

State of Arizona



Unclaimed Property Reporting Manual

Report & Instructions

2023



Katie Hobbs
Governor

Rob Woods
Director

Dear Unclaimed Property Holder:

On behalf of the citizens of Arizona, I would like to thank you for taking the time to file your Unclaimed Property Report with the Arizona Department of Revenue. We have made every effort to design this booklet to be informative and as user friendly as possible. By completing your annual report, you are not only complying with Arizona Revised Statutes, Title 44, Chapter 3, but you are performing a valuable service to the citizenry by helping us protect abandoned property.

The Unclaimed Property Unit works hard to assist holders and claimants of abandoned assets alike. Each year we collect thousands of new properties and return millions of dollars to its rightful owners. Unclaimed Property has become an increasingly important program for our growing population, and you complete the first step by filing this report and remitting abandoned assets to the Department of Revenue.

If you should have any questions on how to complete the report forms contained in this booklet, feel free to contact the Holder Compliance Unit at their email ReportingUnclaimedProperty@azdor.gov. Electronic versions of this booklet, along with fillable forms are available from our website at www.azdor.gov/unclaimed-property

Again, thank you for helping us return property to its rightful owner.

Sincerely,

William Nagel
Administrator



QUICK REFERENCE GUIDE



Make Checks Payable To: Arizona Unclaimed Property Unit and include your FEIN.

Mail Report w/Remittance To: Arizona Unclaimed Property Unit
PO Box 29026
Phoenix, AZ 85038

Courier Address: 1600 W Monroe, Division Code 10, Phoenix, AZ 85007

Wire Transfer Instructions: See page 2 for detailed instructions.
(See page 2)

Stock Registration & Delivery: Nominee name: HARE & CO/ACCT#822432
(See page 9) FEIN # 13-6062916
The Depository Trust Company
570 Washington Blvd-5th FL
Jersey City, NJ 07310
Attn: BNY Mellon/Branch Deposit Department/Account #822432 State of Arizona
upch.custody@avenuinsights.com
Avenu Insights & Analytics

Mutual Funds: Avenu Insights & Analytics
(See Page 10) upch.custody@avenuinsights.com

Dividend Reinvestment Plans: Will NOT be accepted in book entry form.
(See Page 9)

Safe Deposit Boxes: Contact safekeeping representative at ReportingUnclaimedProperty@azdor.gov
(See Page 11) Arizona Department of Revenue
Unclaimed Property Unit
1600 W Monroe, Division Code 10
Phoenix, AZ 85007

Remit & Report Due Date: Prior to November 1st – all businesses other than life insurance entities
For property presumed abandoned as of June 30

Prior to May 1st – for all life insurance entities only
For property presumed abandoned as of December 31st

Reporting Requirements: A NAUPA formatted file on CD ROM, USB flash drive or secure email to
ReportingUnclaimedProperty@azdor.gov for reports with 11 or more
properties. Free software available (HRS Pro).

If you utilize any Unclaimed Property Reporting software, you MUST file the
electronic file created using electronic media (CD/USB/secure email/UPExpress).

Only 10 or fewer properties may be submitted manually. If you do not use
software to produce your report, then you must use forms 650A or 650B and 652
(Schedule A).

Aggregate Reporting Due Diligence is not required on properties under \$50. Please provide all
available owner detail including those items under \$50.

Due Diligence: Must be mailed 120 days prior to report submission, by July 3rd for November
(See page 3) reporting.

Reciprocal Reporting: Holders should report property to the state of the owner's last known address. If
the property for other states is submitted, it must be in compliance with those
states' laws and procedures.

Negative Reports Are NOT required in the State of Arizona.

Signature Requirements Holder report must be signed by an authorized employee of the entity.
Electronic signature is acceptable.



TABLE OF CONTENTS

General Overview

What is Unclaimed Property?	1
Who must report Unclaimed Property?	1
What Unclaimed Property should be reported?	1
Reporting Methods and Requirements	2
When to File.....	2
Method of Payment.....	2
Holder Due Diligence.....	3
Sample Due Diligence Letter	3
Requesting Reimbursement	4

Reporting Instructions

General Reporting	5
Electronic Reporting	6
Report Cover Page	7
Schedule A	8

Securities Report

Securities Remittance	9
Worthless or Non-Transferable Securities	9
Mutual Funds	10

Safe Deposit Box Report

When to Report	11
How to Report	11
When to Remit Safe Deposit Box Contents	12
Packaging Contents	12
Delivering Contents	12
Negative Report	13

Codes, Tables and Checklist

NAUPA Property Type Codes	14-15
Relationship Codes/Payment Protocols	16
Remit Year Tables	17
Unclaimed Property Terms	18
Checklist	19

Forms	20
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www.azdor.gov/unclaimed-property

✉ ReportingUnclaimedProperty@azdor.gov ☎ (602) 716-6031



GENERAL OVERVIEW

What is Unclaimed Property?

Unclaimed Property is a financial asset owed to an individual or business. Property is considered unclaimed when there has been no owner contact for a specified period of time, usually between 1 and 3 years.

When efforts by the holder to locate the owner fail, the funds must be turned over to the Department of Revenue which is then responsible for safeguarding the funds, attempting to locate the owners, publicizing the names of apparent owners and returning the assets to the owners as they come forward.

The Revised Arizona Unclaimed Property Act is located in Arizona Revised Statutes, Title 44, Chapter 3, and can be found online at www.azleg.gov.

Who must report Unclaimed Property?

Any person or entity in possession of property (subject to the Act) which belongs to another, or who is trustee in case of a trust, or who is indebted to another person on an obligation subject to the Act, is deemed a holder of unclaimed property and must report that property to the state. All holders, whether located in Arizona or in other states, must report to the Department of Revenue any unclaimed property they hold that is owed to Arizona residents. Arizona domiciled businesses must also report all property where the owners name and address is unknown. All business entities are responsible for filing reports on behalf of their branches, divisions or other affiliates, including:

- **Banking and financial institutions** including state or federally chartered banks, trust companies, savings banks, private bankers, savings and loan associations, credit unions and investment companies.
- **Business associations** wherever located, such as a corporation, joint stock company, business trust, partnership, proprietorship, cooperative, or other association for business purposes (including all insurance companies).
- **Other legal entities** including state, county and city governments, political subdivisions, public authorities, public corporations, estates, trusts or any other legal or commercial entity.

Information about other states and their unclaimed property reporting requirements can be accessed through the NAUPA (National Association of Unclaimed Property Administrators) web site at www.unclaimed.org

What Unclaimed Property should be reported?

Reportable items with respective property codes and dormancy periods are located in the NAUPA property type codes section of this booklet. Holders must report all unclaimed property that is owed to an Arizona resident or business. In addition, Arizona domiciled holders should report items to Arizona without an owner name or address and all unclaimed property where the last known address is in a foreign country.

- **Securities** representing underlying shares, stock splits, bonds, etc., must be registered in Arizona's nominee name of HARE & CO. (See the instructions for Reporting Securities section for more information).
- **Safe Deposit Box** contents that have been unclaimed by the owner for a period of three years after expiration of the lease must be reported. Please complete an Unclaimed Property report (650C), indicating on the Schedule A all available information, and contact safekeeping representative via email at ReportingUnclaimedProperty@azdor.gov to arrange for delivery of the property.



GENERAL OVERVIEW

Reporting Methods and Requirements

Holders should report via CD/DVD or USB flash drive, following the **NAUPA** format specifications and signed report coversheet. Reports not received according to the prescribed format will be returned for correction. You may also send your report by secure email to ReportingUnclaimedProperty@azdor.gov

For assistance with reporting and payment, contact the Holder Compliance Section via email at ReportingUnclaimedProperty@azdor.gov.

When to File

In Arizona, a life insurance company that is a holder of property that is presumed abandoned shall file its report before May 1, and the report shall cover the prior calendar year. Any other holder of property that is presumed abandoned shall file the report before November 1, and the report shall cover the last twelve months before July 1 of that year. A holder may also make a one-time election to annually report the property at the same time it reports its income for the purposes of income tax pursuant to Title 43.

The Department requests extension inquiries for filing a Report of Unclaimed Property be submitted to the Holder Compliance Unit in writing prior to either April 1 or October 1 (whichever applies). Please include the entity's FEIN and length of time needed within the request.

Method of Payment

All checks must be made payable to "**Arizona Unclaimed Property Unit**" for the total amount listed on the Report of Unclaimed Property. Your remittance must be in U.S. currency. Foreign currency **cannot** be accepted.

