILITII UT01 UT01 UT02 UT03 | Contents Other Safekeeping Other Tangible Property (INVESTMENTS/ESCROWS Paying Agents Accounts Undelivered or Uncashed Dividends Funds Held in Fiduciary Capacity Escrow Accounts Trust Vouchers Aggregate Trust Property ES Utility Deposits Membership Fees Refunds or Rebates | 3 3 3 3 3 3 1 1 1 |
| SD02 SD03 TRUSTS TR01 TR02 TR03 TR04 TR05 TR99 UTILITII UT01 UT02 UT03 UT04 | Contents Other Safekeeping Other Tangible Property VINVESTMENTS/ESCROWS Paying Agents Accounts Undelivered or Uncashed Dividends Funds Held in Fiduciary Capacity Escrow Accounts Trust Vouchers Aggregate Trust Property ES Utility Deposits Membership Fees Refunds or Rebates Capital Credit Distribution | 3 3 3 3 3 3 1 1 1 |
| SD02 SD03 TRUSTS TR01 TR02 TR03 TR04 TR05 TR99 UTILITII UT01 UT01 UT02 UT03 | Contents Other Safekeeping Other Tangible Property (INVESTMENTS/ESCROWS Paying Agents Accounts Undelivered or Uncashed Dividends Funds Held in Fiduciary Capacity Escrow Accounts Trust Vouchers Aggregate Trust Property ES Utility Deposits Membership Fees Refunds or Rebates | 3 3 3 3 3 3 1 1 1 |



NAUPA Standard Relationship Codes

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

| GR | Guardian | A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs. |
|----|--|---|
| HE | Heir | Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.) |
| IN | Insured | The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy. |
| JT | Joint Tenants | An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated. |
| JS | Joint Tenants with Rights of Survivorship | A type of account which is owned by at least two people, where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of that other member. All members of the account are afforded the power to conduct investment transactions within the account as well. |
| TC | Tenants in Common | A type of account which is owned by at least two people with no rights of survivorship afforded to any of the account holders. In this type of account, a surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death. Generally, the member ownership in the account is determined on a pro rata basis, meaning that if there are two tenants in the account, each will have a 50% claim on the account's value. |
| JE | Tenants in Entireties | Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor. |
| OR | Or Unspecified Joint Relationships | Unspecified joint relationship including 'OR' |
| ОТ | Other Relationships | Relationship other than specified in this list. Additional details should be submitted with the property. |
| PD | Payable on Death | Account is payable on Death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate. |
| PA | Payee | The one named on a check or promissory note to receive payment. |
| PO | Power of Attorney | A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope. |
| RE | Remitter | Used primarily on official checks. The Remitter is the person who purchased the official check. This relationship is separate from the Holder who turns the property over to the state. |
| SO | Sole Owner | Sole Owner is used when there is only a single owner for the property, and that person has all rights to the ownership of the property. |
| TE | Trustee | A person or entity who holds the assets (corpus) of a trustee for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it. |

| UG | Uniform Gifts to Minors | Property that is gifted to a Minor under the Uniform Gifts to Minors Act – (UGMA). This act allows minors to own property such as securities. Under the UGMA, the ownership of the funds works like it does with any other trust except that the donor must appoint a custodian (the trustee) to look after the account. Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU. |
|----|---------------------------|--|
| UT | Uniform Transfer to Minor | Property that is gifted to a minor under the Uniform Transfer to Minors Act – (UTMA). This act allows a minor to receive gifts such as money, patents, royalties, real estate and fine art, without the aid of a guardian or trustee. The gift giver or an appointed custodian manages the minor's account until the minor is of age (usually 18 or 21). |
| UN | Unknown | The owner's relationship to the property is not known. |
| UF | Usufruct | Usufruct is a real right in a property owned by another, normally for a limited time or until death. Simply stated, it is the right to use the property, to enjoy the fruits and income of the property, to rent the property out and to collect the rents, all to the exclusion of the underlying real or naked owner. The usufructuary has the full right to use the property but cannot dispose of the property nor can it be destroyed. |



