



This is a proposed guidance document. The document has been submitted to the Legislative Reference Bureau for publication in the Administrative Register for public comment as provided by [sec. 227.112\(1\)](#), Wis. Stats.

# Unclaimed Property Holder Report Guide

## TABLE OF CONTENTS

	Page
<b>1. IMPORTANT INFORMATION .....</b>	<b>3</b>
<b>2. DEFINITIONS.....</b>	<b>3</b>
<b>3. OVERVIEW OF UNCLAIMED PROPERTY .....</b>	<b>4</b>
A. What Is Unclaimed Property?.....	4
B. Who Must Report Unclaimed Property? .....	4
C. Reporting and Remitting Unclaimed Property to the Wisconsin Department of Revenue .....	4
D. Extension of Time to File.....	4
<b>4. UNCLAIMED PROPERTY REPORTING PROCESS.....</b>	<b>5</b>
A. Step 1: Identify Abandoned Properties .....	5
B. Step 2: Attempt to Locate the Owners .....	5
C. Step 3: Prepare and File Your Report.....	6
D. Step 4: Submit Payment, Securities, or Safe Deposit Box Contents .....	8
<b>5. STAY CURRENT WITH UNCLAIMED PROPERTY REPORTING INFORMATION .....</b>	<b>12</b>
<b>6. CONTACT THE UNCLAIMED PROPERTY UNIT .....</b>	<b>12</b>
<b>APPENDIX 1 .....</b>	<b>13</b>
Wisconsin Property Codes With Dormancy Periods (in years) .....	13
<b>APPENDIX 2 .....</b>	<b>14</b>
Wisconsin Owner Type and Relationship Codes .....	14
<b>APPENDIX 3 .....</b>	<b>16</b>
Sample Due Diligence Letter .....	16
<b>APPENDIX 4 .....</b>	<b>17</b>
Other State Contacts For Reciprocal Reporting .....	17

**WHAT'S NEW?**

Beginning May 1, 2019, insurers are required to compare, at least semi-annually, the records of its life insurance policies, annuity contracts, or retained asset accounts with the federal social security administration's death master file ([2017 Wis. Act 192](#)).

**1. IMPORTANT INFORMATION**

- Wisconsin Unclaimed Property is located at the Department of Revenue. It is no longer at the Office of the State Treasurer. Send all mail to PO Box 8982, Madison, WI 53708-8982.
- Safe deposit box contents should be received by December 1. See [Part 4.D.\(3\)](#) for additional information.
- Interest may be assessed if the holder report and payment are received after November 1, unless an extension has been approved. [See Part 3.D.](#) for additional information.
- First time filers who want to pay online via My Tax Account must contact our office at (608) 264-4594 after filing your report to set up a payment account. Please allow 24 hours before making your online payment.

**2. DEFINITIONS**

- **Activity**

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

- **Aggregate Funds**

To combine multiple properties or accounts into one property on the holder report.

- **Dormancy Period**

The amount of time a property is inactive while in possession of the holder.

- **Due Diligence**

The legally required degree of effort a holder of abandoned property must perform to find the rightful owner of property before the property is remitted to the state.

- **Holder**

A person who is either in possession of property belonging to another, a trustee, or indebted to another on an obligation.

- **Intangible Property**

Monetary assets such as cash, bank accounts, overpayments, refunds, security deposits, uncashed checks, matured life insurance policies, annuities and benefit plans, and stocks and other ownership interests in business associations. Intangible property does not include a credit balance issued to a commercial customer account by a business association in the ordinary course of business, unless the credit balance is property described in sec. 177.06 (1) or (2) held by a banking organization or financial organization.

- **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 depositor in the case of a deposit, a beneficiary in the case of a trust other than a deposit in a trust, a creditor, claimant or payee in the case of other intangible property, or a person having a legal or equitable interest in unclaimed property or his or her legal representative.

- **Tangible Personal Property**

Physical property, such as a diamond ring or a silver coin, which is kept in safe deposit boxes.

### 3. OVERVIEW OF UNCLAIMED PROPERTY

The Wisconsin Department of Revenue (DOR) is the administrator of Wisconsin's unclaimed property program. Holders of unclaimed property are required to remit the property to the department, who acts as the custodian for the property. The program works to reunite citizens with lost property.

#### A. What Is Unclaimed Property?

Unclaimed property is generally any financial asset that belongs to an individual, business, or governmental entity that hasn't had owner activity for the dormancy period applicable to the property type and the holder is unable to contact the owner.

