



Unclaimed Property Holders Guide

Table of Contents

General Information.....	1
Unclaimed Property Defined	1
Unclaimed Property Holder Defined.....	1
Holder Responsibilities.....	1
Reporting Process at a Glance	1
1. Determine Dormancy Periods	2
2. Notifying Property Owners	2
3. Reporting.....	2
4. Payment Options.....	4
5. Archive Data.....	4
Property Specific Reporting.....	4
Safe Deposit Box Contents	4
Reporting and Delivery of Securities Properties	5
Stock Remittances	5
Mutual Funds	6
Worthless Securities.....	6
Dormancy Periods and Property Type Codes	7
Report Corrections	9
Voluntary Disclosure of Unclaimed Property	9

Montana Department of Revenue Contact Information

UnclaimedProperty@mt.gov

(406) 444-6900

Hearing impaired dial 711 for Montana Relay

revenue.mt.gov

General Information

Unclaimed Property Defined

Unclaimed Property is any financial asset for which an owner has not generated activity during a certain period of time. These assets may include uncashed checks, savings, checking, payroll (wages, bonuses, commissions), credit balances, money orders, customer deposits, travelers' checks, stocks and bonds (uncashed dividends, interest checks, underlying shares principle), insurance proceeds, certificates of deposit, and other intangible interests or benefits.

Unclaimed Property Holder Defined

A holder is any business in possession of property belonging to an individual or business. Holders may include:

- Mortgage and title companies
- Insurance companies
- Oil and gas companies
- Utility providers
- Local government entities
- Institutions of higher education

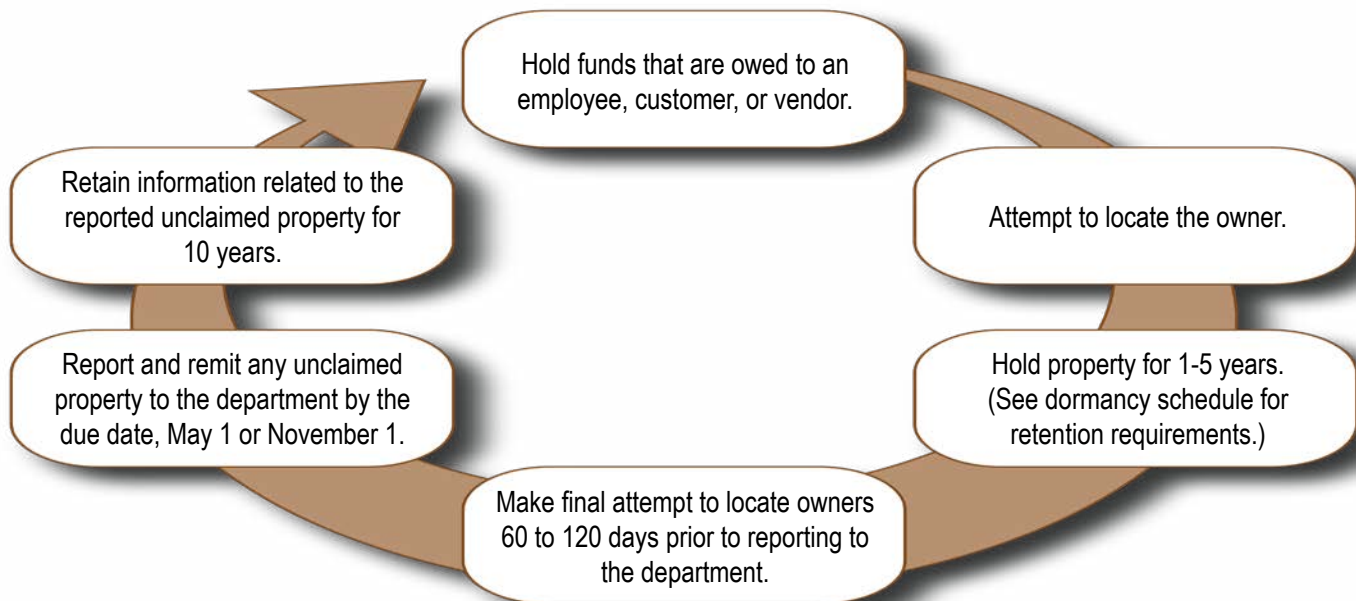
Holder Responsibilities

Businesses are required to file an annual unclaimed property report if they hold property that meets the definition of unclaimed property. If you do not have unclaimed property to remit to Montana, you do not have to file a report.

