



**South Dakota
State Treasurer**

Unclaimed Property

HOLDER'S MANUAL

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REPORTING ABANDONED PROPERTY

I. Who Must Report

Organizations that must report presumably abandoned property: Banks, financial institutions (credit unions, savings and loans, thrift institutions, etc.), issuers of traveler's checks and money orders, life and other insurance companies, utility companies, businesses and business associations, corporations, fiduciaries and agents, courts, public agencies and political subdivisions (counties, cities, townships, and special districts), issuers of gift certificates and credit memos, repositories for safekeeping, and any other organization or person holding property.

II. What Must Be Reported

Items presumed abandoned under SDCL 43-41B-2 shall be reported, and include, but are not limited to: Travelers checks and money orders, checks or drafts that are certified or issued by a bank or other financial institutions, funds owing under life insurance (dividends, demutualization proceeds, or other payments due to policy holders), deposits held by utilities, refunds held by businesses, stock and other interests in business associations, jury duty payments, gift certificate and credit memos, wages, contents of safe deposit boxes, and other tangible and intangible property due to an owner in the possession of a holder.

Negative Reports are not Required. Holders should submit a negative report only if the holder information has changed since the last report OR if it is the final report for the holder who has reported in the past. Holders with no prior South Dakota reporting history SHOULD NOT submit negative holder reports.

III. When To Report

Each type of property is considered abandoned after a certain amount of time. Properties that have been presumed abandoned should be reported during the next year's reporting cycle.

Report Due in State Treasurer's Office (SDCL 43-41B-18(d)):

- **Life Insurance Companies:** For period ending December 31st, the report is due May 1st of the next year
- **All Others:** For period ending June 30th, the report is due November 1st of the same year
- **Filing Extensions:** The administrator may grant an extension of up to 90 days from the deadline. The Holder must request the extension in writing prior to the deadline.

Depending on type of property, an item must be reported after a number of years of dormancy according to the following schedule:

South Dakota Unclaimed Property Dormancy Matrix

(Effective July 1, 2012)

Property Categories	Number of Years Dormant
Dissolutions and Liquidation Proceeds	1
Federal Courts and Agencies	1
Membership Fees/Association Refunds	1
State Courts, Agencies, Political Subdivisions, Public Authorities and Officers	1
Utility Deposits/Refunds	1
Wages/Commissions	1
Life Insurance -All Claims and Property	3
All Property Held by Fiduciaries	3
Capital Credits	3
Cashier Check	1
Casualty Insurance	3
Checking Accounts	3
Dividends	3
Gift Certificates	3
IRA/Keogh/Employee Benefit Plans	3
Money Orders	3
Safe Deposit Boxes	3
Stocks and Other Shares in Business Associations	3
Savings Accounts	3
Traveler's Checks	15

Important !

This matrix is only a guide. Holders should refer to South Dakota's Unclaimed Property law when reporting unclaimed property

IV. When Has a Property Become Dormant (Presumed Abandoned)?

Traveler's Checks (SDCL 43-41B-4(a)): A traveler's check is presumed abandoned fifteen (15) years after issuance.

Money Order (SDCL 43-41B-4(b)): A money order is presumed abandoned if it has been outstanding for more than three (3) years.

Cashier's and Certified Checks or Other Instrument that a Bank or Other Financial Institution is Directly Liable for Payment (SDCL 43-41B-5 (a)): Such instruments are presumed abandoned if still outstanding after three (3) years.

Bank Deposits, Certificates of Deposit, and Other Funds Deposited in Financial Institutions (SDCL 43-41B-6): If any of the following apply within three (3) years, the property is not considered abandoned:

- (1) In the case of a deposit, increased or decreased its amount or presented the passbook or other similar evidence of the deposit for the crediting of interest;
- (2) Communicated in writing with the banking or financial organization concerning the property;
- (3) Otherwise indicated an interest in the property as evidenced by a memorandum or other record on file prepared by an employee of the banking or financial organization;
- (4) Owned other property to which paragraph (1), (2), or (3) applies and if the banking or financial organization communicates in writing with the owner with regard to the property that would otherwise be presumed abandoned under this subsection at the address to which communications regarding the other property regularly are sent;
- (5) Had another relationship with the banking or financial organization concerning which the owner has:
 - a) Communicated in writing with the banking or financial organization; or
 - b) Otherwise indicated an interest as evidenced by a memorandum or other record on file prepared by an employee of the banking or financial organization and if the banking or financial organization communicates in writing with the owner with regard to the property that would otherwise be abandoned under this subsection at the address to which communications regarding the other relationship regularly are sent; or
- (6) Received tax reports or regular statements of the deposit by mail from the banking or financial organization regarding the deposit. Receipt of the statement by the owner is presumed if the statement is mailed first class by the banking or financial organization and not returned.