- Do not make checks payable to the original owner or include the original owner's name in the payee section of the check.
- Do not send the original instrument that was issued to the owner. This office can only deposit checks made payable to the Arizona Unclaimed Property Unit and include your FEIN.
- Do not submit an individual check for each property being reported.
- Alert the Unit at ReportingUnclaimedProperty@azdor.gov if check or report is being mailed under separate cover or the check will be returned unprocessed.

Wire Transfer Instructions

You **MUST** send an email to electronicfundstransfer@azdor.gov and reportingunclaimedproperty@azdor.gov with the wire information at least one day prior to sending the funds. **Do not send payment via ACH** as you may with your tax account. Unclaimed Property only accepts payment via check or wire.

Bank Name: Bank of America

Bank Address: 201 East Washington
Phoenix, AZ 85004

Account Name: ADOA/DOR

Account Number: 412715057

Routing Number: 026009593

Description: Arizona Unclaimed Property / (include FEIN #)



GENERAL OVERVIEW

Holder Due Diligence

The Act requires that **prior to** one hundred twenty days before the holder of property that is presumed abandoned files their report, the holder shall send a written notice to the apparent owner that states that the holder is in possession of the property if all of the following apply:

- The holder has an address in the holder's records for the apparent owner and the records do not indicate that the address is inaccurate.
- The claim of the apparent owner is not barred by any other law of this state.
- The value of an individual property is at least fifty dollars.

Sample Due Diligence Letter

Owner Name
123 Main Street
City Name, State, Zip

Re: (Property Description or Account No.)

Our records indicate that we are holding unclaimed property in the amount of \$_____ due to the person listed above. The owner may claim this property by contacting us at the address and/or phone number listed below.

Holder Information:
Company Name
Address
Phone Number

If we do not hear from the owner before (insert the last day that the company can remove items for refund reporting and remitting to the State), Arizona law requires us to submit this property to the Arizona Department of Revenue, Unclaimed Property Unit before November 1.

Sincerely,
(Company's Contact Name)
Street Address (Include Number)
City, State, Zip Code

PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS

Printed Owner Name

Owner Signature

Action to be taken (PLEASE CHECK ONE)

- Reissue Check (original is/is not enclosed) Update Account (passbook is/is not enclosed)
 Close account and Send Check (passbook is/is not enclosed)
 Other (explain)



GENERAL OVERVIEW

Requesting Reimbursement

After a report is submitted, a holder may choose to repay the owner directly or may determine that items within the report were filed in error. In these cases, the holder may seek reimbursement by submitting the Holder Request for Reimbursement form (Arizona Form 670) along with the required documentation substantiating the repayment or error. **Please use the current version, 670 revised 09/09. All other forms are obsolete and will not be accepted.**

Section 1

In this section, identify your company and designated contact.

Report Year - the year in which the requested property was reported to the State of Arizona.

Report Amount – the total dollar amount of the report you are referencing.

Property Type Code – the property type code used to identify the property you are requesting.

Aggregate – indicate if the property you are requesting was reported in aggregate form.

Property Amount - the amount of funds, shares, or tangible properties transmitted to the State, for the property in question.

Owner Name and Address - the full name and address of the owner as it is shown on the report.

Property Description – the description of the property you are requesting, such as, the identification, check, or other reference number.

Section 2

In this section, identify property for which the holder is seeking reimbursement.

Holder Name – the name of your company as listed on the Unclaimed Property Report you are referencing.

Tax Identification Number – the tax id number reported on the Unclaimed Property Report you are referencing.

Mailing Address – the mailing address of your company as declared on your most recent Unclaimed Property report (Arizona Form 650A-C).

Contact Person / Contact Information – the name of your company’s designated State contact as designated on the most recent report filed (Arizona Form 650A-C).

Section 3

In this section, carefully read the holder declarations and indemnity agreement.

Section 4

In this section, a notarized signature of the designated contact person is required.

Please Note:

1. All fields in each section of the form must be completed before the State of Arizona will process your request for information or make payment.
2. You are required to submit documentation to support your claim for reimbursement, which may consist of copy of cancelled check(s), front, and back, evidence of account reactivation, or a sufficient letter of explanation.

Only a company employee designated as the Unclaimed Property contact on the last report (Arizona Form 650A-C) may request a holder reimbursement. An officer of your company may change the designated contact person/ contact information by completing Arizona Form 285UP and Arizona Form 650A(Sections 1 and 2). The designated contact will be responsible for all ongoing interaction with the Arizona Unclaimed Property Section.

ARIZONA FORM 670 **Arizona Department of Revenue**
HOLDER REIMBURSEMENT REQUEST FORM

1 **Owner Information**

Report Year	Report Amount	Property Type Code	Aggregate <input type="checkbox"/> YES <input type="checkbox"/> NO	Property Amount
-------------	---------------	--------------------	---	-----------------

Owners Name as indicated on Report _____
 Additional Owner as indicated on Report _____
 Owners Street Address _____
 Owners City or Town _____ Owners State _____ Owners ZIP Code _____
 Property Description _____

2 **Holder Information**

Holder Name _____
 Tax Identification Number _____
 Mailing Address _____
 City or Town _____ State _____ ZIP Code _____
 Contact Person _____ Title _____
 Telephone Number _____ E-mail Address _____

3

I depose and swear under oath that I am authorized to make this affidavit as a duly authorized officer. Based upon personal knowledge, the information provided by the reporting institution (holder) to substantiate payment to the owner or reinstatement of the remitted account is true and correct. By demonstrating that the owner, or his/her personal representative was paid or reinstated, I hereby certify this claim for reimbursement is valid and just. Upon payment by the Arizona Department of Revenue of the reimbursement described above, the reporting institution (holder), herein named, agrees to indemnify and hold harmless the State of Arizona, its employees and agents from any and all liability, claims, demands, losses, suits, or actions, arising from or related to any other party who hereafter asserts or attempts to establish right to payment of the above described funds to the extent of the value of the property so paid or delivered.

4

Signature _____ Date _____
 Subscribed and Affirmed before me by: _____
 this _____ day of _____, 20____.
 State of _____ County of _____
 Notary Public Signature _____ (Affix Seal Here)

MAIL TO: Arizona Department of Revenue • Unclaimed Property Unit • PO Box 29026 • Phoenix, AZ 85038-9026
 For assistance in the Phoenix area: (602) 364-0380 or outside the Phoenix area toll free: (877) 492-9857
 Fax: (602) 542-2089 <https://azdor.gov/unclaimed-property>

ADOR 11035 (9/20)
 Previous ADOR 17-2022



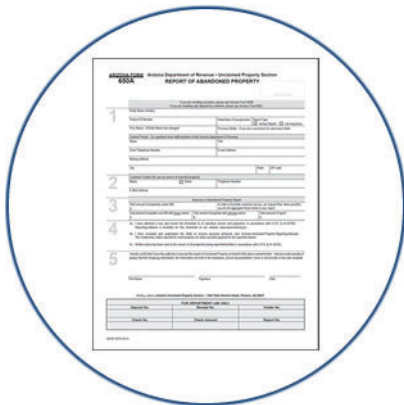
REPORTING INSTRUCTIONS

General Reporting

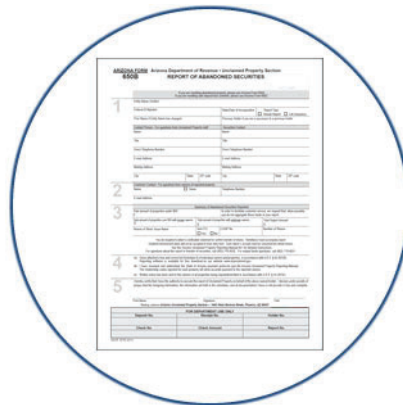
We ask that you adhere to the procedures and forms included in this booklet.
If you have any questions, please email to ReportingUnclaimedProperty@azdor.gov

Please Note

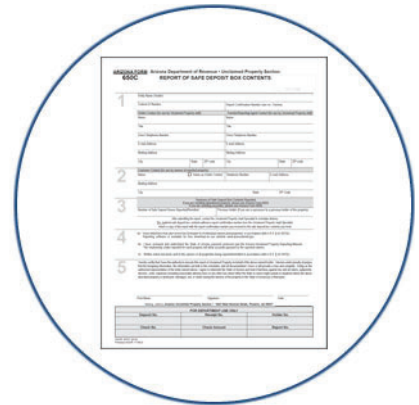
- There is a different report cover page for each type of property you are reporting:
 - **650A** - Cash only
 - **650B** - Securities and Cash
 - **650C** - Safe Deposit Box Contents only



Report Cover Page 650 A



Report Cover Page 650 B



Report Cover Page 650 C

- It is important that you familiarize yourself with the instructions for reporting securities before you transfer or re-register any stock/mutual fund.
- It is important that you review the payment protocol for each relationship type that you report. You are responsible for choosing the code that correctly reflects the named person's relationship to the property.
- Include all known owner identifiers for each property
 - Social security or Tax Id numbers
 - Dates of Birth
 - Policy, account or check numbers

The more information the State receives with your report the less likely they are to contact you each time a claim is filed or to refer claimants to your escheatment specialist for additional information.



