



*Commonwealth of Massachusetts  
Department of the State Treasurer  
Deborah B. Goldberg  
Treasurer and Receiver General*

# Unclaimed Property Division 2016

Reporting Forms  
and Instructions



*Deborah B. Goldberg*  
Treasurer and Receiver General

*The Commonwealth of Massachusetts*  
*Department of the State Treasurer*  
*Unclaimed Property Division*  
*One Ashburton Place, 12th floor*  
*Boston, Massachusetts 02108*  
*(617) 367-0400*

Dear Holder,

The 2016 Unclaimed Property Reporting Season is now upon us. Thank you for supporting us in our goal of returning Unclaimed Property to its rightful owners. Your cooperation in the reporting process fosters a trusted relationship with the Commonwealth.

I'd like to bring to your attention some very important changes recently made to the reporting process. **Effective November 2008 the Commonwealth can no longer accept property reportable to owners in California. All property owing to California residents must be reported directly to California based on their new requirements. Please see page 6 for a list of reciprocal states and the requirements.**

As a reminder, please note that we require an electronic funds transfer for any amount greater than \$10,000. Each holder is required to fill out and fax in an Authorization Agreement for Electronic Funds Transfer annually. Once the agreement is received and approved, the banking instructions will be faxed to you. The Authorization Agreement is available on our web site in the Print Forms section.

Please follow the straightforward instructions in this booklet to complete your current report electronically. An AP-1 Form and Instructions are provided for you in the center of the booklet (For your convenience, this reporting booklet is available on-line as well as in printed form.) It is also possible to file your Unclaimed Property report on-line. For instructions on this, please visit the Holder Information portion of our web site.

Please be sure to mail all report packages to the following address:

Commonwealth of Massachusetts  
State Treasury  
Unclaimed Property Division  
P.O. Box 414478  
Boston, MA 02241-4478

I believe the Unclaimed property reporting process should be as understandable and efficient as possible: I know how valuable your time is. As always, we're happy to assist you. If you have any questions, comments or feedback please feel free to call (617) 367-3900 and ask for our Reporting Division. You may also visit us on-line at [www.findmassmoney.com](http://www.findmassmoney.com) I look forward to hearing from you.

Sincerely,

Deborah B. Goldberg  
Treasurer & Receiver General

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**Questions? Call  
(617) 367-3900 during  
regular business hours.**

## THE WHOLE PROCESS, STEP BY STEP...

The process of reporting and remitting unclaimed property to the Commonwealth can be broken down into just a few simple steps. Here they are:

### **1 Identify the unclaimed property to be remitted.**

This could be savings accounts, checking accounts, money orders, wages or payroll funds or any other type of property that has been inactive or outstanding for three years as of June 30 of the reporting year. Life insurers, who have a reporting deadline of May 1, should report property that was three years old as of December 31 of the previous year (please consult the timeline on page 5). Although most kinds of property have a dormancy period of three years, there are some exceptions, so make sure to consult the complete listing of property types and their dormancy periods, which can be found on page 22.

### **2 Try to locate the owners of the property.**

In accordance with Massachusetts General Law chapter 200A § 7A, a due diligence notice must be sent by first-class mail to the last known address of every owner with property valued at \$100 or more at least 60 days prior to the filing of reports with the Unclaimed Property Division. Due diligence letters sent to owners of property presumed unclaimed pursuant to Massachusetts General Law Chapter 200A shall include, but not be limited to, the following information:

- a) a description of the property, including account number, policy number or other identifying information;
- b) a statement explaining that state law requires holders of unclaimed property to report and remit such property; and,
- c) the date that the property will be reported to the Unclaimed Property Division if there is no owner contact.

**What information needs to go into a due diligence notice?**

**3 Send the report package (make sure to use the checklist) and funds to the State Treasurer's Office.** Life insurers must file annually by May 1. All other companies must file annually by November 1. Checks should be made payable to The Commonwealth of Massachusetts.