NAUPA Property and Ownership Codes

| DEDUC | DEDUCTION AND WITHHOLDING CODES | |
|-------|-------------------------------------|--|
| DW | Dividends Withheld or Discontinued | |
| IW | Interest Withheld or Discontinued | |
| MC | Mailing Cost | |
| SW | Service Charge | |
| TW | Income Tax Withheld | |
| ZZ | Deduction Code Not Identified Above | |

| ADDIT | ADDITION CODES | |
|-------|---|--|
| DR | Reported in Error on Advertising Report | |
| DV | Dividends Earned | |
| IN | Interest Earned | |
| ME | Additional Royalty or Other Mineral Interest Payments | |
| SP | Stock Split | |
| ZZ | Addition Code Not Identified Above | |

| PAID (| PAID OR DELETION CODES | |
|--------|------------------------------------|--|
| ER | Erroneously Reported | |
| RO | Returned to Owner | |
| RS | Reverse Stock Split | |
| ZZ | Deletion Code Not Identified Above | |

| OWNI | ERSHIP CODES | |
|------|-----------------------------------|---|
| AP | Aggregate Property | This property represents a group on properties that have been aggregated together, usually because of small values. |
| ОТ | Other | This property represents individual property records that are not reported as aggregate or unknown, and is used when an owner's name is known and included in the report. |
| UN | Unknown Owner (no name available) | This property represents individual property records in which the original owner's name is unknown. |

Mail to: Minnesota Department of Commerce Unclaimed Property Program 85 7th Place East, Suite 280 Saint Paul MN, 55101



Holder Request for Reimbursement

| State of | | Report Year | Report T | otal |
|--|--|--|---|---|
| SECTION 1: HOLDER INFORMATOIN | | | | |
| Holder Name | | | Tax ID# | |
| Street Address | City | , | State | Zip Code |
| Contact Name | | Contact Phone | Contact | - ax |
| SECTION 2: CLAIM INFORMATION | | | | |
| Property Code | Account Reference No. | Date Paid/Accour | nt Reactivated | Amount/Shares |
| Owner's Name | | Owner's Address (as listed on rep | port) | |
| Claimant's Name & Address (if differ | rent than owner) | | | |
| *IF AMOUNT WAS REMITTED IN ERF | ROR, ATTACH A SEPARATE SHEET DETAILING | THE ERROR* | Total Request for Reimb \$ | ursement |
| | | | | |
| Section 3: HOLDER CERTIFICATION Sworn to and subscribed before me day of Notary My commission expires: | | holder, have been paid to the rig payment of the above-described and loss, demands, costs, and otl | ted funds, or other property which was thtful owner(s) or their appointed reproperty to indemnify the State and her expenses which the State may sustee of its refusal to pay the property to | resentative. I agree, upon hold it harmless from all claims tain by reason returning property |
| | | Signature of Holder Representati | | |
| | | Date | | |



Holder Request for Extension of Due Date

| SECTION 1: HOLDER INFORMATION | | | |
|--|---------------------|-------------------|----------|
| Holder Name | | Tax ID# | |
| Street Address | | Report Mo | nth/Year |
| City | State | 1 | Zip Code |
| Contact Person | | Contact Phone/Fax | |
| SECTION 2: PROPERTY INFORMATION | | | |
| Estimated/Actual Dollars to be Reported/Remitted | d | | |
| Estimated/Actual Shares to be Reported/Remitted | d | | |
| SECTION 3: REQUEST INFORMATION | | | |
| Extension Period: 30 Days | 60 Days | | 90 Days |
| *This extension period will be added to the origin. Reason for Extension (see instructions below) | al filing due date* | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

INSTRUCTIONS

- •Please provide a detailed explanation as to why the extension is being requested under the section titled "Reason for Extension." This information will be helpful to the Department in reviewing your request. Include information such as a description as to why the deadline cannot be met, measure being taken to meet the extended deadline and any other information or explanation as to why the extension should be granted.
- •Submit this form to the Minnesota Department of Commerce, Unclaimed Property Division, no later than 30 days prior to the original filing due date.