REPORTING INSTRUCTIONS

Electronic Reporting

We recommend that you update your software yearly as the standard reporting format does change.

It is required that data be sent according to these specifications:

- Use a CD, DVD or USB flash drive. You may also send your report by secure email to ReportingUnclaimedProperty@azdor.gov
- Clearly label the outside of the disk with the holder name, holder address, names of each file contained on the disk and the format used (e.g., Wagers, HRS, or NAUPA).
- When reporting multiple companies on one CD, DVD or USB flash drive assign each company a separate file name.
- Type all records in UPPER CASE style.

Or you may send to us via UPEXpress.

Magnetic tape or cartridge media is not acceptable.

Send passwords and/or instructions for retrieving data which is password protected or in special encryption software to ReportingUnclaimedProperty@azdor.gov or provide a contact person and telephone number with your report and remittance.

- CD ROMS and USB flash drives in NAUPA format that contain the "HDE" file extension are encrypted and **do not** require password protection.
- CD ROMS and USB flash drives in NAUPA format that contain the "HRS" file extension are not encrypted and **should** be sent under protected means.

Passwords for non-encrypted files need to be emailed promptly to reportingunclaimedproperty@azdor.gov. The subject line of the email must identify the report(s) protected by the password.

Approved reporting software is available, free of charge at:



Arizona does not provide technical support of HRS Pro, however, holders may continue to download this free software and User's manual from Conduent Reporting System (HRS) software package to submit unclaimed property on a CD ROM or USB drive in NAUPA format at www.wagers.net From the main page, click on the Free Holder Software icon and follow the instruction to download. For questions or additional information, please contact Conduent Wagers at (303) 413-9450.

Arizona will no longer accept Reports in Excel Format



REPORTING INSTRUCTIONS

Report Cover Page

This form must be submitted in hard copy.

Section 1

In this section, identify your company and designated contact. The designated contact will be responsible for all ongoing interaction with the Arizona Unclaimed Property Section. Future correspondence and holder reimbursements will be sent to the address reported at this time. An officer of your company may change the designated contact person/contact information by completing Arizona Form 285UP and Arizona Form 650A (Sections 1 and 2).

Section 2

In this section, identify your company's customer contact. Unclaimed Property clients will often have questions that can only be answered by an employee of your company who is not only familiar with your escheatment policy, but also your internal procedures and practices.

Section 3

In this section, summarize and classify the property you are reporting.

Section 4

In this section, carefully read the holder declarations and indemnity agreement.

Section 5

In this section, the signature of the employee authorized to execute the report is required.

ARIZONA FORM 650C Arizona Department of Revenue • Unclaimed Property Section
REPORT OF SAFE DEPOSIT BOX CONTENTS

1 Entity Name (Holder)
Federal ID Number Report Confirmation Number (see no. 3 below)

ARIZONA FORM 650B Arizona Department of Revenue • Unclaimed Property Section
REPORT OF ABANDONED SECURITIES

1 If your report contains more than 10 items you MUST submit an electronic file in NAUPA Standard Format. Form 652 (Schedule A) MUST be completed if you are reporting 10 items or less and are not submitting an electronic file.
If you are remitting abandoned property, please use Arizona Form 650A.
If you are remitting safe deposit box contents, please use Arizona Form 650C.

2
3
4
5

ARIZONA FORM 650A Arizona Department of Revenue • Unclaimed Property Section
REPORT OF ABANDONED PROPERTY

1 If your report contains more than 10 items you MUST submit an electronic file in NAUPA Standard Format. Form 652 (Schedule A) MUST be completed if you are reporting 10 items or less and are not submitting an electronic file.
If you are remitting securities, please use Arizona Form 650B.
If you are remitting safe deposit box contents, please use Arizona Form 650C.

2 Entity Name (Holder)
Federal ID Number State / Date of Incorporation
Prior Name - If Entity Name has changed Previous Holder - If you are a successor to a previous holder
Contact Person - For questions from Unclaimed Property staff
Name
Direct Telephone Number
E-mail Address
Mailing Address
City State ZIP code
Customer Contact - For use by owners of reported property
Name Same as Contact Person Telephone Number
E-mail Address

3 Summary of Abandoned Property Reported
Total amount of properties under \$50 \$ In order to facilitate customer service, we request that, when possible, you do not aggregate these funds in your report
Total amount of properties over \$50 with known owners \$ Total amount of properties with unknown owners \$ Total Report Amount \$

4 4a. Remittance must accompany report.
4b. I have attached a true and correct list (Schedule A) of individual owners and properties, in accordance with A.R.S. § 44-307(B). Reporting software is available for free download on our website www.azunclaimed.gov.
4c. I have reviewed and understand the State of Arizona payment protocols (see the Arizona Unclaimed Property Reporting Manual). The relationship codes reported for each property will allow accurate payment to the reported owners.
4d. Written notice has been sent to the owners of all properties being reported/remitted in accordance with A.R.S. § 44-307(E).

5 I hereby certify that I have the authority to execute this report of Unclaimed Property on behalf of the above named holder. I declare under penalty of perjury that the foregoing information, the information set forth in the schedules, and all documentation I have or will provide is true and complete.

Print Name Signature Date
MAIL TO: Arizona Unclaimed Property Section • 1600 West Monroe Street, Division Code 10 • Phoenix, AZ 85007

FOR DEPARTMENT USE ONLY	
Deposit No.	Receipt No.
Check No.	Check Amount

ADOR 10755 (3/14)



REPORTING INSTRUCTIONS

Schedule A

The Department recommends that you submit your report in electronic format.

1 Item no:

Enumerate each item you are reporting.

2 Account Number:

Provide an account number for the individual property being reported.

3 Check no:

Indicate a check number for the property being reported.

4 Property type: (Mandatory field)

Indicate the NAUPA property code (see enclosed list) for the category that best describes what type of property you are remitting.

5 Cash amount remitted:

Indicate the dollar amount due owner(s).

6 Interest rate:

If the account is currently earning interest, list the rate.

7 Last activity date:

Indicate either the check issue date, the date of the last owner-directed account activity, the date the property became payable or distributable, or the date of last contact between the company and the owner, whichever applies.

8 Owner's name and mailing address: DO NOT LIST JOINT OWNERS ON THE SAME LINE.

Please furnish the entire name, if known, including any title, such as Jr., Sr., or III. Corporate titles, names of trusts, estates, partnerships, associations, and trade names should be listed exactly as adopted. If the name is unknown or no longer available, indicate that in this field. Please furnish a complete address including zip code. If the complete address is not available, indicate the portion of the address that is known. **The last known address should be reported even if it is determined that mail is no longer deliverable to the owner at the address.**

9 Owner's tax ID:

Indicate the owner's social security number or the entity's tax identification number.

12 Fees/Drilling Costs:

If you are reporting the contents of a safe deposit box, please list all fees that are due before the box may be released to the reported owner.

15 CUSIP no:

If you are reporting a security, indicate the CUSIP number. If you are reporting a bond, indicate the CUSIP, bond number, and any coupon numbers.

Item no.	Account #	Check #	NAUPA property type
1	2	3	4
Cash amount remitted		Interest rate	Last activity date
5		6	7
Owner's last name		Owner's first name / middle initial	Owner's mailing address
8			
City, State, ZIP code		Country	Owner's Tax ID (SSN or EIN)
9		Owner's date of birth	NAUPA relationship code
10		11	
Fee/Drilling cost	No. of shares remitted	Security/Mutual Fund name	CUSIP no.
12	13	14	15
Date of Death			
16			
COMPLETE THE FIELDS BELOW IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY			
Additional owner's last name		Additional owner's first name / middle initial	Additional owner's Tax ID (SSN or EIN)
17			
Additional owner's date of birth		Additional owner's date of death	Other information available
Additional owner's last name		Additional owner's first name / middle initial	Additional owner's Tax ID (SSN or EIN)
Additional owner's date of birth		Additional owner's date of death	Other information available

10 Owner's date of birth:

Indicate the owner's date of birth (if known).