There are 5 basic steps to follow.

1. Determine Dormancy
2. Notifying Property Owner
3. Prepare Your Report
4. Submit Report, Property, and Payment
5. Archive

Reporting Process at a Glance



1. Determine Dormancy Periods

Identify the dormant accounts and related property types. The reference table Dormancy Periods and Property Type Codes (pages 7 and 8) displays how long the property needs to be dormant prior to reporting it to us.

2. Notifying Property Owners

Holders must send a written notice to the property owners 60 to 120 days before reporting, unless as noted as an exception in [70-9-808, Montana Code Annotated \(MCA\)](#).

3. Reporting

Due dates	Life Insurance Companies	All Other Holders
Reporting Period	January 1 to December 31	July 1 to June 31
Report Due	May 1	November 1

See Property Specific Reporting below for instructions on items such as safe deposit box contents and securities property.

Note:

- Negative or zero-dollar reports are not required by Montana.
- We do not accept and cannot process holder reports on magnetic media such as compact discs, diskettes, tapes and USB devices.
- Also, we will not accept reports emailed to the department. Email is an unsecure method of handling confidential information.

Electronic Filing:

1. Create your file(s)
 - Use software that can generate text files in the NAUPA format.
 - If you need software to create a text file with your data, the National Association of Unclaimed Property Administrators (NAUPA) provides resources and software on their website at <https://www.unclaimed.org>.
 - The latest version of your software must be used to avoid file errors.
 - Do not encrypt or password-protect your files. Our systems will encrypt your files when they are loaded.
2. Send your file to the department.

There are two methods to send files to the department. Choose application based on the type of report you will be sending.

- Audit and State Reciprocity reports: Send through the File Transfer Service.
- All other holder reports: Send through our [TransAction Portal](#).

Detailed instructions to submit reports through each system are on the next page.

File upload instructions

Audit and State Reciprocity Reports	All other holder reports
<p style="text-align: center;">File Transfer Service https://transfer.mt.gov</p> <ol style="list-style-type: none"> 1 Log into ePass Montana File Transfer Service 2 Select Send a New File(s) 3 Select your files for upload <p>Drag and Drop files from your computer into the upload box</p> <p>Or</p> <p>Use File Explorer – Select the “upload” box to open your file browser Select the files you want to upload Select “open”</p> 4 Select Continue 5 Select the type of property you are reporting Audit Holder Reports – use this if you are reporting property after an audit. <p>State Reciprocity Reports – use this report if you are another state reporting Montana unclaimed property originally reported to your state.</p> <p>Unlocatable Mineral Holder Reports – use this report if you are reporting any unlocatable mineral trusts.</p> 6 Select Continue <p>You will be returned to the File Transfer Service home page. Please note: This status only shows if we received your file. We will contact you if we cannot process your file or if it is in an incorrect format.</p> 	<p style="text-align: center;">TransAction Portal https://tap.dor.mt.gov</p> <ol style="list-style-type: none"> 1 Select Upload UCP Holder Report 2 Select Add File 3 Enter the description and select Browse 4 Select the file you want to upload 5 Select Open 6 Select Save <p>The file is immediately reviewed for formatting accuracy. This may take a few seconds to a minute. If errors are found an explanation will be provided and you’ll need to correct the errors before proceeding to the next step. First, confirm you are using the latest version of your software and then contact the software company if you need further assistance.</p> 7 Select Next 8 You can make a payment now, if you’d like. You’ll need your bank routing and account number. 9 Select Submit 10 After your file is submitted, a confirmation email will be sent to you. <p>Print or save this for your records</p>

If you need assistance with either of these systems, please contact our e-Services unit at DORE-Services@mt.gov

Paper Filing:

1. Fill out the correct form:

[UCH-1 Report](#) unclaimed property other than unlocatable mineral trust.
[UCH-2 Report](#) contents of unclaimed safe deposit box contents or other safe keeping depositories.
2. Send the completed form to:

Montana Department of Revenue
 PO Box 5805
 Helena, MT 59604-5805

4. Payment Options

For your convenience, we have a variety of payment options:

Online	Online	Mail Check
<p>TransAction Portal (TAP) https://tap.dor.mt.gov</p> <p>Pay with an e-check (free)</p> <ol style="list-style-type: none">1 Select Make a Payment2 Use your 13-digit Montana Account ID: 0000000-000-XXX or 10-digit confirmation number from uploading your UCH file: 0-000-000-0003 Enter your bank information4 Submit	<p>ACH Credit https://mtrevenue.gov/online-services/ach-payments/</p> <p>Transfer funds from your financial institution to the Department of Revenue. See our website for more information.</p> <ol style="list-style-type: none">1 Submit a one-time ACH Credit Registration (ETR form)2 You will receive approval with Montana Department of Revenue bank information and instructions3 You can start sending payments from your financial institutions to ours.	<p>Mail your check to the Montana Department of Revenue along with your voucher.</p> <ul style="list-style-type: none">● One Holder: Montana Unclaimed Property Holder Payment Voucher (Form UCH Payment Voucher)● Multiple Holders: Payment Voucher for Unclaimed Property Holder Report (Form UCH-1 Multiple Holder Payment Voucher) <p>To ensure proper credit to your account, you must include the Account ID or FEIN and payment period on the voucher.</p>

5. Archive Data

Holders are required to retain unclaimed property records for 10 years after the property was reportable. Keep records of the owner's last known address, even though the post office may have returned their mail. This information is required to assist claimants in confirming ownership of their property.

Property Specific Reporting

Safe Deposit Box Contents

For holders of safe deposit box contents or other safekeeping property, the unclaimed property report with detailed inventory lists is due on or before November 1. Reports can be filed electronically or manually using Form UCH-2.

The contents of these safe deposit boxes or other safekeeping property should be held by the holder until 60 days after the unclaimed property report is filed. After 60 days, the holder should send a copy of the report and a detailed inventory list to the Department of Revenue. ([70-9-809, MCA](#)). For example, for a report filed on November 1, the contents should be sent to the department by January 1.

***Please Note:** All contents of the safety deposit box must be reported and delivered to us. Nothing may be destroyed.

Physical Address for Remittance of safe deposit box contents:

Unclaimed Property
Montana Department of Revenue
2517 Airport Road
Helena, MT 59601

Note: This address can only accept contents sent through UPS, FedEx, or USPS.

Worthless Securities

Do not report worthless, nontransferable or restricted securities.

Reporting and Delivery of Securities Property

When reporting securities, please remember that your report is not complete until you provide evidence

of the property being transferred into the ownership of the State of Montana. The required evidence depends on the type of security and how it will be delivered to our custodian on behalf of the state.

Stock Remittances

Two days prior to delivery, you are required to fax an intent to deliver to:

(1) Avenu Insights & Analytics
Attn: Custody Department
(617) 722-9660

and

(2) Montana Department of Revenue Unclaimed Property
Attn: Accounting
(406) 444-7723

Your fax must include:

- CUSIP numbers
- Delivering party's DTC numbers
- Number of shares
- Certificate numbers and registration (for physical certificates)
- Issue names
- Copy of statement (for DRS/Book Shares)

Direct Transfer

All eligible shares must be deposited through DTC, or DWAC if not a DTC participant.

Nominee: State of Montana
DTC Participant: 0901
Agent Bank: 26500
Account: 822441

Book Entry Shares/Direct Registration Shares (DRS)/Dividend Reinvestment Shares (DRP) and Closed-End Funds

Nominee: Glory of the West & Co
FEIN: 83-0367507
Address: Avenu Insights & Analytics
100 Hancock Street, 10th Floor
Quincy, MA 02171

Note: For Dividend Reinvestment Plans (DRP) and Closed-End funds, please close the accounts and forward whole shares via DTC. Fractional shares must be sold at the owner level and the proceeds applied to each individual owner with a check for the total proceeds delivered with your report. You are required to include a confirmation with your Report of Unclaimed Property stating that Glory of the West & Co. is the owner of the shares. Please also fax a copy of the confirmation to the State of Montana, at (406) 444-7723.