Mail to:

Minnesota Department of Commerce Unclaimed Property Program 85 7th Place East, Suite 280 Saint Paul, MN 55101

Email to: holder.unclaimed@state.mn.us



Delivery Instructions – Principal Custody Solutions

<u>NOTE:</u> These instructions are for securities transfer **ONLY**. Do not send remittance payments to this account. Provide a list in Excel format describing the securities that you intend to deliver and submit that to our office at holder.unclaimed@state.mn.us at least 4 days prior to delivery.

Include the following: Issue Name

CUSIP Number Number of Shares

Delivering party's DTC number Preferred method of delivery

INCOMING FED WIRE

Bank Name Wells Fargo Bank, N.A.

City, State San Francisco, CA (Street Address: 420

Montgomery Street / Zip Code: 94104)

Routing Transit Number (ABA Number) 121000248

Beneficiary Account Number (Principal DDA) 4516058948

Beneficiary Account Name Principal Bank PCS Incoming Wire or ACH

Trust Account Number 13487030

Trust Account Name State of Minnesota Unclaimed Property

AUTOMATED CLEARING HOUSE (ACH)

Routing Transit Number 121000248

Beneficiary Account Number (Principal DDA) 4516058948

Tran Code 22

Individual ID Crediting Customer Account Number

Individual Name Crediting Customer Name

DTC

Participant Number2925Agent Bank ID00078861Account Number13487030

Account NameState of Minnesota Unclaimed PropertyInstitution Number(This is your institution number if you have

affirmation responsibility)

*All DTC eligible shares must be deposited through DTC, DRS or DWAC (if not a DTC Participant).

FED

The Bank of New York Mellon (BNYM)

Routing Transit Number (ABA Number) 21000018
Party Mnemonic CUST
BNYM Account 944107

Principal Financial Group Federal Reserve

PHYSICAL SECURITIES

Depository Trust & Clearing Corporation (DTCC) - Over the window (OTW)

DTCC New York Window

Newport Office Center

570 Washington Blvd, 5th Floor

Jersey City, NJ 07310

Attn: Tara Wernert

Participant Number 2925

MUTUAL FUND TRANSFER INSTRUCTIONS

All mutual fund shares must be delivered manually using fund account numbers set up with our custodian. Submit requests for fund account numbers to our custodian, Principal Custody Solutions at pcsmplscsc@principal.com. Please use Attn: Zdravko Djukic in the subject line. Provide the fund name, CUSIP, ticker symbol and number of shares to be delivered when requesting fund account numbers.

When making notification of delivery of mutual fund shares, provide all fund information including CUSIP, ticker and share amount. If the fund company is aware of the fund delivery, provide their contact information including name, phone and email. This will allow our Custodian to communicate directly with the fund company to ensure successful delivery of shares to the State of MN – Unclaimed Property.

Contact our office at holder.unclaimed@state.mn.us or 651-539-1545 for additional instructions if reported shares cannot be transferred to our custodial account.

FOREIGN SECURITY DELIVERY

Submit a list of foreign securities to our custodian via email at pcsmplscsc@principal.com. Please use Attn: Zdravko Djukic in the subject line.

INVESTMENT INCOME: All dividend reinvestment elections should terminate after registration to Minnesota Unclaimed Property. All dividends, capital gains and other income distributions should be paid in cash. Send all investment income to the Minnesota Department of Commerce by check.

DRP ACCOUNTS: Dividend Reinvestment Plan (DRP) accounts should be converted to pay any increments in cash. Fractional shares must be liquidated, unless the fractional shares are transferable, the proceeds from the liquidation should be included with your annual report and remittance. Liquidate fractional shares at the property level, do not total fractions for all owners prior to sale. When reporting proceeds from fractional shares, the cash value should be reported as cash for fractional shares (SCO9) for each individual owner.

WORTHLESS AND NON-TRANSFERABLE STOCK: Do not report or remit worthless, chilled or otherwise non-transferable securities. Contact our office at Holder.Unclaimed@state.mn.us if you are uncertain whether a security should be delivered based on this criteria. If the stock become transferable and have value then report and remit the shares with your next annual report.

