

# Idaho Holder Reporting Packet

FY 2016



Reporting Forms and Instructions



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\*Active links are blue.

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STATE OF IDAHO

# OFFICE OF THE STATE TREASURER

RON G. CRANE STATE TREASURER

Dear Holders of Unclaimed Property,

As custodian of the state's unclaimed property, the State Treasurer's Office is responsible for collecting, safeguarding, and reuniting unclaimed property with its rightful owners or their heirs. The office is charged with ensuring compliance with Idaho Code: Title 14, Chapter 5, including holder reporting of unclaimed property each year.

The Idaho State Treasurer's Office believes in forging strong partnerships with businesses to ensure that together we return property to its rightful owners.

To help you complete your statutory obligation of filing your yearly report, we have published this Unclaimed Property Holder Reporting Manual. Please take a few moments to become familiar with the laws and processes.

My staff and I want to assist you in any way possible. Should you need additional assistance or are unsure of certain requirements, please feel free to contact the Unclaimed Property Division via email at [UCPBusinessQuestions@sto.idaho.gov](mailto:UCPBusinessQuestions@sto.idaho.gov) or by calling your Idaho Unclaimed Property Holder Specialist, John Faltin at (208) 332-2977

With Respect,

A handwritten signature in black ink that reads "Ron G. Crane".

Ron Crane State Treasurer



# Information On Reporting

The information shared in this manual is Idaho specific. Every state follows an unclaimed property act. If you are reporting to other states, it is a good practice to review that state's reporting instructions and laws.

**So, who needs to submit an unclaimed property report?** Any entity or person in possession of property, subject to Idaho Code §14-501(8) that belongs to an Idaho resident is considered a “holder” of unclaimed property and is required to report that property to the state. This includes holders in other states in possession of property owed to Idaho residents. Any entity conducting business within the state of Idaho that has branches, divisions or other affiliates is responsible for filing on their behalf.

All holders, including business associations, banking and financial organizations, utilities and other legal entities, are responsible for filing reports on behalf of their branches, divisions or other affiliated entities.

## What is Unclaimed Property Reporting?

An unclaimed property report is a report that includes your company information, a detailed listing of all the properties being remitted, and all available owner information. Reports with 10 or more properties must be filed electronically - see [reporting methods](#).

# Unclaimed Property Reporting Myths

## Myth #1

My organization does not have any unclaimed property.

## Reality

Practically ALL companies have an unclaimed property liability. Any entity in possession of property belonging to another is potentially a holder of unclaimed property.

## Myth #2

My organization is only required to report to the state where we are housed or to states in which we actively conduct business.

## Reality

In the most basic terms, a holder needs to report abandoned property to the last known address of the owner of the property.

## Myth #3

Unclaimed property reporting is voluntary.

## Reality

Unclaimed property reporting is not voluntary - it is required under all state statutes.

# Glossary of Terms

## **Abandoned (Unclaimed) Property**

Unclaimed property is unclaimed or abandoned property that is not physical like land, real estate, buildings, boats, cars, etc. Unclaimed property can be checking and savings accounts, stocks and bonds, mutual funds, uncashed pay checks and more. Unclaimed property can also be the items stored in safety deposit boxes.

## **Activity**

Action taken by an owner which may include making a deposit, a withdrawal, a written memorandum to the holder or any action that a state's statute deems adequate.

## **Aggregate**

Idaho does not allow aggregate reporting as of July 1, 2012. An aggregate report is money submitted in a lump sum without providing owner information.

## **Conservator**

An individual who is court appointed to legally hold, manage, and safeguard the value of another person's property.

## **Custodian**

As it relates to unclaimed property, Idaho becomes the custodian of abandoned property until it is returned to the rightful owner.

## **Dormancy Date/Date of Last Activity**

The date of last contact by the owner with the listed holder.

## **Dormancy Period**

The time when an owner of property does not take action on his or her property.

## **Due Diligence**

A final effort by a holder to contact an owner. Idaho requires a letter to be sent to the owner within 120 days of the November 1, report deadline. Letters are not required to be sent via certified mail.

## **Escheat**

A transfer of property from a holder to the state. In Idaho, the state becomes the custodian of the property until the property is returned to its rightful owner.

## **Holder**

A business or organization in possession of property belonging to another.

## **Indemnification**

Once a holder turns over property to the state, they are no longer liable for the property.

## **Intangible Property**

Something which a person or corporation can have ownership of and can transfer ownership of to another person or corporation, but has no physical substance. Items could include the following: money, checks, drafts, deposits, interest, dividends and income, credit balances, customer overpayment, gift certificates, security deposits, refunds, credit memos, unpaid wages, money deposited to redeem stocks, bonds, coupons, and other securities, or to make distributions, amounts due and payable under the terms of insurance policies.

## **National Association of Unclaimed Property Administrators (NAUPA)**

NAUPA is the trade association comprised of state unclaimed property officials.

## **Negative Report**

Also called a “zero” property report.