Life Insurance (SDCL 43-41B-7): The property due under a life insurance policy is presumed abandoned after three (3) years that the funds are due and payable. However, if all of the following applies to the insured, the property is abandoned after unclaimed for three (3) years:

- (1) The insured has attained, or would have attained the limiting age based on mortality tables that the policy is based upon, and,
- (2) The policy was in force at time the insured attained, or would have attained the limiting age based on the mortality tables the policy is based upon, and,
- (3) Neither the insured nor any other person with interest in the policy has assigned, readjusted, paid premiums on the policy, took a loan out on the policy, corresponded, or otherwise shown interest in the policy by way of written record of an employee of the life insurance company.

Refunds and Deposits Held by Utilities (SDCL 43-41B-8): Refunds and deposits from utilities are presumed abandoned one (1) year after termination of services for which the deposit was made.

Refunds Held by Business Associations (SDCL 43-41B-9): Where a refund has been ordered by a court or administrative agency, the property is presumed abandoned one (1) year after it becomes payable, except where otherwise ordered by a court or administrative agency.

Stock or Other Interests in Business Associations (SDCL 43-41B-10):

(a) Except as provided in subsections (b) and (e), stock or other intangible ownership interest in a business association, the existence of which is evidenced by records available to the association, is presumed abandoned and, with respect to the interest, the association is the holder, if a dividend, distribution, or other sum payable as a result of the interest has remained unclaimed by the owner for three (3) years and the owner within three (3) years has not:

- (1) Communicated in writing with the association regarding the interest or a dividend, distribution, or other sum payable as a result of the interest; or
- (2) Otherwise communicated with the association regarding the interest or a dividend, distribution, or other sum payable as a result of the interest, as evidenced by a memorandum or other record on file with the association prepared by an employee of the association.

(b) At the expiration of a three (3) year period following the failure of the owner to claim a dividend, distribution, or other sum payable to the owner as a result of the interest, the interest is not presumed abandoned unless there have been at least three (3) dividends, distributions, or other sums paid during the period, none of which has been claimed by the owner. If three (3) dividends, distributions, or other sums are paid during the three (3) year period, the period leading to a presumption of abandonment commences on the date payment of the first such unclaimed dividend, distribution, or other sum became due and payable. If three (3) dividends, distributions, or other sums are not paid during the presumptive period, the period continues to run until there have been three (3) dividends,

distributions, or other sums that have not been claimed by the owner.

- (c) The running of the three (3) year period of abandonment ceases immediately upon the occurrence of a communication referred to in subsection (a). If any future dividend, distribution, or other sum payable to the owner as a result of the interest is subsequently not claimed by the owner, a new period of abandonment commences and relates back to the time a subsequent dividend, distribution, or other sum became due and payable.
- (d) At the time an interest is presumed abandoned under this section, any dividend, distribution, or other sum then held for or owing to the owner as a result of the interest, and not previously presumed abandoned, is presumed abandoned.
- (e) This chapter does apply to any stock or other intangible ownership interest enrolled in a plan that provides for the automatic reinvestment of dividends, distributions, or other sums payable as a result of the interest if the records available to the administrator of the plan show, with respect to any intangible ownership interest not enrolled in the reinvestment plan, that the owner has not within three (3) years communicated in any manner described in subsection (a).

Election to take payment or delivery (43-41B-28):

- (a) The administrator may decline to receive any property reported under this chapter which he considers to have a value less than the expense of giving notice and of sale. If the administrator elects not to receive custody of the property, the holder shall be notified.
- (b) A holder, with the written consent of the administrator and upon conditions and terms prescribed by him, may report and deliver property before the property is presumed abandoned. Property delivered under this subsection must be held by the administrator and is not presumed abandoned until such time as it otherwise would be presumed abandoned under this chapter.

Property of Businesses Held in the Course of Dissolution (SDCL 43-41B-11): Property held in the course of dissolution or liquidation is abandoned one (1) year after final distribution.