PHYSICAL SECURITIES: Advance approval is required prior to delivery of physical certificates. Certificates will be returned to sender if the shares can be transferred electronically or if they are restricted. All certificates must be re-registered with our Custodian, Principal Bank.

REPORTING RESPONSIBILITY: It is the Holder's obligation to ensure that reported shares are transferred into our custody successfully. If a transfer agent is acting on behalf of the Holder and fails to remit the shares to our custodial account, the liability remains with the Holder. If a transfer agent is unable to initiate DTC deliveries to our custodial account then a list of securities to be reported will need to be delivered to our office prior to submitting any related reports. If you do not have owner names, list the owner as "Unknown" and furnish as much information as possible from your files. List the dates of the check and their corresponding check numbers, any addresses, SSN's, account numbers, co-owners, or remitters, if known.

Contact Us

If you have any further questions, comments, or concerns, please feel free to contact us at the following:

Phone: (651) 539-1545

 $\textbf{Email:} \, \underline{holder.unclaimed@state.mn.us}$



Unclaimed Property Program Report Year 2025

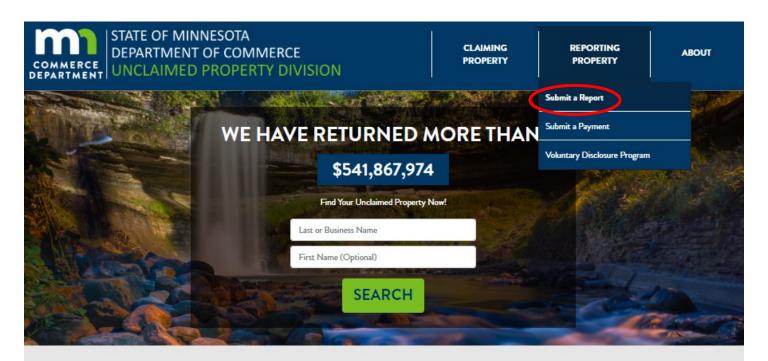
Report Submission Instructions



Welcome to the Minnesota Unclaimed Property

Welcome to the Minnesota Unclaimed Property Website. One of our office's top priorities is reuniting the owners with their lost or misplaced property. This includes items such as bank accounts, contents of safe deposit boxes, wages, insurance benefits, security deposits, stock dividends and other funds that remain unclaimed for three years or more.

Visit https://minnesota.findyourunclaimedproperty.com/ to begin the report and remittance submission process. Click the "Reporting Property" link to begin

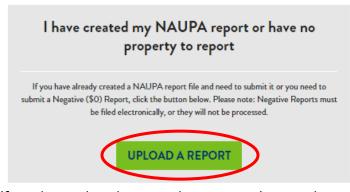


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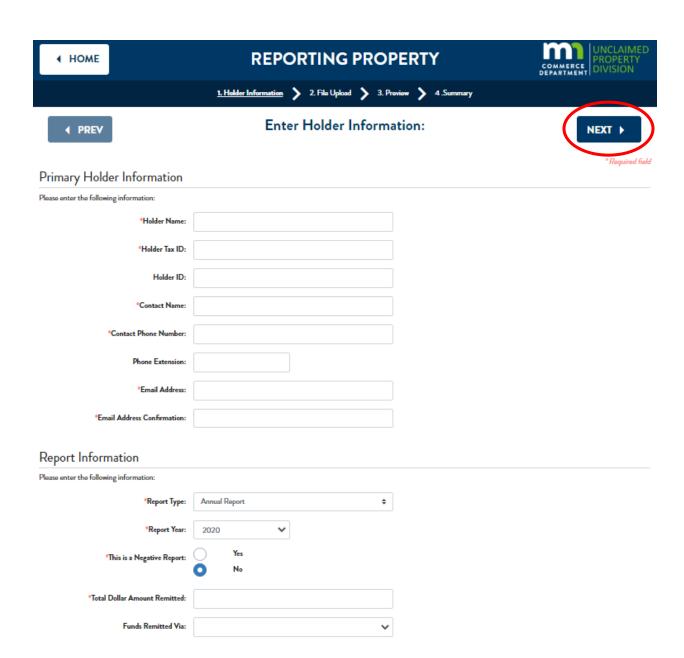
To submit a report, click the "Submit a Report" link in the menu.