**Effective 2016 Idaho requires negative reports.**

## **Owner**

A person having legal or equitable claim to abandoned property.

## **Official Check**

A check or written instrument for which a banking, financial organization, or business association is directly liable; including but not limited to drafts, money orders, travelers checks, cashier’s checks, expense and payroll checks.

## **Rightful Owner**

A person who has the legal right to the property.

## **Reporting Process**

Idaho processes holder reports through report/remit which is the process of reporting abandoned property and submitting payment of property to the state by November 1.

## **Tangible Property**

In Idaho, the only physical property that is included in unclaimed property is the contents of safe deposit boxes, safes, and lockers per Idaho Administrative Code 014.

## **Underlying Shares**

Shares of stock issued by a business association, banking organization or financial organization, the certificates for which are in the possession of the shareholders, but regarding which the shareholders 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.

## **Voluntary Disclosure Agreement (VDA)**

An informal VDA is offered by Idaho to encourage holders to become compliant with reporting. Holders must apply for a VDA and gain administrative approval based on the information submitted and their commitment to remain compliant.

Some definitions taken from the NAUPA website. (NAUPA.org)

# Abandoned Property

Idaho law requires all holders to annually review their financial records to determine whether they are holding any funds or securities that have been unclaimed for the required dormancy period. If so, holders must file a report and remit the property to the state of the last known address. Abandonment periods vary by property type. Simply put, you must report all abandoned funds that you owe to a person or business.

## What is Unclaimed Property?

Unclaimed property can be any financial asset owed to another business or individual. Property is considered abandoned when there has been no activity and/or contact with an owner for a specific period of time. The property type will determine the abandonment period. When a holder's attempts to locate the rightful owner have been unsuccessful, the assets must be "escheated" to the Idaho State Treasurer's Office, which, in turn, holds the assets in perpetuity and is required to advertise the rightful owners' names in an effort to return the assets to them. (Idaho Code § 14-518). Once the assets are reported to the state, the holder is released from that liability.

Idaho Unclaimed Property law is located in the Idaho Code (I.C.) Title 14, Chapter 5 and online at: <http://www.legislature.idaho.gov/idstat/Title14/T14CH5.htm>.

## Common Examples of Unclaimed Funds

- Deposits at financial institutions
- Uncashed checks
- Wages
- Account credits
- Utility deposits
- Insurance payments
- Stocks
- Bonds
- Dividend payments
- Safe deposit box contents
- Overpayments
- Refunds

# Business to Business Exemptions

Business-to-business transactions, which are commonly called B2B transactions are not exempt in Idaho. In Idaho, businesses are treated the same as individuals when reporting unclaimed property.

**Q:** Our company has an overpayment on our books that is owed to a company that we frequently do business with. We have sent them a check but it looks like it was never cashed. Do I have to include that in our unclaimed property report?

**A:** The short answer is yes. Even if you currently conduct business with the company in question, the overpayment belongs to them. The best case scenario would be for them to cash the check but if they have not and the dormancy period has been met, you need to include it on your report.

**Q:** I heard that if a business has filed bankruptcy you can absorb their unclaimed funds.

**A:** By law, you cannot absorb funds that belong to another business or person and therefore must report all unclaimed funds.

**Q:** We do business with companies all over the United States. What do we do if we have unclaimed funds but the company is located in a state that has a business-to-business exemption?

**A:** Idaho does not have a B2B exemption. You need to follow the laws of the state where your business is domiciled. You must submit a report to the other state even if the other state has an exemption. That is, the unclaimed property laws of the state of the owner as listed in the holder's books and records, i.e., the primary state, take priority.

If the state that you're domiciled in does not have a B2B exemption but the state of the last known address of the business does, then the property would still be reportable to your state of domicile.

# Common General Questions

**Q:** What does unclaimed property have to do with my business?

**A:** If you've ever had customers, vendors or employees, you most likely have unclaimed property. If you have unsuccessfully attempted to return money that is in your general ledger that belongs to someone else (customers, vendors, employees), then you have unclaimed property.

**Q:** Is my business eligible to claim unclaimed property?

**A:** If you have been doing business in Idaho with an individual or company, we may have property for you. You can search for your business name at [yourmoney.idaho.gov](http://yourmoney.idaho.gov).

**Q:** What does the state do with the unclaimed property I report?

**A:** The Unclaimed Property Program maintains a large data base of names on our website. We encourage everyone to visit our website and search their name. We hold the property as a custodian until claimed by the rightful owner.

**Q:** My business is in Idaho but I have vendors and employees in other states. Can I just report everything to Idaho? How do I know what the laws are in other states?

**A:** Property should be reported to the state of the owners last known address. Although unclaimed property laws are similar state-to-state, there are differences. You must contact the state you are reporting to for information on their laws.

# Abandonment Periods

Abandonment periods for unclaimed funds vary from one to fifteen years depending on the type of property. Most general property is presumed abandoned after five years. Uncashed payroll and utility deposits are presumed abandoned one year from the date issued.

A holder must determine abandonment or dormancy based on account activity or inactivity.