13 Number of shares remitted:

Indicate the actual number of shares being remitted for each individual owner.

16 Owner's date of death:

Indicate the owner's date of death (if known).

11 Relationship code: (Mandatory field)

Please refer to the relationship codes/ payment protocols on the following page.

14 Security/Mutual Fund name:

Indicate the name of the security, bond, or mutual fund if you are reporting them.

17 Joint Owner's information

Enter additional owner's information, please follow procedures on step 8.

It is imperative that ALL pertinent property fields described above are thoroughly completed. This will aid in the location and identification of the correct owner.



REPORTING INSTRUCTIONS

Securities Report

Any stock or other equity interest in a business association or financial organization is presumed abandoned if the property remains unclaimed by the owner for more than three years after the date of the most recent dividend, stock split or other distribution.

Securities Remittance

Complete the Report of Abandoned Securities 650B. All information must be typed or printed clearly in ink.

Stock must be registered in the name of the State of Arizona

Holders who participate in DTC (Depository Trust Company) must transfer re-registered securities directly to: DTC Participant #901; Account #822432; Agent Bank 26500.

PHYSICAL CERTIFICATES ARE TO BE REGISTERED AS FOLLOWS:

HARE & CO/ACCT#822432
FEIN #13-6062916
The Depository Trust Company
570 Washington Blvd-5th FL
Jersey City, NJ 07310
Attn: BNY Mellon/Branch Deposit Department/Account #822432 State of Arizona

PLEASE NOTE: Physical certificates will be returned if DTC, DWAC or DRS eligible.

Email upch.custody@avenuinsights.com a notification of securities being transferred at least 24 to 48 hours prior to the transfer. Include in this notification the following:

- Issue Name
- CUSIP #
- number of shares
- depository number

If prior notification is not received by Avenu Insights, the transfer will be rejected and returned to the holder.

Include a copy of the DTC confirmation along with the Unclaimed Property Report you submit to the Unclaimed Property Unit of the Arizona Department of Revenue.

Dividend Reinvestment Plans will not be accepted in book entry form. Convert each owners account to whole shares, and register the whole shares into our nominee name. The report **must** indicate, for each individual owner, the number of whole shares and the amount of cash in lieu of fractional shares that are due.



Worthless or Non-Transferable Securities

Do not report worthless or non-transferable securities to our office. If these do become transferable or gain value, report and remit the shares at that time. You will not be penalized for late reporting in these situations.

If you are reporting securities from a safe deposit box, please use the Instructions for Reporting Safe Deposit Box Contents.



REPORTING INSTRUCTIONS

Mutual Funds

Open-End Mutual Funds

Mutual Fund Accounts held for Arizona Department of Revenue, must be opened in advance. Avenu will provide the account numbers for all mutual funds to be transferred into the state's account.

Please contact Avenu at upch.custody@avenuinsights.com to obtain the account numbers 5 business days prior to attempting delivery. Please send interested party statements for Open-End Mutual Fund accounts to the following:

Avenu Insights & Analytics
Attn: Custody Department
100 Hancock Street, 10th Floor
Quincy, MA 02171

*Note: Please pay all dividends and capital gains earned as reinvestment.

Closed-End Mutual Funds/DRP (Dividend Reinvestment Plan)

Account held should be registered in the name of:

Cactus & Co
c/o Avenu Insights & Analytics
Attn: Custody Department
100 Hancock Street, 10th Floor
Quincy, MA 02171
Tax ID: 75-3121666

*Note: Please pay all dividends and capital gains earned as reinvestment.



REPORTING INSTRUCTIONS

Safe Deposit Box Report

Tangible property that is held in a safe deposit box is presumed abandoned if the property remains unclaimed by the owner for more than three years after the expiration of the lease or rental period on the box.

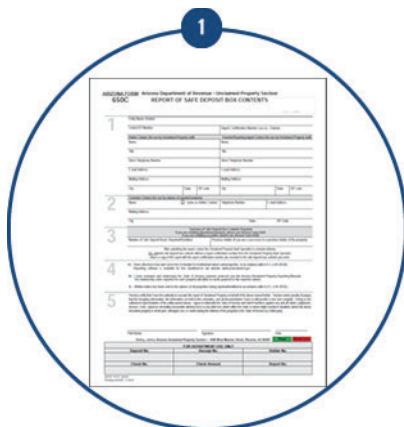
When to Report

Safe deposit box contents must be reported annually before November 1st. **Use form Arizona 650C to report safe deposit box contents only.** Submit the owner names and addresses electronically using the NAUPA approved format.

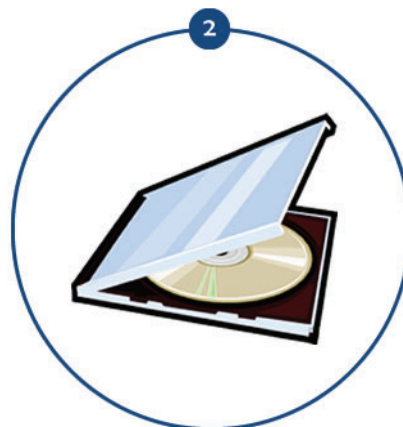
How to Report

The following information should be included with each report:

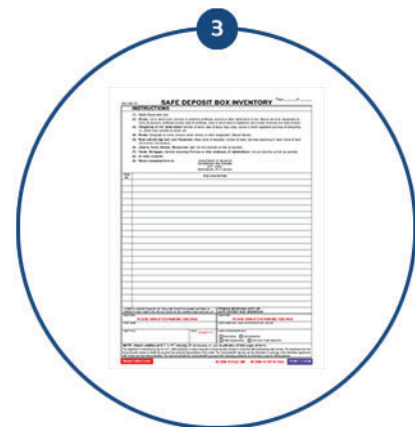
- 1 Report Cover Sheet 650 C
- 2 Electronic Report (Owners information, TAX ID, Box number, past due rent and/or drilling fees, etc)
- 3 A legible and readable copy of each inventory sheet for each box reported



Report Cover Page 650 C



Electronic Report



Sample of Inventory Sheet

Safe Deposit Box Reports needs to be file separately from your cash and securities reports.

Please note:

- DO NOT report empty boxes.
- Report each box only ONCE.
- Keep a copy of your report and inventories for your records.
- Regarding UNKNOWN owners: it is important to look at the contents, as they may help you identify the actual owner. Please note that the unknowns are still reportable if there is no identification made.
- You should contact your local law enforcement agency for confiscation of all controlled substances found in any safe keeping receptacle. Make a note on your inventory sheets explaining that the items were found, but turned over to a law enforcement agency.
- Report fees or drilling costs owed on your electronic report.



REPORTING INSTRUCTIONS

When to Remit Safe Deposit Box Contents

DO NOT send safe deposit box contents with your report. After you remit your report, the Unclaimed Property Vault Supervisor will contact you with a report confirmation number and remittance instructions.

Packaging Contents

- **The contents of each safe deposit box must be placed into a container, bag, or envelope that is properly sealed to prevent access to the contents.** The Department will accept most forms of tamper proof seals including security tape and heat sealed packages. **The contents must be delivered in a container that is separate from the sealed container, bag, or envelope holding the items.** Be especially careful with fragile, heavy, or irregular shaped objects as items are tossed around during shipping and the envelopes they are sent in can be ripped or torn.
- Each container of contents should be clearly labeled with the owners name and the box number. If you need more than one envelope for each owner, please indicate 1 of 2, 2 of 2, etc.
- Prepare 2 copies of the inventory for each owner. Place the original inside with the contents and attach the copy to the outside of each container of contents. Each inventory sheet should include your company name, owner name, box number and description of each item of property.
- Place envelopes in a shipping container, alphabetically by owner name. Label the outside of the shipping container Box __ of __ (Box 1 of 3 Owners A-F, Box 2 of 3 Owners G-R, Box 3 of 3 Owners S-Z).