SUBMIT A REPORT



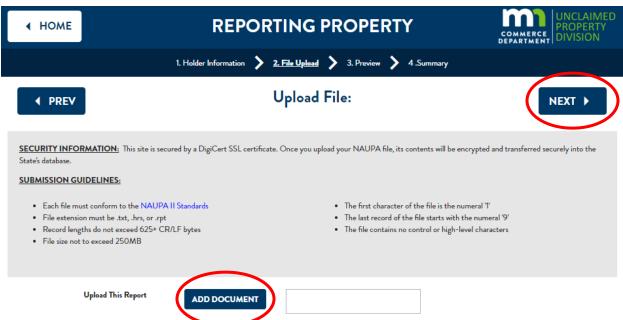


If you have already created a report using another unclaimed property reporting software or to submit a negative report, click the "Upload a Report" button to continue.

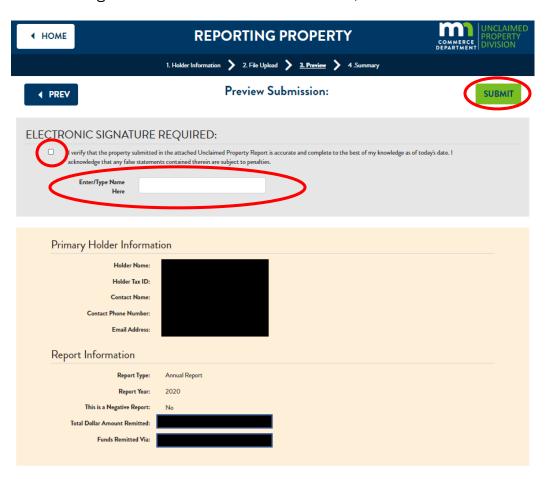




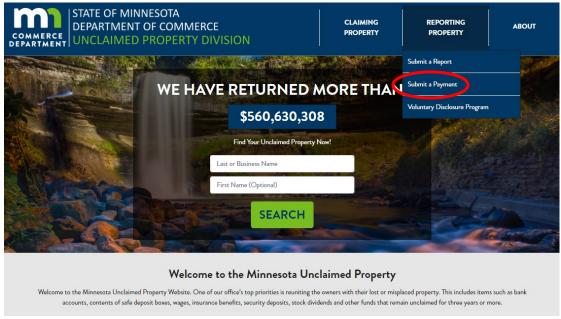
Enter the Holder information in the fillable form and click "Next" to continue.



Click the "Add Document" button to select the report file to be submitted. Any document submitted must conform to the submission guidelines laid out above. Once added, click "Next" to continue.



Review the holder and report information before submission. Once confirmed to be correct, check the verification box and enter the name of the individual submitting the report. Click "Submit." If remittance is being submitted via check, print your summary and submit it with your check. Click "Done" to complete the process.



To submit payment via ACH Debit transaction, return to the homepage and click "Submit a Payment."

SUBMIT A REPORT





If you have not already created a report using another unclaimed property reporting, click the "Enter a Manual Report" button to enter your properties directly on the website.

MANUAL ONLINE REPORTING



BEGIN SUBMISSION

| REGISTER |
|---|
| If you are beginning a new submission, enter your email address below and click "Register": |
| Email: |
| |
| Register |

| LOGIN |
|---|
| If you have a new secret key or are continuing a report already in-progress, enter your email address and secret key and click "Login": |
| Email: |
| |
| Secret Key: |
| |
| Login |



YOUR SECRET KEY



<u>WARNING:</u> There is no way for the state to retrieve your secret key. If you lose your key, you will not be able to return and continue in-progress work.

Reports must be completed within 45 days of registration. After 45 days, this account and any saved data will be deleted.

You will be asked to login with your new credentials on the next page!