## **Examples of Account Activity**

- Owner requested an address change
- Owner sends a letter or an email with instructions on how to handle the property
- Owner is writing checks
- Voting by proxy for dividend reinvestment plan
- Deposit to or withdrawal from an account

## **Examples Not Considered Account Activity**

- Recurring, automatic electronic transactions
- Statements or notices mailed to the customer not returned as undeliverable
- Interest Posted
- Inactive IRA, Benefit or Tax Deferral Accounts

# IDAHO STATE TREASURER • UNCLAIMED PROPERTY

## PROPERTY TYPE CODES & ABANDONMENT PERIODS

### ACCOUNTS BALANCES (5 YRS)

AC01	CHECKING ACCOUNTS
AC02	SAVINGS DEPOSITS
AC03	MATURED CERTIFICATES OF DEPOSIT OR SAVINGS CERTIFICATES
AC04	CHRISTMAS CLUB ACCOUNTS
AC05	MONEY DEPOSITED TO SECURE FUNDS
AC06	SECURITY DEPOSITS
AC07	UNIDENTIFIED DEPOSITS
AC08	SUSPENSE ACCOUNTS

### UNCASHED CHECKS

#### CODE (DORMANCY PERIOD IN PARENTHESES)

CK01	CASHIER'S CHECKS (5)
CK02	CERTIFIED CHECKS (5)
CK03	REGISTERED CHECKS (5)
CK04	TREASURER'S CHECKS (5)
CK05	DRAFTS (5)
CK06	WARRANTS (1)
CK07	BANK MONEY ORDERS (7)
CK08	TRAVELER'S CHECKS (15)
CK09	FOREIGN EXCHANGE CHECKS (5)
CK10	EXPENSE CHECKS (5)
CK11	PENSION CHECKS (5)
CK12	CREDIT CHECKS OR MEMOS (5)
CK13	VENDOR CHECKS (5)
CK14	ANY CHECKS WRITTEN OFF TO INCOME OR SURPLUS (5)
CK15	ANY OTHER OUTSTANDING OFFICIAL CHECKS OR EXCHANGE ITEMS (5)
CK16	CD INTEREST CHECKS (5)

### COURT DEPOSITS (1 YEAR\*\*\*)

CT01	ESCROW FUNDS
CT02	CONDEMNATION AWARDS
CT03	MISSING HEIRS' FUNDS
CT04	SUSPENSE ACCOUNTS - TAX DEEDED PROPERTY
CT05	OTHER TYPES OF DEPOSITS MADE WITH A COURT OR PUBLIC APPEAL

### INSURANCE (5 YEARS\*)

IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS
IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS
IN03	PROCEEDS DUE BENEFICIARIES
IN04	PROCEEDS FROM MATURED POLICIES, ENDOWMENTS, ANNUITIES
IN05	PREMIUM REFUNDS
IN06	UNIDENTIFIED REMITTANCES
IN07	OTHER AMOUNTS DUE UNDER POLICY TERMS
IN08	AGENT CREDIT BALANCES

### PROCEEDS FROM MINERAL INTERESTS (5 YEARS)

MI01	NET REVENUE INTERESTS
MI02	ROYALTIES
MI03	OVERRIDING ROYALTIES
MI04	PRODUCTION PAYMENTS
MI05	WORKING INTERESTS
MI06	BONUSES
MI07	DELAY RENTALS
MI08	SHUT-IN ROYALTIES
MI09	MINIMUM ROYALTIES

### SAFE DEPOSIT BOXES AND SAFEKEEPING (5 YEARS)

SD01	CONTENTS OF SAFE DEPOSIT BOXES
SD02	CONTENTS OF ANY SAFEKEEPING REPOSITORY
SD03	OTHER TANGIBLE PROPERTY
SD04	UNCLAIMED LOAN COLLATERAL

### TRADITIONAL IRA, SEP IRA, SARSEP IRA, AND SIMPLE IRA (3 YEARS)

IR01	CASH
IR02	MUTUAL FUNDS
IR03	SECURITIES

### ROTH IRA (3 YEARS)

IR05	CASH
IR06	MUTUAL FUNDS
IR07	SECURITIES

### HEALTH SAVINGS PLANS (5 YEARS)

HS01	HEALTH SAVINGS ACCOUNT
HS02	HEALTH SAVINGS ACCOUNT INVESTMENT

### CHECKS AND INTANGIBLE PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS

#### CODE (DORMANCY PERIODS IN PARENTHESES)

MS01	WAGES, PAYROLL, OR SALARY (** 1 YEAR)
MS02	COMMISSIONS (**1 YEAR)
MS03	WORKER'S COMP BENEFITS (5)
MS04	PAYMENT FOR GOODS AND SERVICES (5)
MS05	CUSTOMER OVERPAYMENTS (5)
MS06	UNIDENTIFIED REMITTANCES (5)
MS07	UNREFUNDED OVERCHARGES (5)
MS08	ACCOUNTS PAYABLE (5)
MS09	CREDIT BAL/ACCTS RECEIVABLE (5)
MS10	DISCOUNTS DUE (5)
MS11	REFUNDS DUE (5) ****
MS12	UNREDEEMED GIFT CERTIFICATES (5)
MS13	UNCLAIMED LOAN COLLATERAL (5)
MS14	SUMS PAYABLE FROM PENSION/PROFIT SHARING (IRA, KEOUGH, E.G.) (3)
MS15	PROPERTY DISRIBUTABLE INVOLUNTARY DISSOLUTION/LIQUIDATION**
MS16	OTHER MISC. OUTSTANDING CKS (5)
MS17	OTHER MISC. INTANGIBLE PERSONAL PROPERTY (5)
MS18	SUSPENSE LIABILITIES (5)