Property Held by Agents and Fiduciaries (SDCL 43-41B-13): Intangible property or any income held by fiduciaries become abandoned after three (3) years after it has become payable or distributable, unless the owner, within three (3) years has increased or decreased the principal, accepted payment of principle or income, or has otherwise expressed an interest as evidenced by a memorandum or other record on file prepared by the fiduciary.

- (1) Funds in an IRA or other federal retirement savings account are not “payable or distributable”, and therefore are not subject to the three (3) year dormancy period, unless the terms of the account or plan require a mandatory distribution.
- (2) Agents are considered fiduciaries for the purposes of abandonment, unless there is an agreement otherwise
- (3) One who is in a fiduciary relationship with a business association is the holder, as far as the business association has an interest in the property. The business

association is the holder of the property as far as anyone else's interest in the property is concerned.

Earnest and Escrow Accounts: Real Estate and other escrow/earnest accounts should never be turned over in two party names (buyer and seller). The holder must make the determination of ownership. If the Holder cannot or will not determine a clear owner of the account then it cannot be turned over to Unclaimed Property. It is deemed a private civil right of action by the parties involved and must be handled in civil court with private attorneys.

Heir Cannot be Found: Funds held as part of the disposition of an Estate where the heir cannot be found shall be turned over to the State of South Dakota School and Public Lands as per SDCL 29A-3 Probate of Will and Administration.

Disposition of unclaimed assets (29A-3-914). If an heir, devisee, or claimant cannot be found, the personal representative shall distribute the share of the missing person to the person's conservator, if any, otherwise the court shall enter an order directing that the share vest in the State of South Dakota for the support of the common schools. The order of court shall contain a provision stating that an action asserting a claim or right to the share may be instituted in the court within ten years after the entry of the order in the manner provided in chapter 21-36. The order of court shall have the same force and effect as a judgment of escheat in an action instituted under chapter 21-36, and shall become final and conclusive at the expiration of the period prescribed by chapter 21-36.

Property Held by Courts, Public Agencies, and County and City Governments (SDCL 43-41B-14): Intangible property held by these public entities is presumed abandoned after one (1) year after it has become payable or distributable.

Gift Certificates and Credit Memos (SDCL 43-41B-15): A gift certificate or credit memo becomes abandoned after three (3) years of it becoming payable or distributable, and the amount abandoned is the price paid for the gift certificate. This implies that dormancy fees are not allowed in South Dakota. The amount abandoned on a credit memo is the amount to be credited to the recipient of the memo. (See SDCL 43-41B-40, 43-41B-41, 43-41B-42, and 43-41B-43 for more information gift cards and certificates.)

Wages (SDCL 43-41B-16): Unpaid wages and wages in the form of payroll checks not presented, are presumed abandoned after one (1) year after becoming payable.

Contents of Safe Deposit Boxes (SDCL 43-41B-17): Box contents, and proceeds of sale of box contents, as permitted by law, are presumed abandoned after three (3) years after the lease or rental period of box has expired (or non-payment of rent or lease).

Safekeeping should be reported on a separate holder report than cash. Form UCP-3 or a typed inventory must accompany the contents of the box.

All Other Property (SDCL 43-41B-2): All other property is presumed abandoned after three (3) years it was distributable or payable. Distributable or payable does not necessarily mean the owner must make a demand to receive payment.

Reciprocal Reporting: South Dakota based holders may report incidental, cash only, properties where the last known address is outside of South Dakota under reciprocal reporting only if they have 10 items or less and total less than \$1,000. Greater amounts must be reported directly to the state of last known address. *The Holder must use the ALTERNATE STATE field in the reporting software. DO NOT put SD in the state field.*

V. Due Diligence

Use of Due Diligence to Contact and Return Property to Owner Before Filing a Report (SDCL 43-41B-18(a)): Before reporting presumptively abandoned property, a holder must exercise due diligence to contact and return the property to the owner. These requirements only apply if the property is \$50 or more and there is an address known to the holder.

At a minimum, a notice must be sent by U.S mail containing the following information in order for “due diligence” to be met:

- (1) A statement that the property is being held to which the addressee appears to be entitled.
- (2) Information regarding any changes of the name of the holder.
- (3) A statement that the property will escheat to the state.

Sample Due Diligence Letter – The following Sample Due Diligence letter is sufficient for the purpose of meeting the Due Diligence requirement.

- Sample Due Diligence Letter -

Holder Company Letterhead

Date of Letter

Owner Name
123 Main Street
City, State, Zip

RE: Account #123456

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.