#### B. Who Must Report Unclaimed Property?

Wisconsin law requires holders to review their financial records each year to determine whether they hold any tangible or intangible property that has had no owner activity for the required dormancy period for the property type. See Appendix 1 for a list of property codes and dormancy periods. Any holder of unclaimed property is required to report and remit the unclaimed property to the department. Financial institutions, utility companies, and life insurance companies, with a physical presence in Wisconsin, must file a holder report even if no unclaimed property is reported (also known as a negative report).

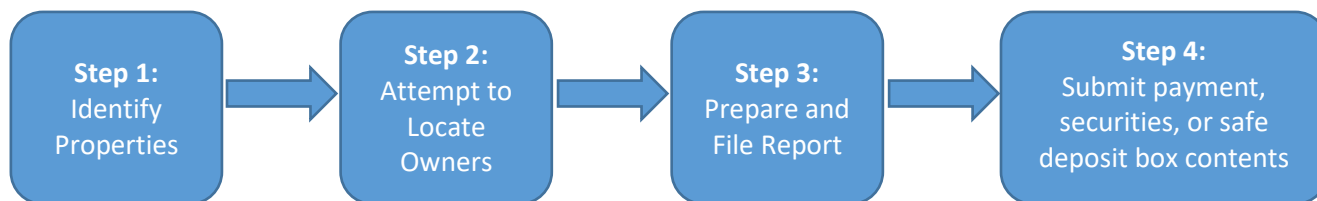
#### C. Reporting and Remitting Unclaimed Property to the Wisconsin Department of Revenue

Holder reports and remittance of payment and securities are due by November 1 following the close of each fiscal year July 1 through June 30. The report details the items that became unclaimed during the fiscal period. Safe deposit box contents are to be delivered by December 1; however, the report is due by November 1.

#### D. Extension of Time to File

Holders may request up to a 60-day extension to file their annual report and remit unclaimed property by submitting [Form UCP-135, Holder Request for 60 Day Extension of Due Date for Holder Report](#) to the department prior to the November 1 due date.

## 4. UNCLAIMED PROPERTY REPORTING PROCESS



### A. Step 1: Identify Abandoned Properties

Holders must perform an annual review of finances to determine if they hold properties that are considered abandoned. Property is considered abandoned if there has been no activity on the property within its dormancy period. A complete list of property types, property codes, and dormancy periods can be found in [Appendix 1](#).

- (1) Determine which properties have reached their dormancy period

Using [Appendix 1](#) as a reference, identify the properties that have reached their dormancy period and are required to be reported to the department. Here is a sample of properties with their dormancy period and reporting due dates.

SAMPLE PROPERTY TYPES – IMPORTANT DATES AND DEADLINES				
Property Type	Dormancy Period	Date of Check or Last Contact	Completes Dormancy Period	Report and Remit Due
Unclaimed Wages	1 Year	7/1/17 - 6/30/18	7/1/18 - 6/30/19	11/1/19
Matured Policy Benefits	5 Years	7/1/13 - 6/30/14	7/1/18 - 6/30/19	11/1/19
Dormant Account	5 Years	7/1/13 - 6/30/14	7/1/18 - 6/30/19	11/1/19
Uncashed Traveler's Check	15 Years	7/1/03 - 6/30/04	7/1/18 - 6/30/19	11/1/19

- (2) Required information for holder reports

The following owner information is required to be included on the holder report, if known.

- Full name
- Last known address
- Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- Date of birth

### B. Step 2: Attempt to Locate the Owners

You must make a good faith effort to locate the owners of the properties identified in Step 1 (also known as due diligence). A notification letter must be sent to owners of properties valued at \$50 or more, unless the owner's last known address is recorded as invalid. Letters must be sent between July 1 and September 1. You are required to keep a copy of the letter for 5 years and provide the letter upon request by the department. A sample owner notification letter is shown in [Appendix 3](#).

**Note:** UPEXchange products and Holder Reporting System (HRS) software will automatically generate this letter and it can be customized to meet your needs.

**Do not** include the department's contact information on due diligence letters as we will not be able to assist until the property has been reported and paid to us.

### C. Step 3: Prepare and File Your Report

#### (1) Reporting and filing

If the owner does not respond to the due diligence letter and owner activity does not occur, the property must be reported and remitted to the department. Additionally, if no due diligence letter was sent because the property is valued under \$50, and no owner activity has occurred, the property must also be remitted to the department. All holder reports must be filed electronically. The electronic filing option for your holder report is based on how you prepare your report. The following table shows the preparation and report filing options.