Delivering Contents

The Department recommends that contents are delivered in person by an employee of the bank, but will accept courier delivery if indemnified by the holder. These arrangements must be made with a safekeeping representative who can be reached by email at ReportingUnclaimedProperty@azdor.gov

If you choose to send by courier, use an insured carrier in order to safeguard and track packages. A copy of the report you submitted in November, including Schedule A, must accompany the contents of the boxes you are remitting. The Department will verify that each set of contents received at delivery corresponds to a name on the Schedule A. The Department shall notify you of any discrepancies with the report.

Send contents to:

Arizona Department of Revenue
Unclaimed Property Unit
Vault Supervisor
1600 W Monroe Division Code 10
Phoenix, AZ 85007





REPORTING INSTRUCTIONS

Negative Report

The *Negative Report of Unclaimed Property* applies to entities that have no unclaimed property to report for the required period. Should you have any questions, contact the Reporting Specialists at ReportingUnclaimedProperty@azdor.gov

DO NOT file Negative reports on CD, DVD or USB flash drive.

Section 1

In this section, identify your company, the reporting period and designated contact. The designated contact will be responsible for all ongoing interaction with the Arizona Unclaimed Property Section. Future correspondence and holder reimbursements will be sent to the address reported at this time. An officer of your company may change the designated contact person/contact information by completing Arizona Form 285UP and Arizona Form 650A (Sections 1 and 2).

Section 2

In this section, carefully read the holder declarations and indemnity agreement.

The signature of the employee authorized to execute the report is required.

ARIZONA FORM 650D Arizona Department of Revenue • Unclaimed Property Section
NEGATIVE REPORT OF ABANDONED PROPERTY

DATE STAMP

1 Entity Name (Holder)

Federal ID Number _____ State / Date of Incorporation _____

Period Covered _____

Prior Name (if Entity Name has changed) _____ Previous Holder _____

Holder Contact (for use by Unclaimed Property staff)
Name _____

Direct Telephone Number _____

E-mail Address _____

Mailing Address _____

City _____ State _____ ZIP code _____

2 The undersigned declares under penalty of perjury, that to the best of his/her knowledge and belief, the above named entity has no property which would be presumed abandoned under the Arizona Uniform Unclaimed Property Act for the period covered as stated and that he/she is duly authorized to execute this report.

Print Name _____

Signature _____ Date _____

MAIL TO: Arizona Department of Revenue
Unclaimed Property Unit
1600 W Monroe Street, Division Code 10
Phoenix, AZ 85007

For assistance in the Phoenix area: (602) 364-0380 or outside the Phoenix area toll free: (877) 492-9957
To speak to the reporting specialist: (602) 716-6031
Fax: (602) 716-7997 • <https://azdor.gov/unclaimed-property> • Email: ReportingUnclaimedProperty@azdor.gov

ADOR 11022 (9/20)
Previous ADOR 17-2009



CODES, TABLES AND CHECKLIST

NAUPA Property Type Codes

Dormancy Periods (in years) are listed in parenthesis.

ACCOUNT BALANCES DUE					
AC01	(3)	CHECKING ACCOUNTS	AC05	(3)	MONIES LEFT ON DEPOSIT
AC02	(3)	SAVINGS ACCOUNTS	AC06	(3)	SECURITY DEPOSITS
AC03	(3)	CERTIFICATES OF DEPOSIT	AC07	(3)	UNIDENTIFIED DEPOSITS
AC04	(3)	CHRISTMAS CLUB ACCOUNTS	AC08	(3)	SUSPENSE ACCOUNTS
UNCASHED CHECKS					
CK01	(3)	CASHIERS CHECKS	CK10	(3)	EXPENSE CHECKS
CK02	(3)	CERTIFIED CHECKS	CK11	(3)	PENSION CHECKS
CK03	(3)	REGISTERED CHECKS	CK12	(3)	CREDIT CHECKS OR MEMOS
CK04	(3)	TREASURERS CHECKS	CK13	(3)	VENDOR CHECKS
CK05	(3)	DRAFTS	CK14	(3)	CHECKS WRITTEN OFF TO INCOME
CK06	(3)	WARRANTS	CK15	(3)	OTHER OUTSTANDING OFFICIAL CHECKS
CK07	(3)	MONEY ORDERS	CK16	(3)	CD INTEREST CHECKS
CK08	(15)	TRAVELERS CHECKS	CK51	(3)	ELECTRONIC TRANSFER WITHOUT A WRITTEN INSTRUMENT
CK09	(3)	FOREIGN EXCHANGES			
COURT DEPOSITS					
CT01	(2)	ESCROW FUNDS	CT06	(2)	VICTIMS RESTITUTION
CT02	(2)	CONDEMNATION AWARDS	CT07	(3)	CHILD SUPPORT PAYMENTS
CT03	(2)	MISSING HEIRS FUNDS	CT08	(2)	COURT FEES
CT04	(2)	SUSPENSE ACCOUNTS	CT09	(1)	CLASS ACTION SETTLEMENT PROCEEDS
CT05	(2)	OTHER COURT DEPOSITS			
INSURANCE					
IN01	(*)	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS	IN07	(*)	OTHER AMOUNTS DUE UNDER POLICY TERMS
IN02	(*)	GROUP POLICY BENEFITS	IN08	(*)	AGENT CREDIT BALANCES
IN03	(*)	PROCEEDS DUE BENEFICIARIES	IN09	(*)	DRAFTS UNPRESENTED
IN04	(*)	MATURED POLICY PROCEEDS	IN10	(*)	DEMUTUALIZATION
IN05	(*)	PREMIUM REFUNDS	IN12	(*)	POLICY/ANNUITY PAYABLE ON PROOF OF DEATH
IN06	(*)	UNIDENTIFIED REMITTANCES	* For Insurance Dormancy Periods please see A.R.S. § 44-302		
MINERAL PROCEEDS					
MI01	(3)	NET REVENUE INTERESTS	MI06	(3)	BONUSES
MI02	(3)	ROYALTIES/PROCEEDS	MI07	(3)	DELAY RENTALS
MI03	(3)	OVERRIDING ROYALTIES	MI08	(3)	SHUT-IN ROYALTIES
MI04	(3)	PRODUCTION PAYMENTS	MI09	(3)	MINIMUM ROYALTIES
MI05	(3)	WORKING INTERESTS			



CODES, TABLES AND CHECKLIST

MISCELLANEOUS INTANGIBLE PROPERTY					
MS01	(1)	WAGES	MS09	(3)	A/R CREDIT BALANCES
MS02	(1)	COMMISSIONS	MS10	(3)	DISCOUNTS DUE
MS03	(3)	WORKERS COMP. BENEFITS	MS11	(3)	REFUNDS DUE
MS04	(3)	GOODS OR SERVICES PAYMENT	MS13	(3)	UNCLAIMED LOAN COLLATERAL
MS05	(3)	CUSTOMER OVERPAYMENTS	MS15	(1)	DISSOLUTION OR LIQUIDATION PROPERTY
MS06	(3)	UNIDENTIFIED REMITTANCES	MS16	(3)	MISC OUTSTANDING CHECKS
MS07	(3)	UNREFUNDED OVERCHARGES	MS17	(3)	MISC INTANGIBLE PROPERTY
MS08	(3)	ACCOUNTS PAYABLE	MS18	(3)	SUSPENSE LIABILITIES
SECURITIES					
SC01	(3)	DIVIDENDS	SC11	(3)	OTHER CERTIFICATES OF OWNERSHIP
SC02	(3)	INTEREST (BOND COUPONS)	SC13	(3)	STOCK CONVERTED
SC03	(3)	PRINCIPAL PAYMENTS	SC14	(3)	DEBENTURES
SC04	(3)	EQUITY PAYMENTS	SC15	(3)	GOVERNMENT SECURITIES AND BONDS
SC05	(3)	PROFITS	SC16	(3)	MUTUAL FUNDS
SC06	(3)	FUNDS PAID TO PURCHASE SHARES	SC17	(3)	WARRANTS (RIGHTS)
SC07	(3)	FUNDS FOR STOCKS	SC18	(3)	BONDS
SC08	(3)	SHARES OF STOCK	SC19	(3)	DIVIDEND REINVESTMENT SHARES
SC09	(3)	CASH FOR FRACTIONAL SHARES	SC20	(3)	CREDIT BALANCES
SC10	(3)	UNEXCHANGED STOCK			
TANGIBLE PROPERTY					
SD01	(3)	SAFE DEPOSIT BOX CONTENTS	SD04	(90 days)	STORAGE FACILITY SALE PROCEEDS
TAX DEFERRED SAVINGS PLANS					
HS01	(2)	HEALTH SAVINGS ACCOUNT	IR06	(2)	ROTH IRA MUTUAL FUNDS
HS02	(2)	HEALTH SAVINGS ACCOUNT INVESTMENT	IR07	(2)	ROTH IRA STOCKS
IR01	(2)	TRADITIONAL IRA CASH	CS01	(2)	ESA CASH
IR02	(2)	TRADITIONAL IRA MUTUAL FUNDS	CS02	(2)	ESA MUTUAL FUNDS
IR03	(2)	TRADITIONAL IRA SECURITIES	CS03	(2)	ESA STOCKS
IR05	(2)	ROTH IRA CASH			
TRUST, INVESTMENT AND ESCROW ACCOUNTS					
TR01	(3)	PAYING AGENT ACCOUNTS	TR04	(3)	ESCROW ACCOUNTS
TR02	(3)	UNDELIVERED/UNCASHED DIVIDENDS	TR05	(3)	TRUST VOUCHERS
TR03	(3)	FUNDS HELD IN FIDUCIARY CAPACITY			
TRUSTEE SALES					
TS01	(2)	TRUSTEE SALES PROCEEDS			
UTILITIES					
UT01	(2)	GOVERNMENT UTILITIES DEPOSITS	UT03	(3)	REFUNDS OR REBATES
UT02	(3)	MEMBERSHIP FEES	UT04	(3)	CAPITAL CREDIT DISTRIBUTIONS



