

# 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

**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 #201962.

Att: Roshan Ramdeen

Prior to transfer, please contact Roshan Ramdeen at Citi for  
the appropriate MA Account Number. Roshan 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**