

State of South Carolina

State Treasurer's Office

Unclaimed Property Program



Unclaimed Property Annual Holder Report

Reporting Deadline: November 1, 2002

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**MAKE REPORTING EASIER THIS YEAR.
SEE PAGE 16 FOR INFORMATION.**

July 2002

Dear Unclaimed Property Holders:

The South Carolina Uniform Unclaimed Property Act requires that unclaimed property must be remitted to the state of the owner's last known address before **November 1, 2002**. Enclosed is everything you will need to file your 2002 South Carolina Unclaimed Property Report.

To facilitate all holders in filing reports electronically, we provide free, user-friendly software that can be accessed on the Internet through the State Treasurer's WEB site at www.state.sc.us/treas. See Page 16 of this booklet for additional information. All holders remitting more than 25 items are urged to file electronically; however, we encourage ALL holders to do so in order to ensure accuracy and efficiency. Our staff is available to assist you in this effort.

Your prompt response and cooperation are important in meeting the State's requirement to return unclaimed property to the rightful owners. I appreciate your commitment and look forward to working with you in the future.

If you have questions about holder reporting, please call the Unclaimed Property Program at (803) 737-4771.

Yours truly,

A handwritten signature in black ink, appearing to read "Grady", is enclosed in a light gray rectangular box.

Grady L. Patterson, Jr.
State Treasurer

FREQUENTLY ASKED QUESTIONS

What does the South Carolina Uniform Unclaimed Property Act provide?

The Act provides that the State Treasurer shall serve as the custodian, rather than the owner, of property or funds deemed abandoned under its provisions. It requires that all holders review their records each year to determine whether they are in possession of any unclaimed property, to file an annual report of their findings, and to remit their unclaimed property to the State Treasurer's Office, Unclaimed Property Program. The report must be filed with the State Treasurer before November 1 of each year as of the preceding June 30. **Remittance is due with the report.** Any person claiming an interest at any time in any property delivered to the State Treasurer under the Act may file a claim on forms furnished by the State Treasurer.

What is unclaimed property?

Unclaimed property includes, but is not limited to, checking and savings accounts, wages or commissions, money orders, insurance proceeds, underlying shares, dividends, customer deposits, credit balances, layaways, and credit memos which have remained unclaimed by the rightful owner for a specified period of time. See page 4 for the dormancy periods for each property type.

Why does South Carolina have an unclaimed property law?

- To provide the holders relief from liability
- To protect the property rights of the owner and to reunite the owner with the funds
- To provide a centralized point of contact for potential owners of unclaimed property

Who must file an unclaimed property report?

Any business entity, whether for profit or not for profit, including proprietorships, partnerships, corporations, estates, trusts, charitable organizations; fraternal or cooperative associations; and other legal or government entities which are in possession of property belonging to another. All holders are responsible for filing reports on behalf of their branches, divisions, or other affiliated entities. South Carolina does not require the filing of negative reports by those entities who have thoroughly researched their records and have determined they do not have property to report.

What is the holder's obligation to the owners before reporting accounts as unclaimed?

Not more than 120 days before filing the report, the holder must send written notice (see sample notice on page 8) to the apparent owner at his last known address informing him that the holder is in possession of property that may be presumed abandoned. No written notice is required by the holder if there is no known address or the property has a value of less than \$50.

What can a holder do if an owner requests payment of funds reported to the State Treasurer as unclaimed?

The holder may either refer the owner to the Unclaimed Property Program office to obtain a claim form or make payment to the owner and then seek reimbursement from the State Treasurer. A copy of the *Former Holder's Claim for Reimbursement* is included in this booklet. It is suggested that the holder contacts the office, before paying the customer, to make sure that the customer has not already been paid. Please allow 6 to 8 weeks after report has been sent to request reimbursement.

How should checks and stock certificates be remitted to South Carolina?

- Checks, due at the time of reporting, should be made payable to the **S. C. State Treasurer, Unclaimed Property Program**.
- Securities must be registered in the name of **S. C. State Treasurer, Unclaimed Property Program** **OR** delivered in street name to the Unclaimed Property Program's account. Please call (803) 734-2667 for *DTC delivery instructions*.