PLEASE SAVE/COPY & PASTE/PRINT THIS SECRET KEY:

Print Key

Email:

Secret Key:

If you are beginning a new submission, enter your email address under the "Register" heading and click "Register." This will assign your submission a submission key. The submission key is a unique, submission-specific identifier that is required to access submissions already in-progress and prior to final submission.

NOTE: Please review the red warning box.

This submission key is not stored by the State. If the submission key is lost, it is irretrievable, and you will need to completely begin your submission from scratch if it is lost. It is highly recommended the key is saved or printed until the report is complete and submitted.

Once you have printed or documented your secret key, click "Continue" to begin your submission.



BEGIN SUBMISSION

| REGISTER | LOGIN |
|---|---|
| If you are beginning a new submission, enter your email address below and click "Register": | If you have a new secret key or are continuing a report already in-progress, enter your email address and secret key and click "Login": |
| Email: | Email: |
| | |
| Register | Secret Vern |
| | Secret Key: |
| | |
| | Login |

Once you've acquired your submission key, or if you are returning to complete your submission, enter your email and secret key under the "Login" heading and click "Login" to continue.





ENTER HOLDER INFORMATION

| Holder Information | | |
|---|------|----------------------|
| Please enter all required information below | v | Save |
| * Holder Name: | | |
| * Holder Tax ID: | | |
| Incorporated State: | | |
| - Select an Option - | | • |
| Incorporated Date: | | |
| MM - | • DD | - YY - |
| NAICS Code Charter: | | Find your NAICS Code |
| * Report Contact Name: | | |
| * Report Contact Address 1: | | |
| Report Contact Address 2: | | |
| Report Contact Address 3: | | |
| * Report Contact City: | | |
| * Report Contact State: | | |
| - Select an Option - | | • |
| * Report Contact Zip: | | |
| * Report Contact Phone Number: | | |
| Report Contact Phone Ext: | | |
| | | |

Enter the Holder Information and click "Save" when done.





REPORT SUMMARY PAGE



Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.



There are currently 0 records created. To create an owner record, please click "Create A Record".



Review the report summary page. If you are beginning a new submission, there will be no records listed. To create a new record, click "Create a Record." If you are continuing a submission, this page will show a summary of your progress. You may make edits to the Holder information by clicking "Edit Holder." If your records are entered and your report is complete, click "Final Review" to review your submission.





◆ Back To Report Summary

OWNERS

Add Property >

Owners on this Record: 0

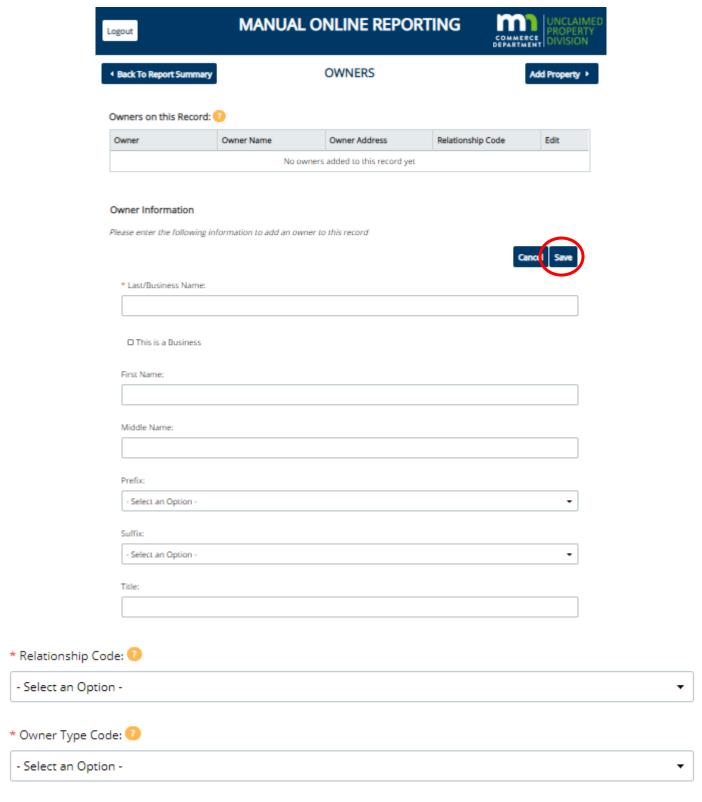


| Owner | Owner Name | Owner Address | Relationship Code | Edit |
|------------------------------------|------------|---------------|-------------------|------|
| No owners added to this record yet | | | | |



*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).