## DUE DILIGENCE NOTIFICATION

July 12, YEAR

John Smith (name of Owner)  
101 Main Street  
City Name, State 12345  
RE: Account# 1234567890

Date of Last Contact: 07/15/XX  
Type: SAVINGS  
Balance: \$101.00

Dear CUSTOMER,

According to our records, the above listed account\* that we are holding in your name has been inactive for at least three years. Accounts that have shown no activity for the past three years are required by Massachusetts State Law to be sent to the State. If we do not hear from you by 10/25/XX your property will be sent to the state. You may sign the attached confirmation or call us at 1-888-XXX-XXXX

Sincerely,

(Company Name)

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PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF ABOVE LISTED FUNDS

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**Notification letters must be sent for all property valued at \$100 or more. The letters must be sent at least 60 days prior to the escheatment of the property.**

**Please do not include Unclaimed Property Division telephone numbers as part of contact information on due diligence letters.**

**A sample due diligence letter. Also, you may take additional measures to contact the owners of unclaimed property before remitting it to the Commonwealth.**

\* Or any other type of property item

# REPORTING INSTRUCTIONS

## Electronic Holder Information

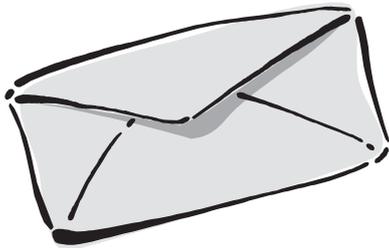
The Commonwealth of Massachusetts requires all reports which have at least one owner to be filed electronically and in the NAUPA format. We do not accept excel files. Your report file can be sent in via diskette, cd or Treasury FTP website. Paper reports will not be accepted. We encourage holders to provide owner detail on all accounts regardless of amount. Our NAUPA approved software is easy to use and can be downloaded directly from our website. The instructions are as follows:

- 1) Download and install our holder reporting software from: <http://www.findmassmoney.com>. Go to Holder Reporting; Requirements for Tape and Diskette Reporting. Scroll to the bottom of the page and on the left there is a link entitled: Downloadable Software.
- 2) Follow the instructions on the welcome screen after installing the software.
- 3) Enter the information as required by the Massachusetts holder reporting software. Save the file to your computer and onto a cd. Print a copy of the report for your files and one to be sent with your electronic file to the Unclaimed Property Division.

### Mail your report package to:

**Commonwealth of Massachusetts  
Department of the State Treasury  
Unclaimed Property Division  
P.O. Box 414478  
Boston, MA 02241-4478**

In order to file your report via the Treasury FTP site, your Holder Number and Tax Identification Number are required. Please contact the Unclaimed Property Reporting Department to obtain your Holder number. Once you have this information and your file is complete and ready to upload, please go to the Unclaimed Property website: <http://www.findmassmoney.com>. Go to Holder Reporting, and then Instructions.



# CHECKLIST

Before you send your report, make sure you have included the following items from the checklist below:

- AP-1 form**  
*(included in this booklet)*
- CD or FTP**
- Sample copy of due diligence letter**
- Paper copy of report**
- Remittance check payable to Commonwealth of Massachusetts**
- Confirmation statements if reporting for mutual funds or DRP shares**
- Photocopies of securities sent to Citi**

## TIMELINE FOR REPORT YEAR 2016

**All holders (except life insurance)**

### What to Report

All property that has been dormant for 3 years as of June 30, 2016

### Due Diligence Period

July 1 – September 1, 2016

### Report Package and Remittance Due

November 1, 2016

## REPORTING FOR OTHER STATES

### States with reciprocal agreements:

Arkansas  
Colorado  
District of Columbia  
Florida  
Idaho  
Illinois  
Iowa  
Kentucky  
Louisiana  
Maine  
Maryland  
Minnesota  
Mississippi  
Missouri  
Nebraska  
Nevada  
New Hampshire  
North Carolina  
North Dakota  
Oklahoma  
Pennsylvania  
Rhode Island  
South Dakota  
Utah  
Vermont  
Virginia  
Washington  
West Virginia  
Wisconsin

### Filing one report

If you are a business located in the Commonwealth of Massachusetts, you may file one unclaimed property report with the Massachusetts Treasury Department even if you are holding the property of owners who reside in different states. The Commonwealth of Massachusetts State Treasurer will forward the names of out-of-state owners and funds to the appropriate states. Massachusetts has a reciprocal agreement with the states listed at left.

### Here's how...

1. Use Massachusetts' AP-1 and software.
2. Use the dormancy period required by the state of owner's last address.
3. Group owners by state of last known address.
4. Notify the other states of your intent to report to Massachusetts.

## EXTENSION REQUESTS

To request an extension, please send a letter via fax to the Unclaimed Property Division prior to the filing deadline of November 1, 2016. Extension request deadline for Life Insurance Companies is May 1, 2017. Maximum extension allowed by law is 60 days. The fax number to send them to is (617) 248-3944.