What attempts are made by the State Treasurer's Office to find the rightful owners?

Before April 30 following the November 1 reporting deadline, the State Treasurer is required to publish those accounts of \$50 or more in a newspaper of general circulation in every county in which the last known address of an owner is located. In addition to the newspaper advertisements, the State Treasurer's Unclaimed Property staff is engaged in a continuous, proactive public outreach program to reunite owners with their unclaimed property.

STATE OF SOUTH CAROLINA
UNCLAIMED PROPERTY HOLDING PERIODS

PROPERTY	UNCLAIMED AFTER	CODE
BANKS AND FINANCIAL ORGANIZATIONS		
Certified checks, cashier's checks, drafts, expense checks*	5 years	27-18-60
Demand (checking), savings, or matured time deposits (CD's)**	5 years	27-18-70
Funds paid toward the purchase of shares or other interest in the organization, including deposits made and interest and dividends thereon	5 years	27-18-70
Money orders*	7 years	27-18-50 (B)
Safe deposit box or safe-keeping repositories	5 years after lease or rental period expires	
Travelers checks*	15 years	27-18-50 (A)
INSURANCE POLICIES OR ANNUITY CONTRACTS		
Funds held or owing under any life endowment policy or annuity contract	5 years after the policy has matured or terminated and is due	27-18-80(A)
	---OR---	
	5 Years after the insured has died	27-18-80(C)(1)
Funds held or owing under any fire, casualty, or surety insurance policy or contract either to an insured, a principal, or a claimant	---OR---	
	2 years after the insured has attained the limiting age under mortality tables and there are no assignments, readjustments, premium payments, loans or written communication	27-18-80(C)(2)
	5 years	27-18-80(A)
UTILITY COMPANIES AND COOPERATIVES		
Deposits (including interest) or advance payments	1 year after service ends	27-18-90(A)
Ordered refunds (including interest)	5 years	27-18-90(B)
Patronage Allocations (Cooperatives only)	7 years	27-18-30(C)
BUSINESS ASSOCIATIONS		
Dividends and other distributions	5 years	27-18-30
Bonds	5 years	27-18-30
Ordered refunds	1 year after final determination	27-18-100
Underlying stock shares	7 years and 7 dividend distributions	27-18-110
Proceeds of dissolution	1 year after the date of final distribution	27-18-120
TRUSTEES AND FIDUCIARIES		
Trusts or other funds held in a fiduciary capacity	5 years	27-18-130(A)
Mandatory distribution of IRA or similar account	5 years	27-10-130(B)
Court, Government, Public Corporation, or Public Authority	5 years	27-18-140
MISCELLANEOUS		
Wages	1 year	27-18-160
All other business property held in ordinary course of business	5 years	27-18-30

*A holder may not deduct from the amount of the traveler's check, money order, cashier's check, certified check or similar instrument any charge imposed by reason of the failure to present the instrument for payment, unless there is a valid and enforceable written contract between the holder or issuer and the owner of the instrument.** With respect to demand, savings and matured time deposits, a holder may not impose a charge in excess of one dollar a month due to dormancy or inactivity or cease of payment of interest unless there is an enforceable written contract between the holder and the owner of the property.