### SECURITIES (5 YEARS)

SC01	DIVIDENDS
SC02	INTEREST PAYABLE ON REGISTERED BONDS
SC03	PRINCIPAL PAYMENTS
SC04	EQUITY PAYMENTS
SC05	PROFITS
SC06	FUNDS PAID TOWARD THE PURCHASE OF SHARES, OR INTEREST IN A FINANCIAL OR BUSINESS ENTITY
SC07	BEARER BOND INTEREST AND MATURED PRINCIPLE
SC08	SHARES OF STOCK (RETURNED BY POST OFFICE)
SC09	CASH FOR FRACTIONAL SHARES
SC10	UNEXCHANGED STOCK OF SUCCESSOR CORPORATION
SC11	OTHER CERTIFICATES OF OWNERSHIP
SC12	UNDERLYING SHARES OR OUTSTANDING CERTIFICATES OF OWNERSHIP
SC13	FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCKS/BONDS
SC14	DEBENTURES
SC15	U.S. GOVERNMENT SECURITIES
SC16	MUTUAL FUNDS
SC17	WARRANTS
SC18	MATURED PRINCIPAL ON REGISTERED BONDS
SC19	DIVIDEND REINVESTED BOND
SC20	CREDIT BALANCES

### TRUST, INVESTMENTS, AND ESCROW ACCOUNTS (5 YEARS)

TR01	PAYING AGENT ACCOUNTS
TR02	UNDELIVERED DIVIDENDS OR UNCASHED DIVIDENDS
TR03	FUNDS HELD IN A FIDUCIARY CAPACITY
TR04	ESCROW ACCOUNTS
TR05	TRUST VOUCHERS

### UTILITIES

#### CODE (DORMANCY PERIODS IN PARENTHESES)

UT01	UTILITY DEPOSITS (1)
UT02	MEMBERSHIP FEES (5)
UT03	REFUNDS OR REBATES (5)
UT04	CAPITAL CREDIT DISTRIBUTIONS (5)

### EDUCATIONAL SAVINGS ACCOUNTS (INCLUDES COVERDELL ED SAVINGS ACCOUNTS AND COLLEGE SAVINGS PLANS) (5 YEARS)

CS01	CASH
CS02	MUTUAL FUNDS
CS03	SECURITIES

This list consists of NAUPA standard codes.

# Due Diligence

Holders of abandoned property are required by law to send written notice to the apparent owner stating the holder is in possession of property if:

- The value of the property is more than \$50 and the holder has in its records an address for the apparent owner that the holder's records appear to be accurate.
- Due Diligence letters are not to be sent out more than 120 days before the property is delivered to the state.
- Before sending a due diligence letter to the owner be sure all efforts to contact the owner have been exhausted.
- Allowing the owner the opportunity to collect the funds from holders re-establishes his or her business relationship and relieves the holder of the liability to report and remit funds to the state.
- All businesses should check their records to determine if owners have additional accounts, as they may be active thereby eliminating the need to escheat the property.

Holders are  
still required to  
submit reports  
postmarked by  
November 1.

# Sample Due Diligence Letter

Date

Owner

Address

City State Zip

Dear Owner Name:

On [date], we issued you a check number [####] in the amount of [\$\$\$\$] for [Give the reason the check was issued, if known]. As of this date, our records indicate that this check has not been cashed. If you are unable to locate this check, please mark the appropriate box below and return this letter so that we may correct the situation. Or please contact us at:

The check has been lost. Please reissue and send it to the address below.

The check was cashed on [date, if known].

The replacement check was received and cashed on [date].

Please print below

Your name:

Current address: City State Zip

Phone number:

Signature: Date:

You must contact the above business by [date] to avoid having your property sent to the Idaho Unclaimed Property Program.

# Read Before Reporting

Before we jump into the deep end of the pool, there are a few Do's and Don't's to remember.

## Acceptable Payment Methods

Reporting unclaimed property that totals UNDER \$100,000

### Checks

- Send ONE check for all properties
- Make check out to Idaho Unclaimed Property
- Do not send the original documents issued to the owner - we are only able to deposit a check written to Idaho Unclaimed Property
- A check made payable to anyone other than Idaho Unclaimed Property will be returned

### Automated Clearing House (ACH) Debit

- Visit the Holder Account Portal to submit via debit. If you don't have an account you must set one up.

