

ELECTRONIC REPORTING

North Dakota has not implemented an electronic reporting "requirement" but is definitely moving in that direction. The Unclaimed Property Division respectfully requests that if your report has 5 or more line items, the report be prepared in the NAUPA (National Association of Unclaimed Property Administrators) standard format and submitted electronically via secure website or CD. NAUPA has endorsed [HRS Pro](#) as its FREE provider of holder reporting software. This product helps make unclaimed property reporting easier and more efficient.

There are several avenues for completing electronic reporting. See below to find the option which best fits your organization. **Please note:** If you submit large reports on paper, they may be returned to you for completion of an electronic report.

Businesses not currently using electronic reporting – FREE option

HRS Pro is a proven software package recommended by many states to prepare an unclaimed property report in the required format.

Fee based option - If your business doesn't currently use electronic reporting and you want to complete everything in one place, then Eagle Technology Management's [UPExchange](#) will be a good fit for you.

Negative Reporting – A negative report is submitted when you have not unclaimed property to report. This report must be completed on-line on our [website](#). Filing negative reports help establish a solid reporting history for your business in years when you don't have any property to remit.

Businesses using a 3rd party reporting software – Businesses who currently use 3rd party software to generate unclaimed property reports (Tracker, HRS Pro, UPCS etc.) and/or report to multiple states will find Eagle Technology Management's [UPExpress](#) useful.

IMPORTANT NOTE:

Whether you submit your report on paper or electronically, the more information you provide the better chance the Unclaimed Property Division will have with returning the properties to their rightful owners. Please provide as much detailed information as possible with each property.

In addition – If you choose to complete your report on paper, it is essential that the information provided is legible.

NORTH DAKOTA UNCLAIMED PROPERTY

A Division of the ND Department of Trust Lands

1707 North 9th Street
PO Box 5523
Bismarck, ND 58506-5523
Phone: (701) 328 – 2800
Fax: (701) 328 – 3650

www.land.nd.gov
unclaimed@nd.gov



Lance D. Gaebe, Land Commissioner
Susan Dollinger, Unclaimed Property Administrator

MEMORANDUM

TO: Potential Unclaimed Property Holders
FR: Susan Dollinger, ND Unclaimed Property Administrator
RE: 2016 Unclaimed Property Reporting Packet

The following pages contain the appropriate forms for filing unclaimed property reports with the State of North Dakota. Included in this packet are:

- ✓ Reporting Instructions
- ✓ Unclaimed Property Report Summary
- ✓ Property Description Codes
- ✓ Itemization Sheets
- ✓ Holder Request for Reimbursement

Important Note:

If you are filing on behalf of multiple organizations, please complete a separate report for each business and/or franchise. Failure to do so could raise compliance questions for a business that does not have its own reporting history. Remittance may be consolidated.

FILING YOUR REPORT

- 1) Complete the one-page Unclaimed Property Report Summary.
- 2) Complete the Unclaimed Property Itemization form for all owners with securities and/or accounts of \$50 or more (report ALL amounts - itemize \$50 or more). In-house computer-generated forms are acceptable for itemization, but regardless of which form you use, it is very important that somewhere in your itemization you include the appropriate property code number found on the Property Description Codes list.
- 3) Send your report, along with your remittance and/or securities to the address listed on this letterhead.

IF YOU HAVE NOTHING TO REPORT

Filing "Zero", or what are known as negative reports, is done on-line at <http://www.land.nd.gov>. We do not accept hard copy negative report forms. Reports for multiple business filers can be submitted on disk or CD in the standard NAUPA format.

NOTICE TO FINANCIAL INSTITUTIONS

If you will be submitting safe deposit box contents, please complete the Safe Deposit Box Inventory Form and include it with the safe box contents. **NOTE:** When submitting safe deposit box contents, we recommend that the package be insured or delivered by registered mail. The outside of the package should be clearly marked "**Confidential - SDB**".