PROPERTY CODES

AC01 CHECKING ACCOUNTS / DDA	MS05 CUSTOMER OVERPAYMENTS
AC02 SAVINGS ACCOUNTS	MS06 UNIDENTIFIED REMITTANCE
AC03 MATURED CERTIFICATES OF DEPOSIT	MS07 UNREFUNDED OVERCHARGES
AC04 CD OR SAVINGS CERTIFICATE	MS08 ACCOUNTS PAYABLE
AC05 CHRISTMAS CLUB FUNDS	MS09 CREDIT BALANCES & ACCOUNTS RECEIVABLE
AC06 SECURITY DEPOSITS	MS10 DISCOUNTS DUE
AC07 UNIDENTIFIED DEPOSITS	MS11 REFUNDS DUE
AC08 SUSPENSE ACCOUNTS	MS13 UNCLAIMED LOAN COLLATERAL
AC98 AGGREGATE REPORTING FOR OTHER	MS14 PENSION/PROFIT SHARING/IRA/KEO
AC99 AGGREGATE REPORTING	MS15 PROP-DISSOLUTION/LIQUIDATION
CK01 CASHIER'S CHECKS	MS16 MISC OUTSTANDING CHECKS
CK02 CERTIFIED CHECKS	MS17 OTHER MISC INTANGIBLE PROP
CK03 REGISTERED CHECKS	MS18 SUSPENSE LIABILITIES
CK04 TREASURER'S CHECKS	MS19 CREDIT MEMOS
CK05 DRAFTS	MS99 AGGREGATE MISC. PROPERTY
CK06 WARRANTS	SC01 DIVIDENDS
CK07 MONEY ORDERS	SC02 INTEREST (BOND COUPONS)
CK08 TRAVELER'S CHECKS	SC03 PRINCIPAL PAYMENTS
CK09 FOREIGN EXCHANGE CHECKS	SC04 EQUITY PAYMENTS
CK10 EXPENSE CHECKS	SC05 PROFITS
CK11 PENSION CHECKS	SC06 FUNDS PAID TO PURCHASE SHARES
CK12 CREDIT CHECKS OR MEMOS	SC07 FUNDS FOR STOCKS AND BONDS
CK13 VENDOR CHECKS	SC08 SHARES OF STOCK (RET. BY P.O.)
CK14 CHECKS WRITTEN OFF TO INCOME	SC09 CASH FOR FRACTIONAL SHARES
CK15 OUTSTANDING OFFICIAL CHECKS	SC10 UNEXCHANGED STOCK OF SUCCESSOR CO.
CK16 CD INTEREST CHECKS	SC11 ANY OTHER CERTIFICATE OF OWNERSHIP
CK99 AGGREGATE UNCASHED CHECKS	SC12 UNDERLYING SHARES /OUTSTANDING CERTIFICATES
CT01 ESCROW FUNDS	SC13 FUNDS FOR LIQUIDATION
CT02 CONDEMNATION AWARDS	SC14 DEBENTURES
CT03 MISSING HEIRS' FUNDS/ESTATES	SC15 US GOVERNMENT SECURITIES
CT04 SUSPENSE ACCOUNTS	SC16 MUTUAL FUND SHARES
CT05 OTHER COURT DEPOSITS	SC17 WARRANTS (RIGHTS)
CT99 AGGREGATE COURT DEPOSITS	SC18 MATURED BOND PRINCIPAL
IN01 INDIVIDUAL POLICY BENEFIT/CLM	SC19 DIVIDEND REINVESTMENT PLAN
IN02 GROUP POLICY BENEFIT/CLAIM PMTS	SC20 CREDIT BALANCES
IN03 PROCEEDS DUE TO BENEFICIARIES	SC21 COMMON STOCK
IN04 PROCEEDS - POLICY ENDOW, ANNUITY	SC22 CONVERTIBLE SECURITIES
IN05 PREM REFUND ON INDIVID POLICY	SC23 PREFERRED SECURITIES
IN06 UNIDENTIFIED REMITTANCES	SC24 FIXED INCOME SECURITIES
IN07 OTHER AMTS DUE UNDER POLICY	SC25 REAL ESTATE-BASED SECURITIES
IN08 AGENT CREDIT BALANCES	SC26 DIVIDEND REINVESTMENT PLAN
IN99 AGGREGATE INSURANCE PROPERTY	SC99 AGGREGATED SECURITY RELATEDCASH
MI01 NET REVENUE INTEREST	SD01 SAFE DEPOSIT BOX CONTENTS
MI02 ROYALTIES	SD02 OTHER SAFEKEEPING
MI03 OVERRIDING ROYALTIES	SD03 OTHER TANGIBLE PROPERTY
MI04 PRODUCTION PAYMENTS	TR01 PAYING AGENT ACCOUNTS
MI05 WORKING INTEREST	TR02 UNDELIVERED/UNCLAIMED DIVIDENDS
MI06 BONUSES	TR04 ESCROW ACCOUNTS
MI07 DELAY RENTALS	TR05 TRUST VOUCHERS
MI08 SHUT-IN ROYALTIES	TR99 AGGREGATE TRUST RELATED PROPERTY
MI09 MINIMUM ROYALTIES	UT01 UTILITY DEPOSITS
MI99 AGGREGATE MINERAL INTERESTS	UT02 MEMBERSHIP FEES
MS01 PAYROLL/WAGES/SALARY	UT03 REFUNDS OR REBATES
MS02 COMMISSIONS	UT04 CAPITAL CREDIT DISTRIBUTIONS
MS03 WORKER'S COMP BENEFITS	UT99 AGGREGATE UTILITY PROPERTY
MS04 PAYMENT FOR GOODS & SERVICES	