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Reporting unclaimed property that totals \$100,000 or OVER

### Wire Transfer or Automated Clearing House (ACH) Credit

Submitting via wire transfer or ACH Credit MUST have administrator approval each year.

For approval contact John Faltin at 208-332-2977 or [john.faltin@sto.idaho.gov](mailto:john.faltin@sto.idaho.gov).

### Checks

- Send ONE check for all properties
- Make check out to Idaho Unclaimed Property
- Do not send original documents that was issued to the owner - we are only able to deposit a check written to Idaho Unclaimed Property
- A check made payable to an individual or business will be returned unprocessed

# Reporting Requirements and Considerations

## Request for an Extension

The administrator may grant an extension beyond the filing due date under certain conditions. If you cannot remit your report on or before November 1, you must fill out a Request for Extension form UP-7 found in this manual on [page 19](#). The deadline for requesting an extension is no later than November 1.

If your report or request for an extension is received after November 1, without approval, it will be considered late. All reports received after the due date must be submitted electronically in NAUPA format regardless of the number of properties being submitted.

An annual rate of 12% interest must be included with your report if it is received after November 1.



## HOLDER REQUEST FOR EXTENSION

<b>HOLDER INFORMATION</b>		
Holder Name:	Tax/FEIN Number:	
Mailing Address:		
City:	State:	Zip Code:
Contact Person:	Phone Number:	Fax Number:
<b>REQUEST INFORMATION</b>		
Select additional time required to complete report:		
30 Days	60 Days	90 Days
Reason for request:	Personnel Changes	New Computer Program
	Reorganization/Merger	System Problems
Please provide a detailed explanation:		
<b>CERTIFICATION</b>		
<p>I am requesting an extension for reporting year _____. I am aware of Idaho's requirement to remit abandoned property by November 1st and am duly authorized to execute this request for an extension.</p>		
Name _____	Title _____	
Phone No. _____	Fax No. _____	Email _____
Signature _____	Date _____	
<b>UNCLAIMED PROPERTY USE ONLY</b>		
The Idaho Unclaimed Property office will consider the following criteria in evaluating this request:		
	<u>Satisfactory</u>	<u>Unsatisfactory</u>
Previous Filing History (if filed)	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Explanation Provided	<input type="checkbox"/>	<input type="checkbox"/>
Prior Requests for Extensions (consecutive)	<input type="checkbox"/>	<input type="checkbox"/>
Extension Approved <input type="checkbox"/>	Extension Denied <input type="checkbox"/>	Report Due on _____
Reason for denial _____		
_____	_____	_____
Authorized Signature	Title	Date

## Informal Voluntary Disclosure Agreement (VDA)

Idaho does not have a formal compliance/amnesty program. The state treasurer does, however, encourage holders to comply with the law. Businesses that voluntarily come forward, and have been granted an “informal voluntary disclosure” will not be subject to penalty.

To be eligible to participate in Idaho’s Informal Voluntary Disclosure program, a holder must meet the following criteria:

1. The holder is not currently under audit or has been notified of an upcoming audit.
2. The holder is a first-time reporter. This provision is waived if the property type is new or associated with a merger/acquisition of a new company.

**To be considered for Idaho’s Informal Voluntary Disclosure Program, You must receive administrator approval prior to submission. Contact Ingrid Bolen, Program Specialist [ingrid.bolen@sto.idaho.gov](mailto:ingrid.bolen@sto.idaho.gov) or by phone at (208) 332-2978.**

## **RECORD RETENTION**

Holders of abandoned property for the state of Idaho are required by Idaho Code §14-531, to retain abandoned property records for a period of seven (7) years after filing the report unless a shorter period is provided by regulation of the administrator.

Business and financial organizations that provide checks, money orders or similar instruments other than third-party bank checks, on which the organization is directly liable, must maintain records while instruments remain outstanding for three years after the holder has filed the report.

## **Aggregate Items**

The State of Idaho will not accept aggregate reporting. All properties must be turned over with all applicable owner information.

## **Required Dormancy**

Holders requesting to remit abandoned property prior to the required dormancy period must put their request in writing to the unclaimed property administrator. Your request must provide the reason for reporting early. An example of early reporting would be proof of death with an un-locatable heir.

## Audits

The Idaho State Treasurer's Office periodically participates in examinations of holder records to ensure that holders are in compliance with the state's unclaimed property law per Idaho Code §14-530.

## Property From Other States/Reciprocal Agreements

The state of Idaho currently has informal reciprocal agreements with most states; however, property should be reported to the state of the last known address.

All unclaimed money orders, travelers checks or similar instruments that were purchased in Idaho must be reported to Idaho if the owner's last known address is unknown.

All unclaimed property held for owners whose last known address is unknown or is in a foreign country must be reported to Idaho if the holder is domiciled or incorporated in Idaho.

Late reporting, non-reporting, consumer complaints, and improper aging are just a few examples that can trigger an audit.