REPORTING INSTRUCTIONS

Due Diligence and Delivery of Property

You can check your records for possible unclaimed property as early as July 1 each year since the "as of" date for non-life insurance businesses is June 30. All amounts must be reported, however, if the outstanding/dormant item is \$50 or more, NDCC 47-30.1-17 (05) requires that not more than 120 days prior to filing this report, you have an obligation to send a letter to the owner's last known address (if one is available). If the owner does not respond, the item must be included on the report which is due on November 1. (Life insurance company reports are due on May 1 each year "as of" the prior December 31st.)

Make your check payable to the ND Department of Trust Lands and include it with your report. Our Federal ID Number is 45-6002470. Our physical address is 1707 N 9th St, Bismarck, ND 58501. Please e-mail unclaimed@nd.gov for instructions related to registration and transfer of securities.

What To Report

Regardless of amounts, report any and all types of property that you are holding for an owner who has not claimed or shown an interest in the property for the periods set out below.

APPLICABLE TO ALL HOLDERS

One Year	Two Years	Three Years	
Security deposits/refunds Business dissolution	Dividend checks Wages Commissions All uncashed checks	Stock shares Underlying shares Mutual fund shares Credit memos Trust accounts	Courts & public agencies Fiduciaries Escrow accounts Mineral proceeds Miscellaneous property

Seven Years	Fifteen Years
Money orders	Travelers checks

APPLICABLE TO BANKS, CREDIT UNIONS, AND FEDERAL SAVINGS BANKS

Five Year	Three Years	
Savings accounts Checking accounts Certificates of deposit	Official bank checks Bank money orders Trust accounts Escrow Safe deposit boxes	Suspense accounts Unidentified deposits Credit balances All other misc. property

APPLICABLE TO LIFE INSURANCE COMPANIES

One Year	Two Years	Three Years	
Business dissolution Proceeds to beneficiaries	Dividend checks Wages Commissions All uncashed checks	Life policies Annuity contracts Stock shares Mutual fund share	Endowment policies Underlying shares Misc. property

If you are holding property that is not identified above, and you question whether it should be reported, or how long you should hold it, please contact us at:

*Unclaimed Property Division
PO Box 5523
Bismarck ND 58506-5523*

*Phone: (701) 328-2800
Fax: (701) 328-3650
Web site: www.land.nd.gov*



UNCLAIMED PROPERTY REPORT SUMMARY

ND DEPARTMENT OF TRUST LANDS
UNCLAIMED PROPERTY DIVISION
www.land.nd.gov (UPD 2005)

REPORT DUE DATES

Life Insurance: May 1 (as of Dec. 31), 20____
Other Holders: Nov. 1 (as of June 30), 20____

Business Name and Mailing Address (ONE BUSINESS PER REPORT SUMMARY)
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Contact Person and Title	
(Area Code) Telephone Number	Fax Number
E-mail address	
Federal Tax ID Number (FEIN)	
State and Date of Incorporation	

If you are filing on behalf of multiple organizations, please complete a separate report for each business and/or franchise. Failure to do so could raise compliance questions for a business that does not have its own reporting history. Remittance may be consolidated.

REPORTING REQUIREMENTS

Indicate your type of business in the box below. The numbers shown next to your type of business correspond with the numbered sections on "Property Description Codes" page, which shows property types and descriptions common to your type of business. If you need to complete an "Itemization" form, you'll need the "Property Description Codes" for that form as well.

<input type="checkbox"/> Bank: (1,2,4,5,10)	<input type="checkbox"/> Fed. Savings Bank: (1,2,4,5,10)	<input type="checkbox"/> Utility: (1,2,8)	<input type="checkbox"/> Corporation: (1,2,6)
<input type="checkbox"/> Credit Union: (1,2,4,5,10)	<input type="checkbox"/> Government: (1,2,9)	<input type="checkbox"/> Life Insurance: (1,2,3)	<input type="checkbox"/> Retail: (1,2)
<input type="checkbox"/> Trust Company: (1,2,5)	<input type="checkbox"/> Oil/Gas Company: (1,2,7)	<input type="checkbox"/> Prop/Casualty Ins. (1,2,3)	<input type="checkbox"/> Other: _____