OWNER CODES

AG	AGGREGATE	A	ADMINISTRATOR/EXECUTOR
JO	JOINT OWNER	T	TRUSTEE
JY	JOINT W/ SURVIVORSHIP	E	ESTATE
TI	TENANTS IN COMMON	P	PAYEE
SO	SINGLE OWNER	B	BENEFICIARY
PO	PRIMARY OWNER	C	CUSTODIAN / GUARDIAN
PD	PAYABLE ON DEATH	I	INSURED
R	REMITTER	M	MINOR (UGMA)
		X	OTHER

FILING AN ANNUAL UNCLAIMED PROPERTY REPORT

- I. Review records for any unclaimed property that would be reportable as of June 30, 2002. Refer to page 4 for types of reportable property and their respective abandonment holding periods.
- II. If a diligent search has shown the company is *not* holding any reportable property, you do *not* have to file a negative report.
- III. If the company *is* holding reportable property, a report must be filed, and the property remitted, before November 1, 2002. Reports and property received after that date may be subject to interest and penalties.
- IV. Not more than one hundred and twenty days before filing the report, the holder **must** send a written notice to the apparent owner of any account valued at \$50 or more. **A sample copy of the notice sent in 2002 must be filed** with the holder report. The purpose of the notice is to inform the apparent owner the property has been determined abandoned and will be remitted to the State unless a response to the notice is received. Therefore, it is important to allow sufficient time for the owner to reply before reporting the property as unclaimed.

INSTRUCTIONS FOR COMPLETING THE CASH ITEMS REPORT

Use this report for all cash items *except* for dividends being reported at the same time as the underlying shares. These dividends should be reported with the underlying shares on the *Securities and Non Cash Items Report*, on page 11. **IF YOU FILE YOUR REPORT USING YOUR OWN FORMS, THEY MUST BE IN THE SAME FORMAT AND CONTAIN THE SAME INFORMATION AS THE FORM ON PAGE 9.**

1. Complete the Holder Information section, including the *Holder Number* which is above your company's name on the mailing label.
 2. Combine all cash items of less than \$50 and report them in the aggregate as one item labeled "TOTAL ITEMS UNDER \$50". Enter this on the first line of the report.
 3. Combine all cash items of \$50 or more for whom the owner is unknown and report them as one item labeled "TOTAL OWNER-UNKNOWN ITEMS". Enter this item on the second line of the report.
 4. Every cash item of \$50 or more, for which the owner is known, must be reported separately, using one line for each item. Enter as follows:
 - **Column 1** List names in **alphabetical order**, last name, first name, then middle name or initial. If the property is owned by two or more persons, list each owner's information on a separate line, then **skip a line** before reporting the next property item. For corporations, associations, and trade names, use the words in the name in their original order, such as New Hope Insurance Company or James R. Allen, Inc. For instruments purchased by one person and payable to another (i.e. cashier's checks, certified checks, etc.), list names and addresses of both, indicating the payee's name first.
 - **Column 2** Enter last known address of the owner (**including zip code**). If address is unknown, write "unknown" in the address column.
 - **Column 3** Provide owner's social security number or federal tax identification number. Providing this information enables us to more easily identify the rightful owner.
 - **Column 4** Furnish identification number assigned by the holder (i.e., account number, certificate number). Each item should be assigned a number for purpose of identification.
 - **Column 5** Enter date of last owner-generated activity or the date when the property became due, payable, demandable or returnable. Show dates as mm/dd/yy.
 - **Column 6** Refer to page 5 for a complete list of property codes, then enter the appropriate code.
 - **Column 7** Refer to page 5 for the owner codes, then enter the appropriate code.
 - **Column 8** Enter dollar value of the account or instrument.
 - **Column 9** If an interest bearing account, furnish interest rate the account was earning when remitted.
- ⇒ Remittance for all cash items is due with the report before November 1. Make checks payable to: S.C. State Treasurer, Unclaimed Property Program.