Physical Certificates

Non-DTC eligible shares only

Nominee: Hare & Co/ Acct # (822441)

FEIN: 13-6062916

Address: ATTN: BNY Mellon/Branch Deposit Department
570 Washington Blvd - 5th Floor
Jersey City, NJ 07310

Note: Send the original certificate to custodian at the above address; send a photocopy of the certificate with your report. Please do not deliver the original certificate to the State of Montana with your report. Send only one certificate for each security position reported.

Mutual Funds

Include complete fund names, FEINs and CUSIP numbers. Please set up an account so dividends are reinvested.

Send interested party statements Register funds as follows to:

Avenu Insights & Analytics
Attn: Custody Department
100 Hancock St, 10th floor
Quincy, MA 02171

MAC & CO
Mutual Fund Operation
500 Grant St. Room 151-1010
Pittsburgh, PA 15258
Account: 822441
FEIN: 23-6019000

Note: You are required to include a statement with your Report of Unclaimed Property listing the shares in the state's name. Please fax a copy of this statement to Avenu Insights & Analytics at (617) 722-9660.

Open End Mutual Funds – Contact Avenu at UPCH.Custody@avenuinsights.com to obtain account numbers 3-4 business days prior to attempting delivery.

Dormancy Periods and Property Type Codes

Code	Property Type	Dormancy Period
------	---------------	-----------------

Account Balance Due 70-9-803(1)(e)		
AC01	Checking Accounts	5
AC02	Savings Accounts	5
AC03	Matured CD or Savings Certificate	5
AC04	Christmas Club Account	5
AC05	Money on Deposit to Secure Funds	5
AC06	Security Deposits	5
AC07	Unidentified Deposits	5
AC08	Suspense Accounts	5
AC99	Aggregate Account Balances	5

Uncashed Checks 70-9-803(1)(a) & (q)		
CK01	Cashier's Checks	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 – Non-Retail	5
CK13	Vendor Checks	5
CK14	Checks Written off to Income	5
CK15	Other Outstanding Official Checks	5
CK16	CD Interest Checks	5
CK99	Aggregate Uncashed Checks	5

Court Deposits 70-9-803(1)(j) & (k)		
CT01	Escrow Funds	1
CT02	Condemnation Awards	1
CT03	Missing Heirs' Funds	1
CT04	Suspense Accounts	1
CT05	Other Court Deposits	1
CT99	Aggregate Court Deposit	1

Educational Savings Accounts 70-9-803(1)(n)		
CS01	Educational Savings Accounts – Cash	3
CS02	Educational Savings Accounts – Mutual Fund	3
CS03	Educational Savings Accounts – Securities	3
CS04	Educational Savings Accounts – Reserved for future use	

Health Savings Accounts 70-9-803(1)(n)		
HS01	Health Savings Account	3
HS02	Health Savings Account Investment	3
HS03	Health Savings Account – Reserved for future use	

Individual Retirement Account 70-9-803(1)(n)		
IR01	Traditional IRA – Cash	3
IR02	Traditional IRA – Mutual funds	3
IR03	Traditional IRA – Securities	3
IR04	Traditional IRA – Reserved for future use	
IR05	Roth IRA – Cash	3
IR06	Roth IRA – Mutual Funds	3
IR07	Roth IRA – Securities	3
IR08	Roth IRA – Reserved for future use	
IR09	IRA Other – Reserved for future use	
IR10	IRA Other – Reserved for future use	

Insurance 70-9-803(1)(h) & (q)		
IN01	Individual Policy Benefits or Claim Payment – All Other	5
IN21	Individual Policy Benefits or Claim Payment – Life, Endowment or Annuity	3
IN02	Group Policy Benefits or Claim Payments – All Others	5
IN22	Group Policy Benefits or Claim Payments – Life, Endowment or Annuity	3
IN03	Proceeds Due Beneficiaries	3
IN04	Proceeds from Matured Policies, Endowments or Annuities	3
IN05	Premium Refunds	5
IN06	Unidentified Remittances	5
IN07	Other Amounts Due Under Policy Terms	5
IN08	Agent Credit Balances	5
IN99	Aggregate Insurance Property	5