# AGGREGATE REPORTING

An aggregate report may be filed for intangible property with a value of less than \$100, which is sent to the State Treasurer in a “lump sum” pursuant to M.G.L. c.200A § 7(b)(3). When remitting property with a dollar value of less than \$100, aggregate reporting is an option for the holder. The Unclaimed Property Division, however, advises including owner detail on every property remitted and submitting as little aggregate reporting as possible.

There are two main reasons for this advice:

- 1) It is easier for the Division to return money to owners when the remittances contain relevant information (e.g., name, address, check number).
- 2) It is easier on the holder in the future because aggregate claim forms have to be certified by the holder before they are paid. This requirement places the burden of record-keeping on the holder who uses aggregate property reporting. Thus, while aggregate reporting is allowed, it is not recommended.

# NEGATIVE REPORTING

All businesses in the Commonwealth should file an unclaimed property report. If a business is not holding any unclaimed property, as defined on page 2, it should file a negative report affirming that the holder has no unclaimed property to report. A negative report does **not need to be filed on a diskette**. It may be filed on an AP-1 form or on a letter that bears the company letterhead. If filing by letter, the report must be signed by an officer of the corporation. The signature on the letter submitted must be affirmed by a notary public.

Be sure to include the company’s federal tax identification number (F.E.I.N.) as well as a current address and contact person.

**What if the property value is less than \$100?**

**What if my business is not holding any unclaimed property?**

# DELIVERY OF FUNDS AND SECURITIES

## How do I make an Electronic Funds Transfer?

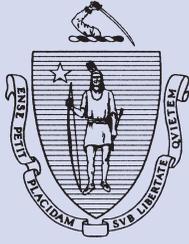
**The Commonwealth of Massachusetts Unclaimed Property Division requires all holders remitting Unclaimed property \$10,000.00 or greater to remit by Electronic Funds Transfer (EFT).** In order to remit by EFT, holders are required to complete and submit the Authorization Agreement for Electronic Funds Transfer annually to the Unclaimed Property Division for approval. Holders remitting amounts less than \$10,000.00 are also encouraged to use the EFT method. EFT Agreement forms can be downloaded from our web site: <http://www.findmassmoney.com> and select print forms.

## How do I transfer shares of stock?

The Commonwealth of Massachusetts, Unclaimed Property Division requires that all DTC eligible securities are transferred via wire transfer (DTC). Under Massachusetts General Law Chapter 200A § 5, any certificates of ownership, stocks, or bonds, held by any individual, corporation, joint stock companies, estate, trust partnership, public corporation, or an authority, shall be presumed unclaimed unless claimed by the beneficiary or person entitled thereto within three years after the date prescribed for payment or delivery. **Delivery of physical certificates must be mailed directly to our custodian's address on page 9. Please do not mail physical certificates directly to the Commonwealth of Massachusetts. Certificates must be registered as shown on page 9 and a photocopy of the certificate delivered with your report.**

Listed Below is the Commonwealth of Massachusetts' nominee name:

MASS ABPROP & CO.  
TIN#: 04-6002284



Deborah B. Goldberg  
Treasurer and Receiver General

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF THE STATE TREASURER  
UNCLAIMED PROPERTY DIVISION

One Ashburton Place, 12th Floor  
Boston, Massachusetts 02108-1608  
(617) 367-3900  
<http://www.findmassmoney.com>

**INSTRUCTIONS FOR PREPARING  
COMMONWEALTH OF MASSACHUSETTS  
UNCLAIMED PROPERTY REPORT FORM AP-1**

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**NATURE OF UNCLAIMED PROPERTY**

The Massachusetts Unclaimed Property Law (M.G.L. c. 200A) requires business entities and others to review their records each year to determine whether they are in the possession of any unclaimed funds, securities or other property which is reportable under Chapter 200A and to make an annual report of their findings. Please refer to the reverse side of the enclosed AP-1 unclaimed property report form for specific dormancy periods covering various types of property.

**WHO MUST REPORT**

**Banking and Financial Organizations** including any bank, trust company, savings bank, safe deposit company, private banker, savings and loan association, credit union, and cooperative bank. Both state and federally chartered institutions are required to report.

**All Business Associations**, wherever located, domiciled or incorporated, such as a corporation, joint stock company, business trust, partnership, cooperative or other association for business purposes of two or more individuals, whether or not for profit, are required to report.

**Other Legal Entities** including governments, political subdivisions, public authorities, public corporations, estates, trusts or any other legal or commercial entity, including nonprofit organizations, are required to report.