INSTRUCTIONS FOR COMPLETING THE SECURITIES

Use this report for reporting securities and dividends being reported at the same time as the underlying shares. Cash items should be reported on the *Cash Items Report*, page 9. **IF YOU FILE YOUR REPORT USING YOUR OWN FORMS, THEY MUST BE IN THE SAME FORMAT AND CONTAIN THE SAME INFORMATION AS THE FORM ON PAGE 11.**

1. Complete the Holder Information section, including the *Holder Number* which is above your company's name on the mailing label.
2. Enter each securities property item as follows:
 - **Column 1** List names in **alphabetical order**, last name, first name, then middle name or initial. If the property is owned by two or more persons, list each owner's information on a separate line, then **skip a line** before reporting the next property item. For corporations, associations, and trade names, use the words in the name in their original order, such as New Hope Insurance Company or James R. Allen, Inc.
 - **Column 2** Enter last known address of the owner (**including zip code**). If address is unknown, write "unknown" in the address column.
 - **Column 3** Provide owner's social security number or federal tax identification number. This information enables us to more easily identify the rightful owner.
 - **Column 4** Enter date of last owner-generated activity or the date when the property became due, payable, demandable or returnable. Show dates as mm/dd/yy.
 - **Column 5** Refer to page 5 for a complete list of property codes, then enter the appropriate code.
 - **Column 6** Refer to page 5 for the owner codes, then enter the appropriate code.
 - **Column 7** Enter the exact name of the security.
 - **Column 8** Enter the CUSIP number. If reporting a bond, provide certificate number.
 - **Column 9** Enter the number of shares. In the case of bonds, enter the face value.
 - **Column 10** Enter any accrued dividends not previously reported and all dividends reported in conjunction with securities, even if the dividends total less than \$50.

⇒ Securities should be registered in the name of the South Carolina State Treasurer, Unclaimed Property Program and sent with the report. ***However, we strongly recommend securities be delivered directly to the Program's brokerage account.*** Please call (803) 734-2667 for DTC delivery instructions.

⇒ When reporting non-certificated mutual fund shares, attach a copy of the trade confirmation or statement showing the transfer of the shares from the owners' accounts into an account in the name of the South Carolina State Treasurer, Unclaimed Property Program.

⇒ Send reports and remittances to:

South Carolina State Treasurer's Office
Unclaimed Property Program
PO Box 11778
Columbia, SC 29211

Courier delivery address:
South Carolina State Treasurer's Office
Unclaimed Property Program
Wade Hampton Building Rm 216
Capitol Complex
Columbia, SC 29201

SAMPLE
OWNER NOTIFICATION LETTER

[Date]

[Recipient Name]

[Address]

[City, State/Province Zip/Postal Code]

NOTICE OF UNCLAIMED FUNDS AND/OR PROPERTY

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

[Amount of funds, or type of property, including any additional information which would assist the owner in identifying the account]

If you have an interest in these funds or property and wish to prevent the funds or property from being reported to the South Carolina State Treasurer's Office as unclaimed as required by the South Carolina Uniform Unclaimed Property Act, please sign this notice and return it to :
[company name and address].

IF A RESPONSE IS NOT RECEIVED WITHIN THIRTY DAYS FROM THE DATE OF THIS NOTICE, THE FUNDS AND/OR PROPERTY WILL BE REPORTED AS UNCLAIMED AND WILL BE TRANSFERRED TO THE SOUTH CAROLINA STATE TREASURER'S OFFICE, TO WHOM ALL FURTHER CLAIMS MUST BE DIRECTED.