**Note:** All filing options are secured methods of transmitting data.

Preparation Method	Filing Option
UPEXchange	<ol style="list-style-type: none"> <li>1. Holders may file report online via UPEXchange software. No further action is needed.</li> <li>2. Holders may also choose the "Manual Submission" option. If "Manual Submission" is used, holders must go to <a href="#">My Tax Account</a> and attach a standard NAUPA Report file (option 1). You must convert the file into .TXT format. You will not be able to upload an HDE file.</li> </ol>
HRS Pro	Holders must go to <a href="#">My Tax Account</a> and attach a standard NAUPA Report file (option 1). You must convert the file into .TXT format. You will not be able to upload an HDE file.
<a href="#">My Tax Account</a>	<p>Holders have two free options for filing their report via <a href="#">My Tax Account</a>:</p> <ol style="list-style-type: none"> <li>1. Attach a standard NAUPA Report file. To attach the file, use the Add button on the left side of the screen. You must convert the file into .TXT format. You will not be able to upload an HDE file.</li> <li>2. Manually enter and file a holder report or file a negative report.</li> </ol>

#### (2) Important reporting information

- **Provide complete and accurate owner information.** As provided in [Part 4.A.\(2\)](#), always include the owner's full name, last known address (even if the Post Office has returned mail as undeliverable), SSN, and date of birth. Use caution to enter confidential information, such as SSNs, date of births, and account numbers, in the correct fields in the report, as this information is used to automatically reunite the rightful owner with their property.

**Note:** Holder reports that do not comply with reporting requirements may be rejected.

- Do **not** submit paper copies of your report after electronic filing. A notarized affidavit is no longer required.
- Do **not** submit reports via paper, CD, or other electronic storage device. These reports are rejected and securely destroyed.
- Do **not** submit negative reports if there is no physical presence in the State of Wisconsin.

- Do **not** aggregate funds if the owners are known. The department cannot identify the owners of aggregate properties. If you aggregate funds, the department will direct claimants to you for proof of ownership and value confirmation.
- Reports and remittances must be submitted timely to avoid any interest or penalties.
- Refer to Appendix [1](#) and [2](#) for the correct codes and relationship types to use when filing your report.
- **Important:** Reports filed using [My Tax Account](#) will have the option to print and save a PDF copy of the report. Your only opportunity to print or save a copy of the report is immediately after you file the report. Do not leave the page until you have filed and printed or saved a copy of the report for your records.
- Save the confirmation page after you file your report. You will need the confirmation number if you require assistance from us.

**Note:** It is very important to report complete and accurate information. The department may advertise properties within three days after a report has been filed, and the department's matching program may automatically pay the rightful owners shortly after the report is filed. If you notice an error in the report:

- Within three days of filing, contact the department at (608) 264-4594 or by email at [DORWIHolderReports@wisconsin.gov](mailto:DORWIHolderReports@wisconsin.gov) to discuss your options if the report contains:
  - Properties that should not have been reported,
  - Errors regarding the owner information (name, address, date of birth, ID number, etc.) for any of the properties, or
  - Errors regarding the dollar amount or security shares reported
- If property was not included that should have been reported, file a new holder report with **new** properties only. Do not submit a report with properties that were already reported.
- Contact the department for assistance with other errors not listed for guidance at (608) 264-4594 or by email at [DORWIHolderReports@wisconsin.gov](mailto:DORWIHolderReports@wisconsin.gov).

### (3) Securities reporting

The following types of abandoned securities must be reported (this list is not all inclusive):

- Common Stock
- Bonds/Debentures
- Stock Warrants
- Partnership Units
- Preferred Stock
- Dividend Reinvestment Plans (DRPs)
- Mutual Funds
- Any other security-type property that has been abandoned

**Do not report nontransferable, worthless, restricted or expired securities.** If the shares become transferable, file a holder report and transfer the shares at that time.

**Do not report fractional shares of common stock.** The fractional shares must be liquidated prior to reporting and reported as cash-in-lieu of fractional shares.

See [Part 4.D.\(2\)](#) for instructions on submitting securities.

#### (4) Reciprocal reporting

As a courtesy to Wisconsin businesses, the department has a policy of forwarding unclaimed property reported to the department for citizens of other states. Wisconsin has formal reciprocal agreements with 20 states, identified in **BOLD** in the Reciprocal Reporting table in [Appendix 4](#). This agreement allows businesses incorporated in Wisconsin to file a single report to Wisconsin for properties due to these 20 states.