**All Holders:** All of the foregoing must report annually to indicate whether they have reportable items for that year. **A negative report is required if no unclaimed property is being held.**

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

**The Unclaimed Property Law provides that holders who fail to comply with the law may be audited and the costs of examination shall be paid by the holder. Additionally, holders are subject to a 12% interest charge (or such interest as prescribed by Title 25, Section 6621 of the U.S. Code) on all property not reported or delivered as required by the law (including property required to be reported under the prior law).**

**NOTICE TO PROPERTY OWNERS  
(DUE DILIGENCE)**

On or before **September 1**, all holders must mail to the last known address of owners of unclaimed property with a value of \$100.00 or more, a notification of the process necessary to rebut the presumption of abandonment. (Life Insurance Companies shall mail this notice on or before **March 1**.)

**WHEN TO FILE**

**All Holders (except Life Insurance Companies):** Reports (consisting of the completed AP-1 form and CD or diskette) and property remittance are due no later than November 1 of each year. Reports must include all property that has gone unclaimed for the designated dormancy period as of the preceding June 30.

The state will publish the names of the owners not later than the following March 1 (Life insurance September 1).

**Life Insurers:** Life insurance companies must report by **May 1 of each year** any property that has gone unclaimed for three years or more as of the preceding December 31. The state publication of owner names takes place no later than the following September 1.

**Early Reporting Permitted in Some Cases:** Any person who has possession of cash property which will become reportable in the future, may, with the prior written approval of the Treasurer, report and deliver such property prior to the date required for reporting.

(over)

## WHAT TO REPORT

General: Any debt or obligation which has gone unpaid or security that has remained undelivered for three or more years after the date the owner should have received it or was entitled to claim it. Corporations and business associations must also report and deliver all underlying share certificates where the owner for three years has failed to cash a dividend. Please refer to the checklist on Form AP-1 for more specific examples of the types of property which are reportable. All such property that you owe to a Massachusetts resident or corporation must be reported. If you are a Massachusetts corporation or a resident of Massachusetts, you must also report all property for which you have no last known address of the owner, and all property where the last known address is a foreign country (U.S. Supreme Court, Texas v. New Jersey, 379, U.S. 674, 1965).

Note exceptions: By Federal Law, travelers checks, money orders and similar instruments are reported to state of issuance regardless of corporate domicile, unless the state issuance has no applicable law.

## HOW TO REPORT

*Use the following item-by-item instructions to complete the AP-1. Form.*

Verification and Checklist form AP-1: Complete and mail the form along with your check and electronic file by November 1 (May 1 if you are a life insurer) to the address listed below. **Make checks payable to the Commonwealth of Massachusetts. Remittances greater than \$10,000 must be wire transferred (EFT) to Treasury.**

**Wire transfers must be approved by the State Treasurer's Office.** Application and instructions are available by contacting the State Treasurer's Office or visiting [http://abpweb.tre.state.ma.us/abp/abp\\_holderinfo.htm](http://abpweb.tre.state.ma.us/abp/abp_holderinfo.htm) to download the application.

UNCLAIMED PROPERTY HOLDER NUMBER: This is the number assigned to each holder by the unclaimed Property Division. Leave it blank if you are unsure of the number.

FEDERAL TAX I.D. NUMBER: This is your Federal Tax Identification number.

HOLDER: Enter the name and address of the reporting holder of unclaimed property.

**CONTACT PERSON: Insert the name of the person most familiar with the details of the report. This person will be contacted by the State Treasurer's Office or property owner should any questions arise concerning the report of property remitted.**

TELEPHONE NUMBER: Insert the contact person's telephone number. FAX NUMBER: Enter current company fax number.

ADDRESS: Insert the contact person's mailing address, if different from the holder's address.

PREVIOUS HOLDER: If you are not the original holder of any of the property listed on the report, enter the name of all prior holders and the date(s) that the property changed hands. If your name has changed during the time you held any of the property listed on the report list the prior name(s) and date(s) of change. Attach a separate sheet if necessary.

BUSINESS ACTIVITY: Please describe your primary business activity.

REPORT YEAR: Enter the year of the report.

CHECKLIST: Examine your books and records to determine whether you have held any of the types of property listed on the checklist for three years or more. (Note: you are a "Holder" of unclaimed property even if you have taken it into income at some point in the past). Check "Yes" or "No" by each listed category. If you check "Yes" by any category you must report on a CD or diskette all items of that type which you may have held for three years or longer.