To add a new record, click "Add New Owner to Record."



Enter all applicable Owner information for your record. Click "Save" when completed to move forward.

Logout

MANUAL ONLINE REPORTING



◆ Back To Report Summary

OWNERS



Owners on this Record: 0



| Owner | Owner Name | Owner Address | Relationship Code | Edit |
|---------|----------------------------------|---------------|-------------------|------|
| Primary | Minnesota Department of Commerce | | SO | Edit |

Add New Owner to Record

*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).

If you have additional owners to add, you can do so by clicking "Add New Owner to Record." If you have no additional owners to add to the record, click "Add Property" to add the property detail.

Logout

MANUAL ONLINE REPORTING



Edit Owners

PROPERTY

Go to Report Summary

Properties on this Record:

| Property | Property | | ount ported | Amount Due | No. of Shares | No. of Shares Due | Edit |
|--|----------|--|----------------|------------|---------------|----------------------|------|
| No properties added to this record yet | | | | | | | |



Add New Property * Adds a Property to the Owner Record

Click "Add New Property" to add a property to the newly created Owner record.

Property Information

Please enter the following information to add a property to this record



Select the applicable property type and click "Save."

Property Information

Please enter the following information to add a property to this record

| | | | | Cance Save |
|--------------------------------|-------------|---|----|------------|
| * Property Type: 🕜 | | | | |
| AC01 - Checking Accounts | | | | • |
| * Starting Transaction Date: 1 | | | | |
| MM | ▼ DD | • | YY | ~ |
| Ending Transaction Date: | | | | |
| MM | ▼ DD | • | YY | ~ |
| * Amount Reported: | | | | |
| Deduction Type: | | | | |
| - Select an Option - | | | | • |
| Deduction Amount: | | | | |
| Addition Type: | | | | |
| - Select an Option - | | | | • |
| Addition Amount: | | | | |
| | | | | |
| Deletion Type: | | | | |
| - Select an Option - | | | | • |

Enter the applicable property detail information and click "Save."





◆ Edit Owners

PROPERTY



Properties on this Record:

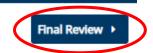
| Property | Property Type | Amount Reported | Amount Due | No. of Shares | No. of Shares Due | Edit |
|----------|---------------|--------------------|------------|---------------|----------------------|------|
| 1 | AC01 | \$5.00 | \$5.00 | N/A | N/A | Edit |

Review the properties summary for your record. Click "Edit" to edit the details, or "Go to Report Summary" to either continue adding additional records or view a summary of your filing, thus far.

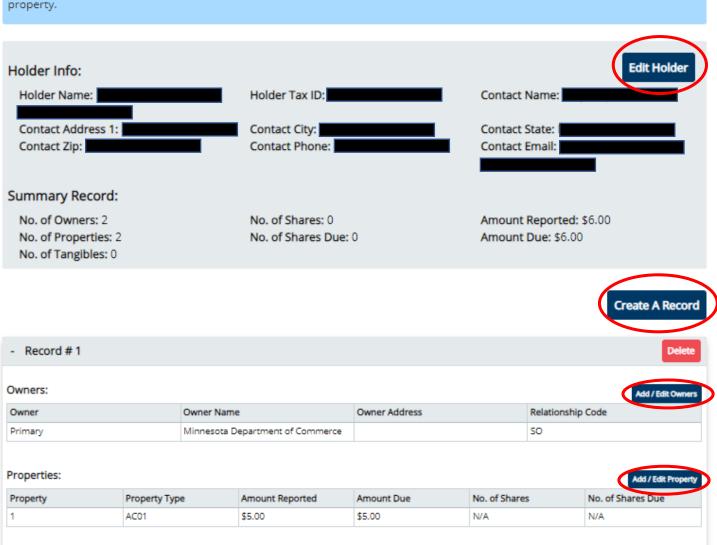




REPORT SUMMARY PAGE



Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.