REPORT SUMMARY

	# of Items	Total \$
ITEMS WITH AMOUNTS OF \$50.00 AND OVER (Itemization Sheet Required)		
ITEMS LESS THAN \$50.00		
Total Amount Due (Remit with Report)		

NUMBER OF SHARES / SECURITIES BEING REPORTED	
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I, being duly sworn on oath, depose and say that I am the holder, or authorized to make this report for the holder; that the report on this and attached pages, is a full, true and complete report of all unclaimed property now in possession or under the control of this holder, which is presumed abandoned as provided by North Dakota Century Code, Chapter 47-30.1; and that the holder sent written notice to the owner of the property presumed abandoned as required by Section 47-30.1-17 (05), N.D.C.C.

Checks & Securities should be issued to:

ND Department of Trust Lands
Unclaimed Property Division
PO Box 5523
Bismarck, ND 58506-5523

Phone: (701) 328-2800
Fax: (701) 328-3650

Signature

Title

Date: _____

PROPERTY DESCRIPTION CODES FOR USE WITH THE ITEMIZATION SHEETS

1) Misc. Checks & Intangible Personal Property

MS-01	Wages, Payroll or Salary
MS-02	Commissions
MS-03	Workers Comp Benefits
MS-04	Payment for Good/Services
MS-05	Customer Overpayments
MS-06	Unidentified Remittance
MS-07	Unrefunded Overcharges
MS-08	Accounts Payable
MS-09	Credit Balances
MS-10	Discounts Due
MS-11	Refunds Due
MS-13	Unclaimed Loan Collateral
MS-14	Pension/Profit Sharing (IRA/KEOGH)
MS-15	Dissolution or liquidation
MS-16	Uncashed Checks
MS-17	Miscellaneous Intangible Property
MS-18	Suspense Liabilities
MS-99	Aggregate for Misc. Property

6) Securities

SC-01	Dividends
SC-02	Interest on Registered Bonds
SC-03	Principal Payments
SC-04	Equity Payments
SC-05	Profits
SC-06	Paid toward Purchasing Shares
SC-07	Bearer Bond Int./Matured Principal
SC-08	Stock Returned by Post Office
SC-09	Cash for Fractional Shares
SC-10	Unexchanged Stock
SC-11	Certificates of Ownership
SC-12	Underlying Shares
SC-13	Unreturned Stocks or Bonds
SC-14	Debentures
SC-15	US Government Securities
SC-16	Mutual Funds
SC-17	Warrants/Rights
SC-18	Matured Prin. On Registered Bonds
SC-19	Dividend Reinvestment Plans
SC-20	Credit Balances
SC-99	Aggregate for Securities

2) Uncashed Checks

CK-01	Cashier's Checks/Certified Checks
CK-02	Certified Checks
CK-03	Registered Checks
CK-04	Treasurer's Checks
CK-05	Drafts
CK-06	Warrants
CK-07	Money Orders
CK-08	Traveler's Checks
CK-09	Foreign Exchange Checks
CK-10	Expense Checks
CK-11	Pension Checks
CK-12	Credit Checks or Memos
CK-13	Vendor Checks
CK-14	Checks Written off to Income
CK-15	Other Outstanding Official Checks
CK-16	CD Interest Checks
CK-99	Aggregate for Uncashed Checks

7) Proceeds From Mineral Interests

MI-01	Net Revenue Interest
MI-02	Royalties
MI-03	Overriding Royalties
MI-04	Production Payments
MI-05	Working Interests
MI-06	Bonus
MI-07	Delay Rentals
MI-08	Shut-in Royalties
MI-09	Minimum Royalties
MI-99	Aggregate for Proceeds from Mineral Interests

3) Insurance

IN-01	Individual Policy Benefits/Claim Pmts.
IN-02	Group Policy Benefits/Claim Pmts.
IN-03	Death Benefits Due Beneficiaries
IN-04	Matured Policies/Endow/Annuity
IN-05	Premium Refunds (Individual Policy)
IN-06	Unidentified Remittances
IN-07	Other Amounts Due Under Policy
IN-08	Agent Credit Balances
IN-99	Aggregate for Insurance Property