If you are a business incorporated in Wisconsin, you can report to Wisconsin **incidental amounts** (less than ten items) of unclaimed property owned by those with addresses in the states without a formal reciprocal agreement. The department will forward the names and property of out-of-state owners to the appropriate states. However, you must notify the department by email at [DORWIHolderReports@wisconsin.gov](mailto:DORWIHolderReports@wisconsin.gov) that your report contains property for other, nonreciprocal states. Make sure to abide by each state's dormancy periods and property codes when preparing your reports. Contact the other states at the numbers in the table in [Appendix 4](#) for additional information.

### D. Step 4: Submit Payment, Securities, or Safe Deposit Box Contents

Once you have filed your report, you are ready to complete the process by submitting payment, securities, and safe deposit box contents. Follow the submission instructions below for the different types of property.

#### Important submission information:

- If you entered payment information on your holder report, your payment will be submitted. Do not initiate another ACH Debit payment because both payments will be processed in our system resulting in an overpayment on your account.
- The department will withdraw the funds on the date requested in your ACH Debit payment request.
- You must be registered with the Department of Revenue as a holder of unclaimed property before you may make an ACH Debit payment. If you have not previously filed a holder report with the department, you will need to wait 3 business days after filing your first report before initiating your ACH Debit payment for your report.
- Transfer securities at the same time you file the holder report. Follow the instructions in (2) below closely to ensure proper delivery.

#### (1) Submitting payment

Use one of the following options for submitting payment for unclaimed property to the department:

##### (a) Making payment when filing report via My Tax Account

When filing your report online, you will be given the option to enter your payment information prior to submitting the report or you can submit payment separately.



To submit payment along with your report, chose the direct debit tab and check the box to enter payment information. See screen shot below:

(b) Submitting payment via ACH debit separately from report

To submit payment separately from the report, follow these instructions. This payment method can be used by any holder, even if you used UPEXchange or HRS Pro to prepare report.

- Go to <https://tap.revenue.wi.gov/mta/>
- Select Unclaimed Property as the Pay Type
- Select Return Payment for Payment Type, click "Next"
- Enter the Report Year as the Tax Year
- Enter your FEIN (or SSN, if applicable)
- Enter your Legal Name
- Enter your phone number (optional), click "Next"
- Click the hyperlink "Fill out your payment information here"
- Enter your payment information, and click "Submit" when complete
- Save your confirmation number to refer back to

(c) Paper check instructions

If you are unable to submit an electronic payment, send a check payable to:

Wisconsin Department of Revenue  
PO Box 8982  
Madison, WI 53708-8982

**Important:** In addition to your check, send your printed confirmation page if you filed using [My Tax Account](#). If you filed using another method clearly note in the memo line that the payment is for your unclaimed property holder report.

(2) Submitting securities

When reporting securities, your report is not complete until you have transferred the ownership of the properties to the department. Holders must also submit securities directly to the department's securities custodian, Avenu Insight & Analytics, ("Avenu"), at the same time the securities are reported.

Two days prior to delivering the securities to our custodian, you **must** email our custodian with an intent to deliver. Follow the instructions below for each type of security.

(a) Common or preferred stock

All book entry eligible shares **must** be delivered through Depository Trust Company (DTC), Direct Registration Shares (DRS), or Deposit/Withdrawal at Custodian (DWAC) if not DTC participant.

**DTC, DRS, or DWAC** eligible stock must be registered in the name **Cheddar & Co.** Two business days prior to delivery, you must send an email to the department's custodian with an Excel list of the securities, including CUSIP numbers, number of shares, issue names, and the delivering party's DTC participant number. Send the email to [UPCH.Custody@AvenuInsights.com](mailto:UPCH.Custody@AvenuInsights.com). Transfers not preapproved will be reversed. Deliver DTC, DRS, or DWAC eligible stock as follows:

Cheddar & Co.  
FEIN# 90-0086085  
DTC Participant # 901  
Agent Bank # 26500  
Account # 822478

**Book Entry & Brokerage Account Statements:**

Please mail all statements to the address below and include a copy of the statement with your report.