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

Signature	Date (Joint Owner Signature) Date

Print Name	Print Street Address

Print City & State	Print Zip Code

DEPOSIT# _____
HOLDER# _____
SUFFIX# _____

CASH REPORT

*THIS REPORT SHOULD CONTAIN ONLY CASH ITEMS
 TO REPORT SECURITIES SEE PAGE 11*

REPORT YEAR _____

HOLDER INFORMATION:

NAME: _____ **ADDRESS:** _____

CONTACT PERSON: _____ **PHONE NUMBER:** _____

FEDERAL TAX ID# : _____ **HOLDER NUMBER:** _____ (FOUND ON ADDRESS LABEL)

DID YOUR COMPANY FILE UNDER A DIFFERENT NAME LAST YEAR? IF SO, PRINT COMPANY NAME _____

OWNER NAME: LAST, FIRST, MIDDLE	LAST KNOWN ADDRESS: STREET, CITY, STATE, ZIP	SOCIAL SECURITY # OR TAX ID	ACCOUNT#, CERTIFICATE#, IDENTIFICATION#	LAST ACTIVITY DATE	PROPERTY CODE	OWNER CODE	AMOUNT	INTEREST RATE %
TOTAL ITEMS UNDER \$50.00							\$	
TOTAL OWNER- UNKNOWN ITEMS							\$	

OWNER NAME: LAST, FIRST, MIDDLE	LAST KNOWN ADDRESS: STREET, CITY, STATE, ZIP CODE	SOCIAL SECURITY # <i>OR</i> TAX ID	ACCOUNT #, CERTIFICATE #, ID #	LAST ACTIVITY DATE	PROPERTY CODE	OWNER CODE	AMOUNT	INTEREST RATE %

Page Total: \$ _____

Report Total: \$ _____

The undersigned, acting for _____, declares under penalty of perjury, that to the best of my knowledge and belief, this report contains a full, true and complete report of **CASH ITEMS** of unclaimed property (including social security numbers and addresses for each owner, when included in holder records) now in the possession or under the control of the holder which is presumed abandoned under the South Carolina Uniform Unclaimed Property Act.

Date _____

Signed before _____

On the _____ of _____

My commission expires: _____

Signature

Title

THIS REPORT MAY BE DUPLICATED

**STATE OF SOUTH CAROLINA
LIST OF OWNERS OF UNCLAIMED FUNDS**

FOR OFFICIAL USE ONLY:

DEPOSIT# _____
HOLDER# _____
SUFFIX# _____

SECURITIES

***THIS REPORT SHOULD CONTAIN ONLY SECURITIES AND THOSE DIVIDENDS REPORTABLE WITH THE SHARES
TO REPORT CASH ITEMS SEE PAGE 9***

REPORT YEAR _____

HOLDER INFORMATION:

NAME: _____ **ADDRESS:** _____

CONTACT PERSON: _____ **PHONE NUMBER:** _____

FEDERAL TAX ID# : _____ **HOLDER NUMBER:** _____ (FOUND ON ADDRESS LABEL)

DID YOUR COMPANY FILE UNDER A DIFFERENT NAME LAST YEAR? IF SO, PRINT COMPANY NAME _____

OWNER NAME: LAST, FIRST, MIDDLE	LAST KNOWN ADDRESS: STREET CITY, STATE, ZIP	SOCIAL SECURITY # OR TAX ID	LAST ACTIVITY DATE	PROPERTY CODE	OWNER CODE	SECURITY NAME	CUSIP	# OF SHARES	DIVIDENDS

THIS REPORT MAY BE DUPLICATED

PAGE TOTAL: \$ _____

OWNER NAME: LAST, FIRST, MIDDLE	LAST KNOWN ADDRESS: STREET, CITY, STATE, ZIP	SOCIAL SECURITY # OR TAX ID	LAST ACTIVITY DATE	PROPERTY CODE	OWNER CODE	SECURITY NAME	CUSIP	# OF SHARES	DIVIDENDS

PAGE TOTAL: \$ _____

REPORT TOTAL: \$ _____

The undersigned, acting for _____, declares under penalty of perjury, that to the best of my knowledge and belief, this report contains a full, true and complete report of **SECURITIES AND NON-CASH ITEMS** of unclaimed property (including social security numbers and addresses for each owner, when included in holder records) now in the possession or under the control of the holder which is presumed abandoned under the South Carolina Uniform Unclaimed Property Act.