# Reporting Methods

## Step One Choose a reporting software.

Below are two links to unclaimed property reporting software.

- A. UPExchange does not need to be downloaded and it can send a report for you directly to Idaho.



<http://www.byetm.com/index.php/upx?referral=switchboard>

- B. HRS Pro must be downloaded and allows you to save it to a CD ROM or upload a file through our secure holder portal.



<http://www.wagers.net/index.php>

## Step Two Follow software directions.

If you need help, both software companies have contact information and are available to answer software questions.

# Unclaimed Property Report/Remit Years

This document will assist you in knowing when to submit unclaimed property to the state.

The left column asks you to identify when last contact was made with the rightful owner – via check or activity. The right column is the report deadline for properties identified within the dates on the left column.

## One (1) Year Abandonment Properties

Checks that were issued or last activity date with property owner during the period:	Must be reported and remitted on the report year postmarked before:
July 1, 2014 to June 30, 2015	November 1, 2016
July 1, 2015 to June 30, 2016	November 1, 2017
July 1, 2016 to June 30, 2017	November 1, 2018
July 1, 2017 to June 30, 2018	November 1, 2019
July 1, 2018 to June 30, 2019	November 1, 2020

## Three (3) Year Abandonment Properties

Checks that were issued or last activity date with property owner during the period:	Must be reported and remitted on the report year postmarked before:
July 1, 2012 to June 30, 2013	November 1, 2016
July 1, 2013 to June 30, 2014	November 1, 2017
July 1, 2014 to June 30, 2015	November 1, 2018
July 1, 2015 to June 30, 2016	November 1, 2019
July 1, 2016 to June 30, 2017	November 1, 2020

## Five (5) Year Abandonment Properties

Checks that were issued or last activity date with property owner during the period:	Must be reported and remitted on the report year postmarked before:
July 1, 2010 to June 30, 2011	November 1, 2016
July 1, 2011 to June 30, 2012	November 1, 2017
July 1, 2012 to June 30, 2013	November 1, 2018
July 1, 2013 to June 30, 2014	November 1, 2019
July 1, 2014 to June 30, 2015	November 1, 2020



STATE OF IDAHO  
**OFFICE OF THE STATE TREASURER**  
RON G. CRANE STATE TREASURER

**IDAHO REPORT OF UNCLAIMED PROPERTY**

**UP-1**

Holder Name:

FEIN Number:

Holder Address:

Year(s) for this report:

Use this form to report unclaimed property if you are absolutely unable to file electronically and have 9 or fewer properties to report. We encourage ALL holders to use our secure website to e-file unclaimed property reports at [yourmoney.idaho.gov](http://yourmoney.idaho.gov) (click on "Holder Reporting" and follow the links).

Your business information:

1. Contact person name
2. Contact person phone
3. E-mail address
4. State of incorporation
5. Number of properties reported (from Form UP-2)
6. Amount remitted (\$) (from Form UP-2)
7. Number of securities remitted (from Form UP-2)

Mark your payment method:

Check

Website

ACH Debit

Wire Transfer/ACH Credit (prior approval needed)

I do hereby affirm that this information is true and correct to the best of my knowledge.

Authorized Signature:

Date:

Idaho Unclaimed Property P.O. Box 83720 Boise, ID 83720-9101  
[yourmoney.idaho.gov](http://yourmoney.idaho.gov) 208.332.2942



# Your Paper Report is Valid When . . .

## Form UP-1

- Form UP-1 is typed
- Lines 1 through 7 are completely filled out
- There are nine (9) or fewer properties to report
- Form UP-1 is signed and dated

## Form UP-2

- Form UP-2 is typed
- All fields are completely filled out to the best of your knowledge
- There are nine (9) or fewer properties to report
- The total amount of properties is entered at the bottom of form UP-2

Forms UP-1 and UP-2 must be submitted together.

# NAUPA

The National Association of Unclaimed Property Administrators (NAUPA) increases awareness of unclaimed property as a vital consumer protection program. It is the foremost authority on unclaimed property and the affirmed leader of the coalition of states, administrators, and holders working together to reunite rightful owners with their property.

The purpose of the association is to promote and strengthen unclaimed property administration and interstate cooperation in order to enhance States' return of unclaimed property to rightful owners and provide a forum for the open exchange of information and ideas.

Members represent all states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, several Canadian provinces, and Kenya. Membership is available to other governmental entities. NAUPA is a network of the National Association of State Treasurers (NAST). For more information visit: <https://www.unclaimed.org/>

## **NAUPA Reporting Codes**

In the 1990s, NAUPA approved a standard set of codes in a format that makes electronic reporting more uniform.

Improvements were adopted at the NAUPA annual meeting in St. Louis, Missouri in July 2002, and became effective for the Fall 2003, reporting period.

The format was further revised by the membership on December 8, 2010, adding codes for new types of property.

New Relationship and Ownership Codes with accompanying definitions were added and became effective on September 26, 2013.

The latest revisions are on the following pages for your convenience and use.