Cheddar & Co  
c/o Avenu Insights & Analytics  
Attn. Custody Department  
100 Hancock St., 10th FL  
North Quincy, MA 02171

**Physical certificates.** Register and deliver physical certificates ONLY if unable to deliver through DTC, DRS, or DWAC. Two business days prior to delivery you must send an email to the department's custodian with an Excel list of the securities, including CUSIP numbers, number of shares, issue names, and delivery party's information.

Physical certificates must be registered in the name of **Hare & Co.** and mailed to:

Hare & Co/Acct # 822478  
Tax ID # 13-6062916  
The Depository Trust Company  
570 Washington Blvd – 5th FL  
Jersey City, NJ 07310  
Attn: BNY Mellon/Branch Deposit Department/Acct # 822478 – State of Wisconsin

(b) Open end mutual funds

Accounts must be registered in the name of **Mac & Co.** Account specifics are as follows:

Mac & Co. 822478  
Attn: Mutual Fund Operations  
Room 151-1010  
500 Grant St  
Pittsburgh, PA 15258

**Note:** It is important that the registration reference account number 822478. This identifies the fund as belonging to the Wisconsin Department of Revenue.

Avenu will provide account numbers for all mutual funds transferred to the department's account. Email Avenu at [UPCH.Custody@AvenuInsights.com](mailto:UPCH.Custody@AvenuInsights.com) to obtain account numbers 3-4 business days prior to attempting delivery.

(c) Closed end mutual fund

Closed end funds must be registered in the name of **Cheddar & Co.** (100 Hancock St., 10<sup>th</sup> FL, Quincy, MA 02171). If the fund is DTC eligible, close the account and deliver full shares via DTC (see DTC instructions above). If the fund is not DTC eligible please close the account and forward certificate for full shares to Avenu (100 Hancock St., 10<sup>th</sup> FL, Quincy, MA 02171).

(d) Dividend reinvestment plans

Close the accounts and forward whole shares via DTC (See DTC instructions above). Fractional shares must be sold at the owner level and money applied to each individual owner. Please include the original check with your Report of Unclaimed Property.

(e) Stock and mutual fund dividend payments

Once shares are reported on a holder report and delivered to the department's custodian, all future dividend payments should also be sent to the department's custodian. Provide a statement that includes: type of transaction, account number 822478, CUSIP, security name, number of shares, and amount of dividend/share. Checks must be made payable to and sent to:

Stock Dividends	Mutual Fund Dividends
<b>Cheddar &amp; Co.</b> Avenu, Inc. 10 <sup>th</sup> Floor 100 Hancock St Quincy, MA 02171	<b>Mac &amp; Co. 822478</b> Attn: Mutual Fund Operations Room 151-1010 500 Grant St Pittsburg, PA 15258

(f) Foreign securities

Contact the department's custodian at [UPCH.Custody@AvenuInsights.com](mailto:UPCH.Custody@AvenuInsights.com) to obtain delivery instructions.

(g) Federal reserve securities

Notify the department's custodian two business days prior to transfer at [UPCH.Custody@AvenuInsights.com](mailto:UPCH.Custody@AvenuInsights.com) and deliver to:

Federal Reserve Bank of Boston  
 ABA30210-0001-2  
 BK OF NYC/TRUST (822478)

(3) Submitting safe deposit box contents

Abandoned safe deposit box contents are reported on your annual unclaimed property report due by November 1 of each year, and the contents of abandoned safe deposit boxes should be delivered to the department by December 1.

- [Form UCP-120](#) must be completed for each box reported. Follow the instructions on the form for submitting the safe deposit box contents.
- The contents can be delivered using any method that is most convenient for the holder including in-person delivery or any mail/package delivery service.
- Do not report empty boxes since there are no contents to be delivered.

## 5. STAY CURRENT WITH UNCLAIMED PROPERTY REPORTING INFORMATION

The Wisconsin Department of Revenue provides information, via email, to persons who are responsible for reporting and remitting unclaimed property. Subscribe to this service by visiting: [revenue.wi.gov/pages/html/lists.aspx](http://revenue.wi.gov/pages/html/lists.aspx).