Date _____

Signed before _____

On the _____ of _____

My commission expires: _____

Signature

Title

THIS REPORT MAY BE DUPLICATED

**STATE OF SOUTH CAROLINA
UNCLAIMED PROPERTY PROGRAM
PO BOX 11778
COLUMBIA, SOUTH CAROLINA 29211**

HOLDER'S CLAIM FOR REIMBURSEMENT

Section 27-18-210 (B) of the South Carolina Code of Laws allows a holder who has reported and remitted an account to the State Treasurer as unclaimed to make payment to the owner and then to seek reimbursement from the State Treasurer for that payment. **Before paying the rightful owner, we urge you to call the Unclaimed Property Program Office at (803) 737-4771 to verify the funds have not already been claimed.**

To request a reimbursement, return this form, *along with evidence the owner has been paid* (e.g., copy of the check issued, verification of an account being re-established), to State Treasurers Office Unclaimed Property Program, P. O. Box 11778, Columbia, SC 29211. Normal processing time for a holder reimbursement is three weeks.

HOLDER INFORMATION

Holder Name _____

Mailing Address _____

Attn: _____ Phone number _____

Federal Tax Identification number _____ Fax number _____

OWNER ACCOUNT INFORMATION

Owner(s) name and address **exactly** as reported _____

Year account reported _____ Amount reported for above owner \$ _____

The undersigned states, under penalty of perjury, that a payment of \$ _____ was made by the undersigned holder to the owner(s) listed above who was (were) rightfully entitled to this money and that a claim for reimbursement is hereby made pursuant to the provisions of the laws of South Carolina.

Upon receipt of payment of this reimbursement, the undersigned holder agrees to indemnify and hold harmless the State of South Carolina, its officers and employees, from any loss or expense relating to the payment of such reimbursement.

Sworn to and subscribed before me,
this _____ day of _____

Signature

Notary Public for _____
My commission expires _____

Print name and title

THIS FORM MAY BE DUPLICATED.

HOW TO REACH THE UNCLAIMED PROPERTY PROGRAM

FOR ALL REPORTING RELATED QUESTIONS:

call (803) 737-4771

OR

e-mail *payback@sto.state.sc.us*

OR

fax (803) 343-0150

OR

check our website at www.state.sc.us/treas

SEND ALL REPORTS AND CORRESPONDENCE TO:

Mailing address

State Treasurer's Office
Unclaimed Property Program
PO Box 11778
Columbia, SC 29211

Courier delivery address

State Treasurer's Office
Unclaimed Property Program
Wade Hampton Building, Rm. 216
Capitol Complex
Columbia, SC 29201

REPORTING CHECKLIST

HAVE YOU:

- 1. Completed the holder information section of the reporting form(s), including your holder identification number from the mailing label?**
- 2. Provided all requested information, including the owners' last known addresses and social security numbers ?**
- 3. Entered a property code and owner code for each item?**
- 4. Provided an interest rate for interest-bearing accounts?**
- 5. Signed the report in the presence of a notary?**
- 6. Attached a sample of the written notice sent to owners prior to remittance?**
- 7. Enclosed your check made payable to: *S.C. State Treasurer, Unclaimed Property Program*?**

Make Reporting Easier This Year

REPORT ELECTRONICALLY

Download easy-to-use free software through our Website at: *www.state.sc.us/treas*.

Choose: Unclaimed Property Program

then, Reporting Unclaimed Property

then, Report Electronically

find: Downloads

If you do not have access to the Internet, call us for a free diskette.

Questions? Call us at **(803) 737-4771**.