## NAUPA 'OWNER RELATIONS' CODES & DEFINITIONS

Code	Description	Definition
AD	Administrator	A 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 a distribution.
CP	Community Property	Property or earnings received by a husband and wife during marriage, other than by gift, devise, or descent. Separate property is property owned by a spouse before marriage or received during the marriage by gift, devise or descent. In some jurisdictions, earnings from separate property are also separate property and in some jurisdictions, such earnings are community property. Recognized by California, Arizona, New Mexico, Texas, Nevada, Idaho, Washington, 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.

## NAUPA 'OWNER RELATIONS' CODES & DEFINITIONS

Code	Description	Definition
GR	Guardian	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs.
HE	Heir	Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.)
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy.
JT	Joint Tenants	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated.
JS	Joint Tenants with Rights of Survivorship	A type of account which is owned by at least two people, where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of that other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
TC	Tenants in Common	A type of account which is owned by at least two people with no rights of survivorship afforded to any of the account holders. In this type of account, a surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death. Generally, the member ownership in the account is determined on a pro rata basis, meaning that if there are two tenants in the account, each will have a 50% claim on the account's value.
JE	Tenants in Entireties	Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor.
OR	(Or) Unspecified Joint Relationship	Unspecified joint relationship including 'OR'
OT	Other Relationship	Relationship other than specified in this list. Additional details should be submitted with the property.
PD	Payable on Death	Account is payable on Death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate.

## NAUPA 'OWNER RELATIONS' CODES & DEFINITIONS

Code	Description	Definition
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 state in the Declaration of Trust which created it.
UG	Uniform Gifts to Minor	Property that is gifted to a Minor under the Uniform Gifts to Minors Act—(UGMA). This act allows minors to own property such as securities. Under the UGMA, the ownership of the funds works like it does with any other trust except that the donor must appoint a custodian (the trustee) to look after the account. Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU.
UT	Uniform Transfer to Minor	Property that is gifted to a minor under the Uniform Transfers 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 states, 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.

# Reimbursement Request

Idaho allows holders to be reimbursed money that has been escheated in error. Here are some examples of why a business could request a holder reimbursement:

- The property owner cashed a check after the money was sent to the state.
- The property owner came forward to the business to claim the property and the business paid the owner.
- Sometimes mistakes are made, and money could have been sent to the state in error. If an amount was remitted in error, attach a separate sheet detailing the error.

A business must include proof of payment or proof of making the owner whole and a notarized UP-4 form.



# HOLDER REQUEST FOR REIMBURSEMENT

UP-4

State of \_\_\_\_\_ Report Year \_\_\_\_\_

**PART I HOLDER INFORMATION**

Holder Name	Address	City	State	Zip
Tax ID#	Contact	Contact Telephone No.		

**PART II CLAIM INFORMATION**

Property Code	Acct. Reference No. <i>(If Aggregate – Specify)</i>	Date Pd. To Owner/Acct. Reactivated *	Amount Paid
Owner's Name <i>(Exactly as on Report)</i>		Owner's Address <i>(As Listed on Report)</i>	
Claimant's Name & Address <i>(If Different than Owner)</i>			

**Total Request for Reimbursement: \$ \_\_\_\_\_**

**PART III HOLDER CERTIFICATION**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016  
 Notary: \_\_\_\_\_  
 My commission expires: \_\_\_\_\_

I, \_\_\_\_\_ a duly authorized representative of the holder listed above, do hereby certify that the above listed funds, or other property which was listed in the Report filed by the holder, have been paid to the rightful owner(s) or their appointed representative. I agree, upon payment of the above-described property to indemnify the State and hold it harmless from all claims and loss, demands, costs, and other expenses which the State may sustain by reason returning property to the holder and by reason further of its refusal to pay the property to any other person or persons:

Name and Title of Holder Representative (type or print) \_\_\_\_\_

Signature of Holder Representative \_\_\_\_\_ Date \_\_\_\_\_

# Securities Reporting

## Stock

Holders must re-register securities to Idaho Unclaimed Property. Securities with no value shall not be reported or delivered to the State of Idaho. The securities shall be delivered via electronic transfer to an account with our contracted broker through the Depository Trust Company (DTC) or Direct Registration System (DRS) or in certificate form. Idaho Unclaimed Property has determined that an electronic transfer through DTC is the most efficient method to deliver unclaimed securities.

### Electronic delivery:

Wells Fargo Clearing Services  
DTC Participant #0141  
Idaho Unclaimed Property Account # 4954-0884  
FEIN: 82-6001011

All fractional shares must be sold and sent to our office as cash for each reported owner.

### Physical certificates must be registered and delivered as follows:

Idaho Unclaimed Property  
PO Box 83720  
Boise ID 83720-9101  
FEIN: 82-6001011

Original certificates must be delivered with the Report of Unclaimed Property Coversheet (Form UP-1). Certificates that are incorrectly registered will be returned for re-registration, and the report will be returned unprocessed subject to penalty. Only one certificate must be delivered for each security reported.