## 6. CONTACT THE UNCLAIMED PROPERTY UNIT

**Phone:** (608) 264-4594  
**Fax:** (608) 261-6799  
**Email:** [DORUnclaimedProperty@wisconsin.gov](mailto:DORUnclaimedProperty@wisconsin.gov)

## Appendix 1

## WISCONSIN PROPERTY CODES WITH DORMANCY PERIODS (IN YEARS)

PROPERTY		
CODE	TYPE	DORMANCY PERIOD
AC01	CHECKING ACCOUNTS/DDA	5
AC02	SAVINGS ACCOUNTS	5
AC03	MATURED CERTIFICATES OF DEP	5
AC04	CHRISTMAS CLUB ACCOUNTS	5
AC05	MONEY ON DEP TO SECURE FUND	5
AC06	SECURITY DEPOSITS	5
AC07	UNIDENTIFIED DEPOSITS	5
AC08	SUSPENSE ACCOUNTS	5
AC09	WI DOC ACCT	1
AC10	WIS DWD ACCT/CHILD SUPPORT	1
*AC99	AGGRGATE ACCOUNT BALANCES	5
CK01	CASHIER'S CHECKS/GARNISHMENTS	5
CK02	CERTIFIED CHECKS	5
CK03	REGISTERED CHECKS	5
CK04	TREASURER'S CHECKS	5
CK05	DRAFTS	5
CK06	WARRANTS	5
CK07	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	CHECKS WRITTEN OFF TO INCOME	5
CK15	OTHER OUTSTANDING OFFICAIL CHKS	5
CK16	CD INTEREST CHECKS	5
*CK99	AGGREGATE UNCASHED CHECKS	5
CS01	EDUCATIONAL SAVINGS ACCOUNTS-CASH	5
CS02	EDUCTNL SAVINGS ACCTS-MUTUAL FUNDS	5
CS03	EDUCTNL SAVINGS ACCTS-SECURITIES	5
CT01	ESCROW FUNDS	5
CT02	CONDEMNATION AWARDS	1
CT03	MISSING HEIRS' FUNDS/ESTATES	5
CT04	SUSPENSE ACCOUNTS	5
CT05	OTHER COURT DEPOSITS	1
*CT99	AGGREGATE COURT DEPOSITS	1
HS01	HEALTH SAVINGS ACCOUNT	5
HS02	HEALTH SAVINGS ACCOUNT INVESTMENT	5
IN01	INDIV POLICY BENIF/CLM PMTS	5
IN02	GROUP POLICY BENEF/CLM PMTS	5
IN03	PROCEEDS DUE BENEFICIARIES	5
IN04	MAT POLICY,ENDOWMENT,ANNUITY	5
IN05	PREM REFND ON INDIVID POLIC	5
IN06	UNIDENTIFIED REMITTANCES	5
IN07	OTHER AMTS DUE UNDER POLICY	5
IN08	AGENT CREDIT BALANCES	5
IN30	DEMUTUALIZATION CASH PROCEEDS	5
IN77	LIMITING AGE	2
*IN99	AGGREGATE INSURANCE PROP	5
IR01	TRADITIONAL IRA – CASH	5
IR02	TRADITIONAL IRA – MUTUAL FUNDS	5
IR03	TRADITIONAL IRA – SECURITIES	5
IR05	ROTH IRA – CASH	5
IR06	ROTH IRA – MUTUAL FUNDS	5
IR07	ROTH IRA – SECURITIES	5
MI01	NET REVENUE INTEREST	5
MI02	ROYALTIES	5
MI03	OVERRIDING ROYALTIES	5
MI04	PRODUCTION PAYMENTS	5
MI05	WORKING/ROYALTY INTEREST	5