Date of Last Contact: xx/xx/xxxx
Type: SAVINGS
Balance: \$xxx.xx

Accounts that have shown no activity and no contact with the owner for the past ____ years are required by South Dakota Law to be sent to the State. If we do not hear from you by xx/xx/xxxx, your property will be sent to the State. Please complete the information below or call us at 1-800-xxx-xxxx to make contact with our office regarding your account.

After November 1, XXXX, the rightful owner may contact the State of South Dakota Unclaimed Property Division, www.sdtreasury.gov, to claim this property. The State Treasurer is required by state law to hold this property in perpetuity until either the rightful owner or their heirs comes forward to claim it.

Sincerely,
(Company's Contact name)

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

Print Owner Name _____ Date _____

Owner Signature _____

Street Address _____ City _____

State _____ Zip Code _____ County _____

Action to be taken (Please check one):

- Reissue Check Update Account Close Account & Send Check Other (explain)

Comments _____

VI. How To Report

What a Report Must Include (SDCL 43-41B-18(b),(c)): A report must include the following information:

- (1) The name, if known, and last known address, if any, of each person appearing from the records of the holder to be an owner.
- (2) When the property is a life insurance policy or annuity, the full name and last known address of the insured/annuitant and any beneficiary.
- (3) When the property is safe deposit box contents, a description of the property and the place where it is held and can be inspected by the administrator, along with any amounts due from the owner to the holder.
- (4) The nature, and identifying number (CUSIP, serial number, check number, policy number, account number, etc.), if any, or description of the property and the amount appearing from the records to be due.
- (5) The date that the property became payable, demandable, or returnable, along with the date of the last transaction with the apparent owner with respect to the property.
- (6) If applicable, those holding property who have changed names, or the holder is a successor to the property from other holders, the report must include all known former names and addresses of previous holders

Important: ALL property reports and reporting of stocks and mutual funds, must be submitted electronically using an unclaimed property reporting software which uses the NAUPA Standard Electronic File Format. *Requests to file paper reports will be reviewed on a case by case basis.*

- HRS Pro (<http://www.wagers.net/hrs/index.php>)
- UPEXCHANGE (<http://www.unclaimed.org/reporting/free-holder-reporting-software/>)

VII. How to Deliver Reports

Payment or Delivery of Abandoned Property (SDCL 43-41B-20(a), (d)): A holder must pay or deliver property by the date when the final report is due. The holder is to deliver, to the administrator, a duplicate certificate or other evidence of ownership. The holder, transfer agents, registrar, or another else acting in behalf of the holder shall be relieved of all liability in relation to any damages or losses resulting from delivery to the administrator.

Exceptions to Delivery Rule (SDCL 43-41B-20(b)): If the owner has established the right to receive the property before delivery, or it has been established that the abandonment was erroneous, the property does not need to be delivered to the administrator, and is no longer presumed abandoned. When this happens, the holder shall file with the administrator a written explanation of the proof of claim or the error in abandonment.

Non-Named Property (SDCL 43-41B-20 (c)): Property that does not require a named owner must be delivered at the same time that the report is filed. *Use the Alternate State Field when reporting Unknown property, DO NOT put SD in the State field.*

Where to Send Reports: Reports and payments should be submitted to the Office of the State Treasurer, Unclaimed Property Division by mail or electronically.

Paper Reporting: *Paper reporting is no longer allowed.* Requests for an exemption will be reviewed on a case by case basis.

Electronic Reporting:

Electronic files may be emailed to holders@sdtreasurer.gov Include a statement of how payment will be received and contact information in the email. Check number or ACH date and description must be included. Credit cards are not accepted at this time.

Files submitted on CD or flash drive must have payment enclosed or include a statement of how payment will be received and contact information in the email. Check number or ACH date and description must be included. Credit cards are not accepted at this time.

Encrypted files that require a user name or password a notification must be emailed to holders@sdtreasurer.gov or mailed with the payment along with contact information.

Stock or Mutual Fund Shares: Notification of transfer is required and must contain name of security, CUSIP, number of shares, and contact information.

VIII. Retention of Records

Holder retention of owner information (SDCL 43-41B-32(a)): Every holder required to file a report under § 43-41B-18, as to any property for which it has obtained the last known address of the owner, shall maintain a record of the name and last known address of the owner for ten years after the property becomes reportable. This includes properties reported under aggregate if the last known address and name of the owner is known.