Mineral Proceeds & Mineral Interest 70-9-803(1)(q)		
MI01	Net Revenue Interest	5
MI02	Royalties	5
MI03	Overriding Royalties	5
MI04	Production Payments	5
MI05	Working Interest	5
MI06	Bonuses	5
MI07	Delay Rentals	5
MI08	Shut-in Royalties	5
MI09	Minimum Royalties	5
MI99	Aggregate Mineral Proceeds	5

Miscellaneous Checks & Intangible Personal Property 70-9-803(1)(f), (i), (l), (n), (q)		
MS01	Wages, Payroll, Salary	1
MS02	Commissions	1
MS03	Works Compensation Benefits	5
MS04	Payments for Goods & Services	5
MS05	Customer Overpayments – Retail	3
MS06	Unidentified Remittance	5
MS07	Un-refunded Overcharges - Retail	3
MS08	Accounts Payable	5
MS09	Credit Balance – Accounts Receivable – Retail	3
MS10	Discount Due – Retail	3
MS11	Refunds Due – Retail	3
MS12	Unredeemed Gift Certificates	3
MS13	Unclaimed Loan Collateral	5
MS14	Pension & Profit Sharing – IRA/Keogh	3
MS15	Dissolution or Liquidation	1
MS16	Misc. Outstanding Checks	5
MS17	Misc. Intangible Property	5
MS18	Suspense Liabilities	5
MS99	Aggregate Misc. Property	5

Safe Deposit Boxes & Safekeeping 70-9-804		
SD01	SD Box Contents	5
SD02	Other Safekeeping	5
SD03	Other Tangible Property	5
SD04	Unclaimed Loan Collateral	5
SD05	Liquidated Assets	5

Securities 70-9-803(1)(c), (d), (q)		
SC01	Dividends	5
SC02	Interest (Bond Coupons)	5
SC03	Principal Payments	5
SC04	Equity Payments	5
SC05	Profits	5
SC06	Funds Pd to Purchase Shares	5
SC07	Funds for Stocks & Bonds	5
SC08	Shares of Stock (Returned by Post Office)	5
SC09	Cash for Fraction Shares	5
SC10	Un-exchanged Stock for Successor Corp	5
SC11	Other Cert of Ownership	5
SC12	Underlying Shares or Other Outstanding Certificates	5
SC13	Funds for Liquidation/Redemption of Unsurrendered Stocks or Bonds	5
SC14	Debentures	5
SC15	US Gov't Securities	5
SC16	Mutual Fund Shares	5
SC17	Warrants (Rights)	5
SC18	Mature Bond Principal	5
SC19	Dividend Reinvestment Plans	5
SC20	Credit Balances	5
SC99	Aggregate Security Related Cash	5

Trust Investment & Escrow Accounts 70-9-803(1)(q)		
TR01	Paying Agent Account	5
TR02	Undelivered or Uncashed Dividends	5
TR03	Funds held in Fiduciary Capacity	5
TR04	Escrow Accounts	5
TR05	Trust Vouchers	5
TR99	Aggregate Trust Property	5

Utilities 70-9-803(1)(m) & (n)		
UT01	Utility Deposits	1
UT02	Membership Fees	1
UT03	Refunds or Rebates	1
UT04	Capital Credit Distributions	5
UT99	Aggregate Utilities	1

Other 70-9-803(1)(q)		
ZZZZ	Property Not Identified Above	5

Report corrections

Report Additional Property

To report additional property that was not included on the original report, submit an additional report with only the property that was omitted from your previous reports.

When filing an additional unclaimed property report, include a report number on it. The original report is always considered report #1 and the next report would be #2.

Property Reported in Error

If the error on your report is a result of reporting and remitting property that should not have been sent to us, please contact us at (406) 444-6900 for instruction on returning this property to you.

You may need to complete the [Holder Request For Reimbursement](#) form.

Voluntary Disclosure of Unclaimed Property

Please send your request for a Voluntary Disclosures Agreement to Cindy Backeberg:

Email: cbackeberg@mt.gov

or

Mail: Montana Department of Revenue
Attn: Cindy Backeberg
PO Box 5805
Helena, MT 59604-5805