Idaho Unclaimed Property does not participate in Direct Registration Plans (DRP). All dividends must be paid in cash. We will only accept whole shares for each individual when the shares are issued. Fractional share must be liquidated at fair market value when reported and the cash remitted to Idaho Unclaimed Property. Shareowner's records must include the following:

- Owner name
- Last transaction date
- Number of shares
- Cash amount remitted

# Mutual Funds

Open-end mutual funds shall be transferred to Idaho Unclaimed Property's contracted broker at the mutual fund with Wells Fargo Clearing Services as dealer (participant #0141) NETWORKING MATRIX LEVEL 3.

## Registration

Wells Fargo Clearing Services  
FBO Idaho Unclaimed Property  
BIN # 78536542  
2801 Market Street  
St Louis, MO 63103

Tax ID # 82-6001011

DTC # 0141

Branch # PKD2

Representative # P144 (Scott Johnson, Wells Fargo Advisors LLC)

Use cash options for  
all dividends and  
capital gains

- Idaho Unclaimed Property does not have an existing account in a particular family of Funds contact Lynn Wearden at Wells Fargo Advisors at (208) 363-7603 to obtain information needed by the agent to open a new account.
- Mutual funds must be registered to Idaho Unclaimed Property on or before the date the report and remittance are submitted. Our FEIN is 82-6001011. Each shareowner record reported must include the shareowner name, last transaction date, number of shares, and cash amount remitted, if applicable.
- It is incumbent upon holders to contact the individual mutual funds companies to inform them that as part of the annual escheatment process, they intend to transfer shares into an account with the state of Idaho's Federal Identification Number (FEIN).
- If Idaho Unclaimed Property's contracted broker cannot hold a specific mutual fund, accounts are to be re-registered in the name of Idaho Unclaimed Property with the following information:

Idaho Unclaimed Property  
P.O. Box 83720  
Boise, ID 83720-9101  
TAX ID # 82-6001011

# Dividend Reinvestment Plan - DRP

The State of Idaho will only accept whole shares for each individual when the shares are issued. Fractional shares must be liquidated at fair market value when reported.

Fractional shares must be sold for each individual on all shares when issued.

Dividends must be paid in cash.

Shareowner's records must include:

- Owner name
- Last transaction date
- Number of shares
- Cash amount remitted

# Safety Deposit Box Contents

Safety deposit box inventory forms must be completed and submitted with your report on or prior to November 1. After you submit your report, Idaho Unclaimed Property will schedule an appointment for delivery. Do not deliver before scheduled appointment is set.

- You MUST use the State of Idaho Safety Deposit Box Inventory Form (UP-6).
- Do not report empty boxes.
- If you have more than nine (9) safekeeping accounts to report you MUST file electronically in NAUPA format.
- Each envelope must have the UP-6 inventory report completely filled out and attached.

If you are not filing electronically, your submission is not complete until you completely fill out the UP-6, UP-1 and UP-2 .

If you are filing electronically you still must completely fill out the UP-6.

## Cash and Firearms

To submit cash found in safekeeping boxes you must inventory and count the cash and list each item separately before remitting. For example, do not list “dimes” but do list the actual number of dimes (16 dimes).

If any of the safekeeping boxes contain firearms, controlled substances or contents that could be deemed illegal, follow your internal policy regarding contraband. Idaho Unclaimed Property will not accept these items.



This form is only needed for reporting safe deposit box contents.

# Idaho Unclaimed Property

UP-6A

## Safe Deposit Box Receipt

### HOLDER INFORMATION

Date:		Federal/Tax ID No.:	
Holder Name:		Contact Person:	
Address:		Title/Department:	
City:	State:	Zip:	Email:
State of Incorporation:		Phone No.:	Fax No.:
Date of Incorporation:		Number of safe deposit boxes reported:	
Parent Company Name:		Parent Company Federal/Tax ID No.:	

### VERIFICATION STATEMENT

I affirm to the best of my knowledge and belief, that the safe deposit box information provided above is true and correct.

\_\_\_\_\_  
Name of Authorized Officer (print)

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Title of Authorized Officer (print)

\_\_\_\_\_  
Date

### UCP Dual Custody Authorized Employees

#### UCP Date Stamp

\_\_\_\_\_  
Signature of First Authorized Officer

\_\_\_\_\_  
Signature of Second Authorized Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# To Speak to a Real Person

For reporting questions contact:

John Faltin  
Business Holder Specialist  
[john.faltin@sto.idaho.gov](mailto:john.faltin@sto.idaho.gov)  
(208) 332-2977

For Informal Voluntary Disclosure Agreement questions contact:

Ingrid Bolen  
Program Specialist  
[ingrid.bolen@sto.idaho.gov](mailto:ingrid.bolen@sto.idaho.gov)  
(208) 332-2978

U.S. Mail:

Unclaimed Property  
P.O. Box 83720  
Boise, Idaho 83720-9101

FedEx/UPS:

Unclaimed Property  
304 N. 8th St., Suite 208  
Boise, Idaho 83702