CODES, TABLES AND CHECKLIST

Relationship Codes/Payment Protocols

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

Relationship Codes

Code	Definition	Payment Protocol
AG	Agent for Owner	The individual or entity named as agent may claim property on behalf of the individual(s) named as owner(s). The Agent will be required to provide verification that they continue to have authority to act on behalf of the named owner. Payment will be issued in the name of the owner(s). Any named owner(s) may also receive payment by claiming on their own behalf. (Examples: Power of Attorney, Guardian, Attorney for, Conservator)
AD	Administrator of Estate	A person or entity appointed by a court of competent jurisdiction to administer the estate of a person who has died (Examples: Executor, Executrix, and Personal Representative). Payment will be issued to the Estate.
AN	And (Unspecified Joint Relationship)	Named individuals must claim together or show good cause, such as divorce or death, to claim separately. If paid individually each owner will receive an equal share.
BF	Beneficiary	Each individual named as a beneficiary will be paid an equal share of the property. For non-demutualization properties only the individual named as beneficiary will be paid.
CF	Custodian	The individual or entity named as custodian can claim on behalf of the individual(s) named as owner(s). Payment will be issued in the name of the owner(s). Any named owner(s) may also receive payment by claiming on their own behalf.
CP	Community Property	Property or earnings received by a husband and wife during marriage, other than by gift, devise, or descent. Each spouse should be listed as an owner and will be paid an equal share of the property. Upon the death of one, the property goes to the survivor.
IN	Insured	Individuals named as the insured will <u>not</u> be paid. The individual named as beneficiary will be paid. If the beneficiary is deceased and no successor beneficiary exists the property will be paid to the estate of the individual named as the insured.
JS	Joint Tenants with Rights of Survivorship	Each individual named as a joint tenant with rights of survivorship will be paid an equal share of the property. Deceased individual's portion of the property will be paid to the surviving owner(s).
OR	Either Party is Owner	First named individual/entity who claims property will be paid the entire property.
PA	Payee	Each individual named as a payee will be paid an equal share of the property.
RE	Remitter	Each individual named as a remitter will be paid an equal share of the property.
SO	Sole Owner	The sole named owner will be paid the property.
TC	Tenants in Common	Each individual named as a tenant in common will be paid an equal share of the property unless other percentages are specified. Deceased individual's portion of the property will be treated as the estate of the individual and will pass as instructed by will, probate order or Arizona intestate statutes.
TE	Trustee	The individual or entity named as Trustee may claim property on behalf of the Trust. The Trustee will be required to provide verification that they continue to have the authority to act on behalf of the named owner. Payment will be issued in the name of the Trust.
UT	Uniform Transfer/Gift to Minor	The minor or guardian of the minor may claim. Payment will be issued to the reported minor if they have reached the age of majority or otherwise to the Custodian.



CODES, TABLES AND CHECKLIST



Remit Year Tables

NON-LIFE INSURANCE ENTITIES

One year abandonment period

Items that were issued or had a last activity date during the period:	Must be included on the report postmarked before:
7/01/2021 through 6/30/2022	November 1, 2023
7/01/2022 through 6/30/2023	November 1, 2024
7/01/2023 through 6/30/2024	November 1, 2025
7/01/2024 through 6/30/2025	November 1, 2026

Three year abandonment period

Items that were issued or had a last activity date during the period:	Must be included on the report postmarked before:
7/01/2019 through 6/30/2020	November 1, 2023
7/01/2020 through 6/30/2021	November 1, 2024
7/01/2021 through 6/30/2022	November 1, 2025
7/01/2022 through 6/30/2023	November 1, 2026

LIFE INSURANCE ENTITIES

One year abandonment period

Items that were issued or had a last activity date during the period:	Must be included on the report postmarked before:
01/01/2022 through 12/31/2022	May 1, 2024
01/01/2023 through 12/31/2023	May 1, 2025
01/01/2024 through 12/31/2024	May 1, 2026
01/01/2025 through 12/31/2025	May 1, 2027

Three year abandonment period

Items that were issued or had a last activity date during the period:	Must be included on the report postmarked before:
01/01/2020 through 12/31/2020	May 1, 2024
01/01/2021 through 12/31/2021	May 1, 2025
01/01/2022 through 12/31/2022	May 1, 2026
01/01/2023 through 12/31/2023	May 1, 2027



CODES, TABLES AND CHECKLIST

Unclaimed Property Terms

Abandoned or Unclaimed Property

Tangible (safe deposit box contents) or intangible property that is unclaimed by its rightful owner after a specified period of time. This does not include real estate.

Abandonment Period

The period of inactivity after which property is considered abandoned.

Activity

Action taken on property by the owner including making a deposit or a withdrawal, negotiating a check, or a documented communication by the owner to the Holder.

Aggregate Amount

The amount below which the Holder need not perform due diligence and attempt to contact the owner prior to reporting funds as unclaimed property. The aggregate amount in Arizona is \$50. Please provide all available owner detail.

Custodian

An individual or entity that holds property until it is delivered to the rightful owner. Most states' laws make the state the "custodian" of abandoned property.

Date of Last Activity

The date of the owner's last activity related to the property or the owner's contact with the Holder.

Due Diligence

The statutorily required degree of effort a Holder of abandoned property must use to find the rightful owner of property before the property is remitted to the State.

Holder

Any business, individual, government body, or other entity in possession or control of property belonging to another party until transfer to a State unclaimed property program.

Indemnification

An agreement that protects the Holder or State from loss.

Official Check

A check or written instrument for which a bank, financial organization, or business association is directly liable, including, but not limited to, drafts, money orders, traveler's checks, cashier's checks, and expense checks.

Owner

A person having a legal or equitable claim to the abandoned property.

Record

Information that is inscribed on a tangible medium or that is stored in any electronic or other medium and that is retrievable in a perceivable form.

Report

A list of owners and the value of their unclaimed properties that is filed with the Department on an annual basis.

Tangible Personal Property

Physical property, such as objects kept in safe deposit boxes.

Underlying Shares

Shares of stock that have been issued by a business association or a financial institution. The original certificates for the shares are in the possession of the shareholders, who have failed to either cash the dividend checks or correspond with the issuing corporation.





CODES, TABLES AND CHECKLIST

Checklist

- Have you entered the required holder and remittance information on the front page of your report form?
- Have you enclosed your check made payable to: Arizona Unclaimed Property Unit?
- Have you enclosed your Schedule A? Is all of the available owner information included?

If reporting securities:

- Have you followed the Instructions for Securities Remittance?
- Have the securities been re-registered in the State of Arizona's nominee name?
- Have you completed the appropriate security information on Schedule A?
- Have you enclosed notification of any DTC share transfer with your report submission?

If reporting mutual funds:

- Have you contacted Avenu at upch.custody@avenuinsights.com to obtain the account numbers 5 business days prior to attempting delivery?
- Have you enclosed the mutual fund confirmation statements?

If reporting safe deposit boxes:

- Have you followed the Instructions for Safe Deposit Remittance? (See page 11)
- Have you enclosed your Safe Deposit Box Report separately from your cash and securities reports?
- Have you enclosed a legible and readable copy of each inventory sheet for each box reported?