PROPERTY		
CODE	TYPE	DORMANCY PERIOD
MI06	BONUSES	5
MI07	DELAY RENTALS	5
MI08	SHUT-IN ROYALTIES	5
MI09	MINIMUM ROYALTIES	5
*MI99	AGGREGATE MINERAL INTEREST	5
MS01	WAGES	1
MS02	COMMISSIONS	1
MS03	WORKER'S COMP BENEFITS	5
MS04	PAYMENT FOR GOODS & SVCS	5
MS05	CUSTOMER OVERPAYMENTS	5
MS06	UNIDENTIFIED REMITTANCES	5
MS07	UNREFUNDED OVERCHARGES	5
MS08	ACCOUNTS PAYABLE	5
MS09	CREDIT BALS & ACCTS RCVBL	5
MS10	DISCOUNTS DUE	5
MS11	REFUNDS DUE	5
MS13	UNCLAIMED LOAN COLLATERAL	5
MS14	PENSN/PROFIT SHR/IRA/KEOGH	5
MS15	DISSOLUTION/LIQUIDATN PROP	1
MS16	MISC OUTSTANDING CHECKS	5
MS17	OTHER MISC INTANGIBLE PROP	5
MS18	SUSPENSE LIABILITIES	5
*MS99	AGGREGATE MISC PROPERTY	5
SC01	DIVIDENDS	3
SC02	INTEREST ON BONDS	3
SC03	PRINCIPAL PAYMENTS	3
SC04	EQUITY PAYMENTS	3
SC05	PROFITS	3
SC06	CASH EXCHANGE	3
SC07	BEARER BOND INT/MATURE PRIN	1
SC08	SHARED OF STOCK (RET BY PO)	3
SC09	CASH FOR FRACTIONAL SHARES	3
SC10	UNEXCH STOCK OF SUCCESSR CO	3
SC11	ANY OTHER CERT OF OWNERSHIP	3
SC12	UNDERLY SHARES/OUTSTAND CER	3
SC13	FUNDS LIQUID/REDEMPTN STOCK	3
SC14	DEBENTURES/BONDS/COUPONS	3
SC15	GOVERNMENT SECURITIES	1
SC16	MUTUAL FUND SHARES	3
SC17	WARRANTS (RIGHTS)	3
SC18	MAT PRINCIP ON REGIS BONDS	3
SC19	DIVIDEND REINVESTMENT PLN	3
SC20	CREDIT BALANCES	3
SC30	DEMUTUALIZATION STOCK PROCEEDS	3
*SC99	AGGREGATE SECURITIES PLN	3
SD01	SAFE DEPOSIT BOX	5
SD02	SAFEKEEPING ITEMS	5
SD03	OTHER TANGIBLE PROPERTY	5
SD04	UNCLAIMED LOAN COLLATERAL	5
TR01	PAYING AGENT ACCOUNTS	5
TR02	UNDELIVERED/UNCASHED DIVID	5
TR03	FUNDS HELD IN FIDUCIARY	5
TR04	ESCROW ACCOUNTS	5
TR05	TRUST VOUCHERS	5
*TR99	AGGREGATE TRUST PROPERTY	5
UT01	UTILITY DEPOSIT	1
UT02	MEMBERSHIP FEES	5
UT03	REFUNDS OR REBATES	1
UT04	CAPITAL CREDIT DISTRIB	5
*UT99	AGGREGATE UTILITY PROPERTY	5
ZZZZ	PROPERTIES NOT IDENTIFIED	5

\*Property codes for unknown owners only

## Appendix 2

## WISCONSIN OWNER TYPE AND RELATIONSHIP CODES

Owner Type		
Code	Description	When to use
AG	Aggregate	Use only if the property is aggregated. See definition of aggregate in Part 2. of this publication
OT	All Other Owners	Most common property type. The owner name(s) is known and the property is not aggregated
UN	Unknown Owner	Use only if the owner is unknown. If you enter a name in the name field, use OT as the owner type
Relationship		
Code	Description	Definition
AD	Administrator	The person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AF	Attorney For	A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority.
AG	Agent 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	Unspecified joint relationship including 'AND'.
BF	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy or any instrument in which there is distribution.
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.
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.
ES	Estate	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
EX	Executor or Executrix	The person appointed to administer the estate of a person who has died leaving a will which nominates that person.
FB	For Benefit of	A person who is entitled to property that is held by another person (typically a custodian or trustee). FB is typically used in trustee, self-directed, inherited, education and transferred accounts.
GR	Guardian	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs.
HE	Heir	Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.)
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy.
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.
JS	Joint Tenant w/Survivor Rights	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.
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.
OR	(Or) Unspecified Joint	Unspecified joint relationship including 'OR'
OT	Other Relationship	Relationship other than specified in this list. Additional details should be submitted with the property.
PA	Payee	The one named on a check or promissory note to receive payment.

Relationship		
Code	Description	Definition
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.
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.
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.
TE	Trustee	A person or entity who holds the assets (corpus) of a trustee for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it.
UG	Uniform Gift Minors Act	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, use relationship code UG. The custodian on the account must be coded as CU.
UN	Unknown	The owner's relationship to the property is not known.
UT	Uniform Transfer to Minors Act	Property that is gifted to a minor under the Uniform Transfer to Minors Act – (UTMA). This act allows a minor to receive gifts such as money, patents, royalties, real estate and fine art, without the aid of a guardian or trustee. The gift giver or an appointed custodian manages the minor's account until the minor is of age (usually 18 or 21).

## Appendix 3

**SAMPLE DUE DILIGENCE LETTER**

DATE, 20XX

OWNER NAME  
OWNER ADDRESS  
CITY, STATE ZIPRE: (DESCRIBE UNCLAIMED PROPERTY)  
REFERENCE #

Our records indicate you appear to be the owner of the funds or property listed below. No transaction or other activity has been noted for a significant amount of time.