8) Utilities

UT-01	Security Deposits
UT-02	Membership Fees
UT-03	Refunds or Rebates
UT-04	Capital Credit Distributions
UT-99	Aggregate for Utility Property

4) Account Balances Due

AC-01	Checking Accounts
AC-02	Savings Accounts
AC-03	Matured CDs or Savings
AC-04	Christmas Club Accounts
AC-06	Security Deposits
AC-07	Unidentified Deposits
AC-08	Suspense Accounts
AC-99	Aggregate Amount Due

9) Court Deposits

CT-01	Escrow Funds
CT-02	Condemnation Awards
CT-03	Missing Heirs' Fund
CT-04	Suspense Accounts
CT-05	Other Deposits-Court/Public Authority
CT-99	Aggregate for Court Deposits

5) Trust, Investments and Escrow Accounts

TR-01	Paying Agent Accounts
TR-02	Undelivered/Uncashed Dividends
TR-03	Funds Held in Fiduciary Capacity
TR-04	Escrow Accounts
TR-05	Trust Vouchers
TR-99	Aggregate for Trust Property

10) Safe Deposit Boxes/Safekeeping

SD-01	Contents of Safe Deposit Boxes
SD-02	Unclaimed Loan Collateral



**UNCLAIMED PROPERTY ITEMIZATION
ALL HOLDERS**

ND DEPT OF TRUST LANDS - UNCLAIMED PROPERTY DIVISION
PO BOX 5523 - BISMARCK ND 58506-5523
www.land.nd.gov (UPD 2008)

Name of Holder	Date (Mo/Day/Year)	Page	of
Address		FEIN #	

LIFE INSURANCE HOLDERS COMPLETE REPORT AND REMIT FUNDS BY MAY 1 (as of December 31), ALL OTHER HOLDERS BY NOVEMBER 1 (as of June 30)

Property Code	Name and Last Known Address of Owner(s)	Social Security # (Extremely helpful if available)	Amount / Quantity Due Owner	Account # (if applicable)	Check # (if applicable)	CUSIP # (if applicable)	Date of Last Transaction or Legal Dormancy Date

Copy form as needed for additional space.



HOLDER REQUEST FOR REIMBURSEMENT
 NORTH DAKOTA DEPARTMENT OF TRUST LANDS
 UNCLAIMED PROPERTY DIVISION
 PO BOX 5523 - BISMARCK ND 58506-5523
 (701) 328-2800 - - - www.land.nd.gov
 SFN 19997 (02/08)

IMPORTANT
Property being requested for refund was sent to ND Unclaimed Property Division on: (mm/dd/yy)

PLEASE PRINT OR TYPE

PART I. HOLDER INFORMATION

Name of Holder	Holder FEIN	Address	City	State	Zip Code	Telephone Number ()
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PART II. CLAIM INFORMATION (For amounts \$50 or greater, please call Department prior to paying owner to ensure property is still unclaimed).

ACCOUNT/REFERENCE NUMBER	OWNER(S) NAME (Exactly as indicated on report)	OWNER(S) ADDRESS	CLAIMANT(S) NAME (If different than owner)	CLAIMANT(S) ADDRESS (If different than owner)	AMOUNT REQUESTED
If amount was remitted in error, please explain				TOTAL AMOUNT OF REIMBURSEMENT	

PART III. HOLDER CERTIFICATION

Sworn to and subscribed before me this	
_____ day of _____, _____.	
_____ Notary	
My Commission Expires _____	
I, _____, a duly authorized representative of the holder listed above, do hereby certify that the above listed funds, which were listed in the Report of Abandoned and Unclaimed Property filed by the holder have been paid to the rightful owners or their representatives. I agree, upon payment of the above described property, to indemnify the State and hold it harmless from all claims and loss, demands, costs and other expenses which the State may sustain by reason of turning over the property to the holder and by reason further of its refusal to pay the property to any other person or persons.	
Signature of Holder Representative X	Date
Name of Representative (Type or Print)	Date