**ARIZONA FORM
650A**

**Arizona Department of Revenue • Unclaimed Property Section
REPORT OF ABANDONED PROPERTY**

If your report contains more than 10 items you MUST submit an electronic file in NAUPA Standard Format. Form 652 (Schedule A) MUST be completed if you are reporting 10 items or less and are not submitting an electronic file.

DATE STAMP

If you are remitting securities, please use Arizona Form 650B
If you are remitting safe deposit box contents, please use Arizona Form 650C

STOP DO NOT STAPLE REPORT/CHECKS

1

Entity Name (Holder)

Federal ID Number

State / Date of Incorporation

Prior Name - If Entity Name has changed

Previous Holder - If you are a successor to a previous holder

Contact Person - For questions from Unclaimed Property staff
Name

Direct Telephone Number

E-mail Address

Mailing Address

City

State

ZIP code

2

Customer Contact - For use by owners of reported property

Name

Same as Contact Person

Telephone Number

E-mail Address

3

Summary of Abandoned Property Reported

Total amount of properties under \$50

\$

In order to facilitate customer service, we request that, when possible, you do not aggregate these funds in your report

Total amount of properties over \$50 with known owners

Total amount of properties with unknown owners

Total Report Amount

\$

\$

\$

4

4a. Remittance must accompany report.

4b. I have attached a true and correct list (Schedule A) of individual owners and properties, in accordance with A.R.S. § 44-307(B), Reporting software is available for free download on our website <https://azdor.gov/unclaimed-property>.

4c. I have reviewed and understand the State of Arizona payment protocols (see the Arizona Unclaimed Property Reporting Manual). The relationship codes reported for each property will allow accurate payment to the reported owners.

4d. Written notice has been sent to the owners of all properties being reported/remitted in accordance with A.R.S. § 44-307(E).

5

I hereby certify that I have the authority to execute this report of Unclaimed Property on behalf of the above named holder. I declare under penalty of perjury that the foregoing information, the information set forth in the schedules, and all documentation I have or will provide is true and complete.

Print Name

Signature

Date

MAIL TO: Arizona Unclaimed Property Section • P.O. Box 29026 • Phoenix, AZ 85038-9026

FOR DEPARTMENT USE ONLY	
Deposit No.	Receipt No.
Check No.	Check Amount

**ARIZONA FORM
650B**

**Arizona Department of Revenue • Unclaimed Property Section
REPORT OF ABANDONED SECURITIES**

If your report contains more than 10 items you MUST submit an electronic file in NAUPA Standard Format. Form 652 (Schedule A) MUST be completed if you are reporting 10 items or less and are not submitting an electronic file.

DATE STAMP

If you are remitting abandoned property, please use Arizona Form 650A
If you are remitting safe deposit box contents, please use Arizona Form 650C

STOP DO NOT STAPLE REPORT/CHECKS

1

Entity Name (Holder)	
Federal ID Number	State / Date of Incorporation
Prior Name - If Entity Name has changed	Previous Holder - If you are a successor to a previous holder
Contact Person - For questions from Unclaimed Property staff Name	Securities Contact Name
Direct Telephone Number	Direct Telephone Number
E-mail Address	E-mail Address
Mailing Address	Mailing Address
City State ZIP code	City State ZIP code

2

Customer Contact - For questions from owners of reported property	
Name <input type="checkbox"/> Same as Contact Person	Telephone Number
E-mail Address	

3

Summary of Abandoned Securities Reported		
Total amount of properties under \$50 \$	In order to facilitate customer service, we request that, when possible, you do not aggregate these funds in your report	
Total amount of properties over \$50 with <u>known</u> owners \$	Total amount of properties with <u>unknown</u> owners \$	Total Report Amount \$
Shares of Stock: Issue Name	Sent DTC <input type="checkbox"/> Yes <input type="checkbox"/> No	CUSIP No.
		Number of Shares

You are required to attach a verification statement to confirm transfer of shares. Remittance must accompany report.
Dividend reinvestment plans will not be accepted in book entry form. Each owner's account must be converted into whole shares.
See the Arizona Unclaimed Property Reporting Manual 651 for detailed instructions.
For questions about the report or transfer of securities, call (602) 716-6032. For mutual funds questions, call (602) 716-6031.

4

- 4a. I have attached a true and correct list (Schedule A) of individual owners and properties, in accordance with A.R.S. § 44-307(B). Reporting software is available for free download on our website <https://azdor.gov/unclaimed-property>.
- 4b. I have reviewed and understand the State of Arizona payment protocols (see the Arizona Unclaimed Property Reporting Manual). The relationship codes reported for each property will allow accurate payment to the reported owners.
- 4c. Written notice has been sent to the owners of all properties being reported/remitted in accordance with A.R.S. § 44-307(E).

5

I hereby certify that I have the authority to execute this report of Unclaimed Property on behalf of the above named holder. I declare under penalty of perjury that the foregoing information, the information set forth in the schedules, and all documentation I have or will provide is true and complete.

Print Name _____ Signature _____ Date _____

MAIL TO: Arizona Unclaimed Property Section • P.O. Box 29026 • Phoenix, AZ 85038-9026

FOR DEPARTMENT USE ONLY	
Deposit No.	Receipt No.
Check No.	Check Amount

ARIZONA FORM 650C **Arizona Department of Revenue • Unclaimed Property Section**
REPORT OF SAFE DEPOSIT BOX CONTENTS

DATE STAMP

1

Entity Name (Holder)

Federal ID Number			Report Confirmation Number (see no. 3 below)		
Holder Contact (for use by Unclaimed Property staff)			Transfer/Reporting Agent Contact (for use by Unclaimed Property staff)		
Name			Name		
Title			Title		
Direct Telephone Number			Direct Telephone Number		
E-mail Address			E-mail Address		
Mailing Address			Mailing Address		
City	State	ZIP Code	City	State	ZIP Code

2

Customer Contact (for use by owners of reported property)

Name	<input type="checkbox"/> Same as Holder Contact	Telephone Number	E-mail Address
Mailing Address			
City	State	ZIP Code	

3

Summary of Safe Deposit Box Contents Reported
 If you are remitting abandoned property, please use Arizona Form 650A
 If you are remitting securities, please use Arizona Form 650B

Number of Safe Deposit Boxes Reported/Remitted	Previous Holder (If you are a successor to a previous holder of the property)
--	---

After submitting the report, contact the Unclaimed Property Vault Specialist to schedule delivery.
Do not send safe deposit box contents without a report confirmation number from the Unclaimed Property Vault Specialist.
 Attach a copy of this report with the report confirmation number you received to the safe deposit box contents you remit.

4

- 4a. I have attached a true and correct list (Schedule A) of individual owners and properties, in accordance with A.R.S. § 44-307(B), using HRS Pro or other NAUPA approved software. For detailed reporting instructions, see the Arizona Unclaimed Property Reporting Manual 651. Reporting software is available for free download on our website <https://azdor.gov/unclaimed-property>. For instructions on alternative methods of reporting, contact the Arizona Unclaimed Property Information Technology Specialist at (602) 716-6035.
- 4b. I have reviewed and understand the State of Arizona payment protocols (see the Arizona Unclaimed Property Reporting Manual 651). The relationship codes reported for each property will allow accurate payment to the reported owners.
- 4c. Written notice has been sent to the owners of all properties being reported/remitted in accordance with A.R.S. § 44-307(E).

5

I hereby certify that I have the authority to execute this report of Unclaimed Property on behalf of the above named holder. I declare under penalty of perjury that the foregoing information, the information set forth in the schedules, and all documentation I have or will provide is true and complete. Acting as the authorized representative of the entity named above, I agree to indemnify the State of Arizona and hold it harmless against any and all claims, judgments, decrees, costs, expenses (including reasonable attorney fees) or any other loss which either the State or owner might sustain in situations where the above described property is destroyed, damaged, lost, or stolen during the delivery of the property to the State of Arizona by a third party.

 Print Name Signature Date

Mailing Address: Arizona Unclaimed Property Section • P.O. Box 29026 • Phoenix, AZ 85038-9026

FOR DEPARTMENT USE ONLY		
Deposit No.	Receipt No.	Holder No.
Check No.	Check Amount	Report No.