REPORT TOTALS: A breakdown of all funds reported must be filled in, including aggregate (no owner name, address unknown or balances less than \$100.00) and owner total (all accounts where an owner name and address is reported regardless of the balance). If you are reporting shares of stock or mutual fund shares include the total number of shares.

VERIFICATION: The report must be signed under oath by an authorized individual. If the report is made by a partnership, it must be signed by one of the partners; if made by a non-incorporated association or by a private corporation, it must be signed by an officer; if made by a public corporation it must be signed by its chief fiscal officer. Note that this signature must be notarized.

## ADDITIONAL INFORMATION

If you have questions regarding your reporting obligations, please call the Treasurer's office at (617) 367-3900 or write to the address given below. **The Massachusetts Unclaimed Property Division fax number is (617) 248-3944.**

## ADDITIONAL FORMS OR DISKETTE PACKAGE REQUESTS

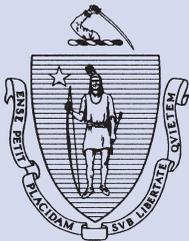
If you need additional AP-1 forms, you may photocopy the blank form sent to you, or you may write the Treasurer's Office for extra forms.

If you wish to request a preformatted diskette package, at no cost to the holder, please contact the Treasurer's office.

Copies of the Unclaimed Property Law are available from the Treasurer's Office by writing or calling:

### Send Reports to:

Commonwealth of Massachusetts  
Treasury Department  
Unclaimed Property Division  
P.O. Box 414478  
Boston, MA 02241-4478  
Tel (617) 367-3900 • Fax (617) 248-3944  
<http://www.findmassmoney.com>



Deborah B. Goldberg  
Treasurer and Receiver General

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF THE STATE TREASURER  
UNCLAIMED PROPERTY DIVISION

One Ashburton Place, 12th Floor  
Boston, Massachusetts 02108-1608  
(617) 367-3900

http://www.findmassmoney.com

REPORT OF UNCLAIMED PROPERTY AP-1

In accordance with M.G.L. c. 200A, every person, corporation, or other business association, banking or financial organization, life insurance corporation, utility, court or public authority is required to complete this form and submit it together with their unclaimed property to the State Treasury, Unclaimed Property Division, by November 1 of each year (May 1 for Life Insurance companies). All reports must be filed electronically. A preformatted diskette package is available upon request at no charge to the holder by contacting the Unclaimed Property Division at the address and telephone number listed above. Reports not conforming to the prescribed reporting requirements will be returned to the holder and may be subject to fines and penalties (M.G.L. c 200A s 12). Please refer to the enclosed instructions.

HOLDER INFORMATION

\*Unclaimed Property Holder number \_\_\_\_\_ Federal Employer Tax I.D.# \_\_\_\_\_

Holder Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List on a separate sheet the name and address of all previous holders of the property, if you are a successor or if your company name has changed during the time period in which you have held the property.

\*UNCLAIMED PROPERTY HOLDER NUMBER is the number assigned to you by the Unclaimed Property Division.

Did you file a report of unclaimed property last year? \_\_\_\_\_

Primary business activity of your company \_\_\_\_\_

Parent Company \_\_\_\_\_ State of Incorporation \_\_\_\_\_ Date of Incorporation \_\_\_\_\_

Verification for period ended \_\_\_\_\_  Check box if filing a Negative Report (\$0.00)

Type of Report included (check one): CD \_\_\_\_\_ Diskette \_\_\_\_\_ FTP \_\_\_\_\_

Name of Service Bureau \_\_\_\_\_ Telephone # \_\_\_\_\_

REPORT TOTALS

(a) AGGREGATE TOTAL \$ \_\_\_\_\_

(b) OWNER TOTAL \$ \_\_\_\_\_

TOTAL OF CASH AMOUNT REPORTED \$ \_\_\_\_\_

TOTAL NUMBER OF SHARES REPORTED no. \_\_\_\_\_  
(If you are reporting more than one issue list each and the totals on a separate sheet.)

Number Of Owners Reported no. \_\_\_\_\_

Check box if remittance is sent by Electronic Funds Transfer (EFT)

VERIFICATION

I, \_\_\_\_\_, being duly sworn, on oath depose and state that I have caused to be prepared and have examined this report of property presumed abandoned under the Massachusetts Unclaimed Property Law Chapter 200A, and that I am duly authorized to execute this verification and believe said report is true, correct and complete as of said date.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his)(her) knowledge and belief.