Review the report summary page. From here you may edit Holder information, if necessary. You may also continue to add or edit any owner and/or property records, if necessary. If there are no changes to be made, click "Final Review."





◆ Back to Report Summary

SUMMARY

Submit

You will not be able to return to edit your report once the file is submitted.

Please review your submission and check each of the boxes to confirm that the summary record reflects the records included in your submission.

By clicking "Submit" you are confirming that the information displayed below is correct and no further action is required.

*Optional: You may download a copy of your NAUPA file for your personal records. You will not need to submit this copy to the state.



| Holder Info: | | |
|-----------------------|-----------------------|--------------------------|
| Holder Name: | Holder Tax ID: | Contact Name: |
| Contact Address 1: | Contact City: | Contact State: |
| Contact Zip: | Contact Phone: | Contact Email: |
| | | |
| Summary Record: | | |
| □No. of Owners: 2 | □No. of Shares: 0 | □Amount Reported: \$6.00 |
| □No. of Properties: 2 | □No. of Shares Due: 0 | □Amount Due: \$6.00 |
| □No. of Tangibles: 0 | | |

Review the full summary. Check each box in the Summary Record section to confirm the totals are correct. Once all the boxes are checked, you will have the ability to click "Submit" and transmit your filing.

NOTE: You will not be able to return to edit your report once the file is submitted. If you would like to download a copy of your report for your personal records, click "Download NAUPA File." Do NOT submit this copy of your report to the State. This is only a copy; your report will be transmitted one you click "Submit."

Logout

MANUAL ONLINE REPORTING



◆ Back to Report Summary

SUMMARY



You will not be able to return to edit your report once the file is submitted.

Please review your submission and check each of the boxes to confirm that the summary record reflects the records included in your submission.

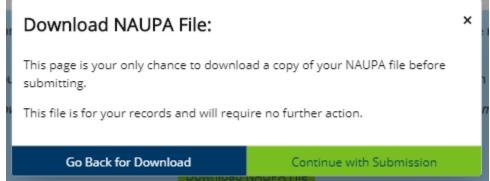
By clicking "Submit" you are confirming that the information displayed below is correct and no further action is required.

*Optional: You may download a copy of your NAUPA file for your personal records. You will not need to submit this copy to the state.

Download NAUPA File

| Holder Info: | | |
|-----------------------|-----------------------|--------------------------|
| Holder Name: | Holder Tax ID: | Contact Name: |
| Contact Address 1: | Contact City: | Contact State: |
| Contact Zip: | Contact Phone: | Contact Email: |
| | | |
| Summary Record: | | |
| ☑No. of Owners: 2 | ☑No. of Shares: 0 | ☑Amount Reported: \$6.00 |
| ☑No. of Properties: 2 | ☑No. of Shares Due: 0 | Amount Due: \$6.00 |
| ☑No. of Tangibles: 0 | | |

Click "Submit" to transmit your filing.



Click "Go Back for Download" to download a copy of your report, or click "Continue with Submission" to continue the filing process.

MANUAL ONLINE REPORTING PROPERTY DIVISION Note: This is your last opportunity to print a summary for your records. × **FINAL REVIEW** Done Report Successfully Submitted For Processing **Print Summary** If you wish to pay by check, print the report summary and mail it to our office with your payment. If there are any issues with your uploaded report, our holder reporting team will reach out to you. Please click "Print Summary" to retain a copy of this page for your records. Holder Info: Holder Tax ID: Holder Name: Contact Name: Contact Address Contact City: Contact State Contact Zip: Contact Phone: Summary Record: No. of Owners: 2 No. of Shares: 0 Amount Reported: \$6.00 Amount Due: \$6.00 No. of Properties: 2 No. of Shares Due: 0 No. of Tangibles: 0

The report has been successfully submitted for processing. If remittance is being submitted via check, print your summary and submit it with your check. Click "Done" to complete the process.



To submit payment via ACH Debit transaction, return to the homepage and click "Submit a Payment." Follow the prompts to submit your payment online.