*INSERT: Full description of funds or property held, such as check or account number, date of the item or last transaction date, dollar amount or estimated value, etc. Please include additional information which would assist the owner in identifying the property.*

If you have an interest in the funds or property, and wish to prevent the funds or property from being reported as unclaimed property to the Wisconsin Department of Revenue, please sign this notice and return it to:

Holder Name  
Holder contact and email  
Mailing address  
City, State Zip  
Phone Number  
Fax Number

If satisfactory proof of claim is not presented by DATE, 20XX, the law requires us to remit these funds or property to the Wisconsin Department of Revenue – Unclaimed Property Unit by November 1<sup>st</sup>. The funds or property will be available for claim from the Wisconsin Department of Revenue after February 15, 20XX.

Please sign below to acknowledge ownership of the above listed funds or property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joint Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Joint Owner Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
**PRINT CITY, STREET, ZIP**

\_\_\_\_\_  
**PRINT EMAIL ADDRESS**



## Appendix 4

## OTHER STATE CONTACTS FOR RECIPROCAL REPORTING

State	Phone Number	State	Phone Number
Alabama	888-844-8400	Montana	866-859-2254
Alaska	907-465-3726	<b>Nebraska</b>	<b>402-471-8497</b>
Arizona	602-716-6036	<b>Nevada</b>	<b>702-486-2025</b>
Arkansas	501-682-6000	New Hampshire	603-271-2619
CALIFORNIA	916-464-0641	New Jersey	609-984-5214
<b>Colorado</b>	<b>800-825-2111</b>	New Mexico	505-827-0767
Connecticut	800-618-3404	New York	800-221-9311
Delaware	302-577-8220	<b>North Carolina</b>	<b>919-508-1000</b>
<b>District of Columbia</b>	<b>202-442-8181</b>	<b>North Dakota</b>	<b>701-328-2800</b>
<b>Florida</b>	<b>850-413-5522</b>	<b>Ohio</b>	<b>877-644-6823</b>
Georgia	404-968-0490	Oklahoma	405-521-4275
Hawaii	808-974-4000	Oregon	503-378-3999
<b>Idaho</b>	<b>800-972-7660</b>	Pennsylvania	800-379-3999
<b>Illinois</b>	<b>217-524-0023</b>	<b>Rhode Island</b>	<b>401-222-6505</b>
Indiana	866-462-5246	South Carolina	803-737-4771
Iowa	515-281-7546	<b>South Dakota</b>	<b>605-773-3379</b>
Kansas	785-296-3171	Tennessee	615-253-5362
Kentucky	800-465-4722	Texas	800-321-2274
Louisiana	225-219-9400	<b>Utah</b>	<b>801-320-5360</b>
<b>Maine</b>	<b>207-624-7470</b>	Vermont	802-828-2407
Maryland	800-782-7383	<b>Virginia</b>	<b>804-225-2547</b>
<b>Massachusetts</b>	<b>617-367-0400</b>	<b>Washington</b>	<b>360-705-6706</b>
Michigan	517-636-5320	<b>West Virginia</b>	<b>304-340-1574</b>
<b>Minnesota</b>	<b>651-296-2568</b>	Wisconsin	608-264-4594
Mississippi	601-359-3600	Wyoming	307-777-5590
<b>Missouri</b>	<b>573-751-0123</b>		

States listed in **BOLD** have agreements with Wisconsin, and the department does not need to be contacted prior to reporting unclaimed property accounts to Wisconsin.

**Applicable Laws and Rules**

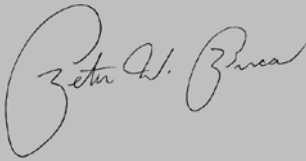
This document provides statements or interpretations of the following laws in effect as of January 24, 2020: Chapter 177, Wis. Stats.

Laws enacted and in effect after January 24, 2020, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to January 24, 2020, that is contrary to the information in this document is superseded by this document, pursuant to sec. 73.16(2)(a), Wis. Stats.

**Certification Statement**

As the Secretary of the Wisconsin Department of Revenue (DOR), I have reviewed this guidance document or proposed guidance document and I certify that it complies with secs. 227.10 and 227.11, Wis. Stats. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

DEPARTMENT OF REVENUE



Peter Barca

Secretary of Revenue