\_\_\_\_\_  
(official signature and seal of notary)

(over)

PULL-OUT 2016 AP-1 REPORT FORMS

PULL-OUT 2016 AP-1 REPORT FORMS



**CHECKLIST OF PROPERTY REPORTED**

**YES NO ACCOUNT BALANCES (3 years inactive)**

- 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 (underlying and undeliverable)
  - 2. interest
  - 3. principal payments
  - 4. equity payments
  - 5. profits
  - 6. other distributions
- J. Escrow Funds

**YES NO TRUST, EQUITY AND DEBT ACCOUNTS (3 years inactive)**

- A. Paying agent accounts
- B. Unclaimed dividends (portfolio)
- 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 (underlying and undeliverable)
- G. Bonds (matured bond principal)
- H. Any other certificates of ownership
- I. Suspense liabilities

**YES NO OFFICIAL CHECKS (3 years inactive)**

- A. Certified checks
- B. Cashier's checks
- C. Registered checks
- D. Treasurer's checks
- E. Drafts
- F. Warrants
- G. Money orders
- H. Travelers checks (15 years inactive)
- I. Foreign exchange
- J. Other official checks or exchange items

**MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS (3 years inactive)**

**YES NO**

- 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 overpayment
- I. Unidentified remittances
- J. Non-refunded overcharges
- K. Accounts payable
- L. Credit balances-accounts receivables
- M. Discounts due
- N. Refunds or rebates
- O. Vendor checks
- P. Mineral proceeds
- Q. Royalties
- R. Any other miscellaneous outstanding checks
- S. Any checks that have been written off to income
- T. Any other miscellaneous intangible personal property

**YES NO INSURANCE (3 years inactive)**

- A. Amounts due and payable under terms of insurance policies
- B. Claim payments
- C. Drafts not presented for payment
- D. Matured whole life, term endowment
- E. Other amounts due under insurance policies or annuities, policy terms or supplementary contracts
- F. Premium Refunds

**YES NO UTILITIES (3 years inactive)**

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

**YES NO DISSOLUTIONS/LIQUIDATIONS (1 year)**

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.

**YES NO COURT DEPOSITS (3 years inactive)**

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

**YES NO TANGIBLE PROPERTY (7 years inactive)**

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



**Delivery Instructions to Citi for Securities:  
(please do not send cash)**

**DTC Eligible Securities**

Depository Trust Company

Citi

Participant No. 0908

Please reference account name – Commonwealth of  
Massachusetts Unclaimed Property – and account  
#237106. Att: Gale Coffman

Prior to transfer, please contact Gale Coffman at Citi for the  
appropriate MA Account Number. Gale can be reached at  
(813) 604-1517 or by fax at (813) 604-1707. All other inquiries  
should be directed to Judy Franchi at (617) 367-9333, ext. 412

**Please mail all physical securities to:**

Citibank NA

Attn: Keith Whyte

399 Park Avenue

Level B Vault

New York, NY 10022

(212) 559-1207

Ref: A/C Commonwealth of Massachusetts Unclaimed  
Property

**MUTUAL FUNDS**

Mutual Fund Shares must be transferred into an account at  
the family of funds with the below registration set up by  
the holder. A statement showing the shares in the  
Commonwealth's name must accompany your report of  
unclaimed property for the report to be accepted. Please  
be sure to include the complete fund name, the FEIN  
number, the Cusip number and the account number for  
the fund in your report. All accounts should have dividends  
reinvested.

Massachusetts State Treasurers Office  
Unclaimed Property Division  
One Ashburton Place, 12th Floor  
Boston, MA 02108  
ATTN: Director of Finance

**ALL SECURITIES  
MUST BE  
TRANSFERRED  
PRIOR TO  
NOVEMBER 1st  
DEADLINE**

# UNCLAIMED PROPERTY DIVISION/ TANGIBLE PROPERTY DEPARTMENT

Please note:

As of January 1, 2014 the new shipping address for all tangible property reports is:

**Office of the State Treasurer  
James Roy/Unclaimed Property  
One Ashburton Place, 12th Floor  
Boston, MA 02108**

The Tangible Property Department has moved to a new location. Please note this change of address below. Please remit all tangible property to:

**Office of the State Treasurer  
James Roy/Unclaimed Property  
One Ashburton Place, 12th Floor  
Boston, MA 02108**

Stringent security considerations at this facility prohibit unescorted visitors or unscheduled deliveries, so the Department must be notified at least seven days prior to the delivery of tangible unclaimed property.