**ARIZONA FORM
652**

**Arizona Department of Revenue • Unclaimed Property Section
REPORT OF ABANDONED PROPERTY - SCHEDULE A**

**This Schedule A must accompany a Form 650A or 650B
and should be utilized ONLY if your report contains 10 items or less.**

HOLDER NAME	Federal Employer Identification Number (FEIN)	Grand Total Remitted \$
-------------	---	----------------------------

Item no	Account #	Check #	NAUPA property type
Cash amount remitted		Interest rate	Last activity date
Owner's last name		Owner's first name / middle initial	Owner's mailing address
City, state, ZIP code		Country	Owner's Tax ID (SSN or EIN)
		Owner's date of birth	NAUPA relationship code
Fee/Drilling cost	No. of shares remitted	Security/Mutual Fund name	CUSIP no.
			Date of Death

COMPLETE THE FIELDS BELOW IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY

Additional owner's last name		Additional owner's first name / middle initial		Additional owner's Tax ID (SSN or EIN)		Relationship code	
Additional owner's date of birth		Additional owner's date of death		Other information available			
Additional owner's last name		Additional owner's first name / middle initial		Additional owner's Tax ID (SSN or EIN)		Relationship code	
Additional owner's date of birth		Additional owner's date of death		Other information available			

Item no	Account #	Check #	NAUPA property type
Cash amount remitted		Interest rate	Last activity date (required)
Owner's last name		Owner's first name / middle initial	Owner's mailing address
City, state, ZIP code		Country	Owner's Tax ID (SSN or EIN)
		Owner's date of birth	NAUPA relationship code
Fee/Drilling cost	No. of shares remitted	Security/Mutual Fund name	CUSIP no.
			Date of Death

COMPLETE THE FIELDS BELOW IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY

Additional owner's last name		Additional owner's first name / middle initial		Additional owner's Tax ID (SSN or EIN)		Relationship code	
Additional owner's date of birth		Additional owner's date of death		Other information available			
Additional owner's last name		Additional owner's first name / middle initial		Additional owner's Tax ID (SSN or EIN)		Relationship code	
Additional owner's date of birth		Additional owner's date of death		Other information available			

**ARIZONA FORM
650D**

**Arizona Department of Revenue • Unclaimed Property Section
NEGATIVE REPORT OF ABANDONED PROPERTY**

DATE STAMP

1

Entity Name (Holder)		
Federal ID Number	State / Date of Incorporation	
Period Covered		
Prior Name (if Entity Name has changed)	Previous Holder	
Holder Contact (for use by Unclaimed Property staff)		
Name		
Direct Telephone Number		
E-mail Address		
Mailing Address		
City	State	ZIP code

2

The undersigned declares under penalty of perjury, that to the best of his/her knowledge and belief, the above named entity has no property which would be presumed abandoned under the Arizona Uniform Unclaimed Property Act for the period covered as stated and that he/she is duly authorized to execute this report.

Print Name _____

Signature _____

Date _____

**MAIL TO:
Arizona Department of Revenue
Unclaimed Property Unit
P.O. Box 29026
Phoenix, AZ 85038-9026**

**For assistance in the Phoenix area: (602) 364-0380 or outside the Phoenix area toll free: (877) 492-9957
To speak to the reporting specialist: (602) 716-6031
<https://azdor.gov/unclaimed-property> • Email: ReportingUnclaimedProperty@azdor.gov**

**Arizona Department of Revenue
HOLDER REIMBURSEMENT REQUEST FORM**

1

Owner Information				
Report Year	Report Amount	Property Type Code	Aggregate <input type="checkbox"/> YES <input type="checkbox"/> NO	Property Amount
Owner's Name as Indicated on Report				
Additional Owner as Indicated on Report				
Owner's Street Address				
Owner's City or Town			Owner's State	Owner's ZIP Code
Property Description				

2

Holder Information		
Holder Name		
Tax Identification Number		
Mailing Address		
City or Town		State
Contact Person		Title
Telephone Number	E-mail Address	

3

I depose and swear under oath that I am authorized to make this affidavit as a duly authorized officer. Based upon personal knowledge, the information provided by the reporting institution (holder) to substantiate payment to the owner or reinstatement of the remitted account is true and correct. By demonstrating that the owner, or his/her personal representative was paid or reinstated, I hereby certify this claim for reimbursement is valid and just. Upon payment by the Arizona Department of Revenue of the reimbursement described above, the reporting institution (holder), herein named, agrees to indemnify and hold harmless the State of Arizona, its employees and agents from any and all liability, claims, demands, losses, suits, or actions, arising from or related to any other party who hereafter asserts or attempts to establish right to payment of the above described funds to the extent of the value of the property so paid or delivered.

4

Signature _____	Date _____
Subscribed and Affirmed before me by: _____	
this _____ day of _____, 20_____.	
State of _____	County of _____
_____ Notary Public Signature	(Affix Seal Here)

MAIL TO: Arizona Department of Revenue • Unclaimed Property Unit • PO Box 29026 • Phoenix, AZ 85038-9026
For assistance in the Phoenix area: (602) 364-0380 or outside the Phoenix area toll free: (877) 492-9957
<https://azdor.gov/unclaimed-property>



REPORT OF ABANDONED PROPERTY
Verification and Checklist

Verification for Period Ended:

Every person, corporation or other business association, banking or financial organization, life insurance corporation, utility, court or public authority must complete the following checklist before filing their Arizona Annual Report of Property Presumed Abandoned. This checklist includes by way of illustration, but not limitation, those items which are covered by Section 44-301 et seq of the Arizona Revised Uniform Unclaimed Property Act. All of the following types of property, with the exception of travelers checks must be reported if they have remained unclaimed for one or more years. Travelers checks should be held fifteen (15) years. Please complete the checklist by checking the box next to each applicable item. Each checked item must be enumerated on the Annual Report of Property Presumed Abandoned.

ACCOUNT BALANCES

- A. Checking accounts
- B. Savings accounts
- C. Matured certificates of deposit or savings certificates
- D. Christmas Club accounts
- E. Money on deposit to secure funds
- F. Security deposits
- G. Unidentified deposits
- H. Suspense accounts
- I. Any sum owing to a shareholder, certificate holder, member, bond holder or other security holder, or participating member of a cooperative, such as:
 - 1. dividends
 - 2. interest
 - 3. principal payments
 - 4. equity payments
 - 5. profits
 - 6. other distributions
- J. Escrow funds

TRUST, INVESTMENT AND ESCROW ACCOUNTS

- A. Paying agent accounts
- B. Unclaimed dividends
- C. Funds held in a fiduciary capacity
- D. Funds paid toward the purchase of shares, or interest in a financial or business organization
- E. Funds received for redemption of stocks and bonds
- F. Stocks
- G. Bonds
- H. Any other certificates of ownership
- I. Suspense liabilities

UTILITIES

- A. Utility deposits
- B. Membership fees
- C. Refunds or rebates

COURT DEPOSITS

- A. Escrow funds
- B. Condemnation awards
- C. Missing heirs funds
- D. Suspense accounts
- E. Victim's restitution
- F. Any other type of deposit made with a court or public authority

TANGIBLE PROPERTY

- A. Contents of safe deposit boxes
- B. Contents of any other safekeeping repository
- C. Other tangible property

MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS

- A. Wages, payroll or salary
- B. Commissions
- C. Expense checks
- D. Workman's Compensation benefits
- E. Pension checks
- F. Credit checks or memos
- G. Payments for goods and services
- H. Customer overpayments
- I. Unidentified remittance
- J. Unrefunded overcharges
- K. Accounts payable
- L. Credit balances - accounts receivable
- M. Discounts due
- N. Refunds
- O. Unredeemed gift certificates
- P. Vendor checks
- Q. Mineral proceeds
- R. Royalties
- S. Any other miscellaneous outstanding checks
- T. Any checks that have been written off to income or surplus
- U. Any other miscellaneous intangible personal property

OFFICIAL CHECKS

- A. Certified checks
- B. Cashier's checks
- C. Registered checks
- D. Treasurer's checks
- E. Drafts
- F. Warrants
- G. Money orders
- H. Travelers checks
- I. Foreign exchange
- J. Any other official checks or exchange items

DISSOLUTIONS

- A. All property distributable in the course of voluntary or involuntary dissolution or liquidation which is unclaimed within one year after the date for final distribution is presumed abandoned.

INSURANCE

- A. Amounts due and payable under terms of insurance policies
- B. Claim payments
- C. Drafts unrepresented for payment
- D. Matured whole life, term or endowment insurance policies or annuity or supplementary contracts
- E. Other amounts due under policy terms