Additionally, the regulations regarding tangible unclaimed property reporting have been amended. Under 960 CMR 4.05 (1) (a), any tangible property eligible for reporting

must be received by June 30<sup>th</sup>, 2017. In accordance, please schedule deliveries between May 1st and June 30<sup>th</sup> in addition to submitting a completed AP-1 Form. Prior to delivery of the tangible property, the completed AP-1 form and any accompanying affidavits or inventories generated thereby, must be faxed to the Assistant Treasurer of Unclaimed Property at (617) 248-3944.

Please choose your method of delivery based upon the volume and value of the property to be reported. We realize that safe deposit box contents do not have an appraised value, but Holders will have a general sense of whether the commercial value of the material is significant or otherwise. The Treasury encourages the transmittal of significant volume and/or value by armored carrier. Property of smaller volume and/or commercial value may be delivered by courier or by employees of the Holder. Reports of little to no commercial value and of small volume should be sent by some sort of traceable mail.

To schedule deliveries or to make further inquiries, please call: (617)367-3900, ext. 434 or ext. 402.

## IDEAS

If you are a holder and you have any ideas on how this manual may be improved upon and made more helpful to you please do not hesitate to tell us. Please contact the Reporting Department. See below for contact information.

## CONTACTING US

Please contact the Unclaimed Property Division at the following:

Telephone (617) 367-3900  
Fax (617) 248-3944  
Email [abp@tre.state.ma.us](mailto:abp@tre.state.ma.us)

## HELPFUL LINKS

<http://www.findmassmoney.com>  
[www.unclaimed.org](http://www.unclaimed.org) (NAUPA)

# GLOSSARY

**Activity:** action taken by an owner with respect to his or her property which indicates that the owner intends for the property not to be presumed unclaimed.

**Aggregate Property:** intangible property with a value of less than \$100.00 which has been sent to the State Treasury by a holder in a “lump sum” pursuant to M.G.L. c. 200A, § 7(b)(3), or property with a value of \$100.00 or greater for which a holder does not have the name or address of the owner in its records.

**Book Entry Shares:** electronic form of holding shares between a depository and a participant.

**Custodian:** an individual or entity that holds property until it is delivered to the rightful owner

**Dormancy Period:** the period of time during which an owner of property takes no action with respect to his or her property, after which the property is presumed unclaimed and must be remitted to the Division unless claimed beforehand.

**Due Diligence:** written notice sent by a holder after the appropriate dormancy period has elapsed that informs the owner that his/her property will be turned over to the State Treasury as unclaimed property unless the owner contacts the holder.

**Escheatment:** reversion of property to the state in the absence of claimants.

**Holder:** the entity that has custody of unclaimed property until it is claimed by the owner of the property or transferred to the Division in accordance with the provisions of M.G.L. c. 200A

# GLOSSARY

**Holder Certification:** a written statement from an unclaimed property holder certifying that the holder has reported certain unclaimed property to the State Treasury. This statement appears on all claim forms for property reported as an aggregate.

**Negative Report:** an unclaimed property report filed by a holder in which the holder affirms that it has no property to report to the Division. **A negative report does not need to be on a diskette.**

**Owner:** a person or entity having a legal or equitable claim to unclaimed property.

**Reciprocal Agreement:** an agreement between states in which property held in the name of out-of-state owners is collected and exchanged.

**Report:** an annual list of owners and their unclaimed property. Holders send this along with a check for the value of the property.

**Tangible Property:** the contents of safe deposit boxes, which are turned over to the Division as unclaimed property by a bank pursuant to M.G.L. c. 158, § 17, or by a credit union pursuant to M.G.L. c. 171, § 75, or any other tangible property transferred to the Division as unclaimed property in accordance with the terms of M.G.L. c. 200A.

**UPS System:** the unclaimed property records-keeping system maintained by the Division.

**Vendor:** any person or entity that sells goods or services in the ordinary course of business.

# PROPERTY CODES WITH DORMANCY PERIODS

See instructions on page 2  
for how to apply these  
codes.

Code Description	Years
<b>Account Balances</b>	
AC01 Checking Accounts	3
AC02 Savings Accounts	3
AC03 Matured CD or Savings Certificates	3
AC04 Christmas Club Funds	3
AC05 Money on Deposit to Secure Funds	3
AC06 Security Deposits	3
AC07 Unidentified Deposits	3
AC08 Suspense Accounts	3
AC99 Aggregate Account Balance Due	3
<b>Uncashed Checks</b>	
CK01 Cashier's Checks	3
CK02 Certified Checks	3
CK03 Registered Checks (incl. Bank MO's)	3
CK04 Treasurer's Checks	3
CK05 Drafts	3
CK06 Warrants	3
CK07 Money Orders (non-bank)	3
CK08 Traveler's Checks	15
CK09 Foreign Exchange Checks	3
CK10 Expense Checks	3
CK11 Pension Checks	3
CK12 Credit Checks or Memos	3
CK13 Vendor Checks	3
CK14 Checks Written Off to Income	3
CK15 Other Outstanding Official Checks	3
CK16 CD Interest Checks	3
CK99 Aggregate Uncashed Checks	3
<b>Court Funds</b>	
CT01 Escrow Funds	3
CT02 Condemnation Awards	3
CT03 Missing Heirs' Funds	3
CT04 Suspense Accounts	3

# PROPERTY CODES WITH DORMANCY PERIODS

Code Description	Years
CT05 Other Court or Public Authority Funds	3
CT06 Bail Bonds	3
CT99 Aggregate Court Deposits	3
<b>Insurances</b>	
IN01 Individual Policy Benefits	3
IN02 Group Policy Benefits or Claims	3
IN03 Proceeds Due Beneficiaries	3
IN04 Proceeds from Matured Policies	3
IN05 Premium Refunds	3
IN06 Unidentified Remittances	3
IN07 Other Amounts Due under Policy	3
IN08 Agent Credit Balances	3
IN99 Aggregate Insurance Property	3
<b>Tangibles</b>	
SD01 Safe Deposit Box Contents	7
SD02 Other Safekeeping	7
SD03 Other Tangible Property	7
<b>Utilities</b>	
UT01 Utility Deposits	3
UT02 Membership Fees	3
UT03 Refunds or Rebates	3
UT04 Capital Credit Distributions	3
UT99 Aggregate Utility Property	3
<b>Miscellaneous</b>	
MS01 Wages, Payroll, Salary	3
MS02 Commissions	3
MS03 Workers' Compensation Benefits	3

# PROPERTY CODES WITH DORMANCY PERIODS

	<b>Code Description</b>	<b>Years</b>
MS04	Payment for Goods and Services	3
MS05	Customer Overpayments	3
MS06	Unidentified Remittances	3
MS07	Unrefunded Overcharges	3
MS08	Accounts Payable	3
MS09	Credit Balances/Accounts Receivable	3
MS10	Discounts Due	3
MS11	Refunds Due	3
MS13	Unclaimed Loan Collateral	3
MS14	Pension and Profit Sharing Plans	3
MS15	Dissolutions and Liquidations	1
MS16	Miscellaneous Outstanding Checks	3
MS17	Miscellaneous Intangible Property	3
MS18	Suspense Liabilities	3
MS19	Credit Memos	3
MS99	Aggregate Miscellaneous Property	3
<b>Securities</b>		
SC01	Dividends	3
SC02	Interest (Bond Coupons)	3
SC03	Principal Payments	3
SC04	Equity Payments	3
SC05	Profits	3
SC06	Funds Paid to Purchase Shares	3
SC07	Funds for Stocks and Bonds	3
SC08	Shares of Stock (Returned by PO)	3

# PROPERTY CODES WITH DORMANCY PERIODS

Code Description	Years
SC09 Cash for Fractional Shares	3
SC10 Unexchanged Stock of Successor	3
SC11 Other Certificates of Ownership	3
SC12 Underlying/ Outstanding Shares	3
SC13 From Liquidated/ Redemption of Stocks	3
SC14 Debentures	3
SC15 US Government Securities	3
SC16 Mutual Fund Shares	3
SC17 Warrants (Rights)	3
SC18 Matured Bond Principal	3
SC19 Dividend Reinvestment Plans	3
SC20 Credit Balances	3
SC21 Distributions- Mutual Fund Accounts	3
SC99 Aggregate Securities-Related	3
<b>Trust Property</b>	
TR01 Paying Agent Accounts	3
TR02 Undelivered or Uncashed Dividends	3
TR03 Funds Held in Fiduciary Capacity	3
TR04 Escrow Accounts	3
TR05 Trust Vouchers	3
TR06 Pre-need Funeral Plans	3
TR99 Aggregate Trust Property	3
<b>All Other Property</b>	
ZZZZ Properties Not Identified Above	3

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BOSTON, MA  
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*Deborah B. Goldberg*  
*Treasurer and Receiver General*  
*Commonwealth of Massachusetts*  
**Unclaimed Property Division**  
**One Ashburton Place, 12th Floor**  
**Boston, Massachusetts 02108-1608**



REV 8/2013