Travelers checks and money orders (SDCL 43-41B-32(b)). Any holder that sells in this state its travelers checks, money orders, or other similar written instruments, other than third-party bank checks on which the holder is directly liable, or that provides such instruments to others for sale in this state, shall maintain a record of those instruments while they remain outstanding, indicating the state and date of issue for three (3) years after the date the property is reportable.

IX. Non-Compliance

Examination of Records (SDCL 43-41B-31 (a),(b),(d)): The administrator may, upon sufficient notice and at reasonable times, examine the records of any person to determine if they are holding unclaimed property. The administrator also may require anyone, whether or not they are holding property, to file a report. If a examination of records finds that there is

unclaimed property, the administrator may charge \$100 per day, per examiner, up to the value of property found and deliverable.

Fiduciaries and Agents (SDCL 43-41B-31 (c)): If the holder is a fiduciary holding a business association interest, the administrator may examine the records of the holder and the business association with at least sixty days' notice before the examination.

Interest on Untimely Payments (SDCL 43-41B-35): A holder who fails to pay or deliver the property in accordance with the above provisions shall pay the administrator interest at the Category A rate on the property or the value thereof from the date the property should have been paid or delivered. (See SDCL 54-3-16 for rates.)

Cause of Action (SDCL 43-41B-33): The administrator may enforce any rule by bringing action in a court of law.

Filing Extension: The administrator may grant a filing extension for 30, 60, or 90 days beyond the May 1st or November 1st filing deadline. The holder must request the extension prior to the deadline along with an explanation as to why the extension is necessary.

Voluntary Disclosure: A holder may file past-due properties under the voluntary disclosure provision by completing form UCP-5 Informal Voluntary Disclosure Agreement. An extension up to 180 days may be granted under the voluntary disclosure provisions.

X. Holder Reimbursement

A holder may request a reimbursement or refund by submitting the NAUPA Holder Request for Reimbursement form. A copy of the form is available on the NAUPA website:

<http://www.unclaimed.org/uploads/resources/41/6anaupa-holder-reimbursement-form.pdf>

Or by emailing us at holders@sdtreasurer.gov

Reimbursement: A holder may request a reimbursement for property paid to the owner of record by providing proof of payment and submitting the proper form.

Refund: A holder may request a refund for property reported in error. An explanation of the error and list of properties must accompany the form.

XI. Forms and Software

Forms Sufficient for Reporting: *Paper forms are only allowed with prior permission.* The holder must submit a request in writing (email, fax, or USPS) stating why you need to file a paper report.

Reporting Software: All Reports must be submitted electronically using an unclaimed property reporting software which uses the NAUPA Standard Electronic File Format.

The following programs are available free for your use to create unclaimed property reports on electronic media for submission to the State Unclaimed Property Offices.

UPEXchange by ETM

The only unclaimed property reporting software officially endorsed by NAUPA (National Association of Unclaimed Property Administrators), is now available at www.byetm.com



Because it's a software-as-a-service offering (SaaS), it's accessible from anywhere, with any standard Web browser, and with no software to install or maintain. Complete, ongoing product support, available at uphelp@eagletm.com, or 319-739-3557.

UPEXpress by ETM

Online reporting and remitting is now available here!*

*There is a small third party fee to report and remit online through UPEXpress or UPEXchange. Manual submission is still available for no cost.



HRS PRO

Wagers & Associates in Colorado is a software company that created HRS PRO.

Download HRS PRO at <http://www.wagers.net/hrs>

Links are provided on this page for:

- HRS Pro Downloads
- HRS Pro User Guides
- HRS Pro Support

Or email support@wagers.net



SOUTH DAKOTA CODES

Relationship Codes (NAUPA Standard Codes (Effective 09/26/2013))		
AD	Administrator	The person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AG	Agent For	A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority.
AF	Attorney For	A person who has been qualified by a state or Federal court to provide legal services, including appearing in court, and is authorized to act for another.
AN	And (Unspecified Joint Relationship)	Unspecified joint relationship including 'AND'.
BF	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy or any instrument in which there is distribution.
CP	Community Property	Property or earnings received by a husband and wife during marriage, other than by gift, devise, or descent. Separate property is property owned by a spouse before marriage or received during the marriage by gift, devise or descent. In some jurisdictions, earnings from separate property are also separate property and in some jurisdictions, such earnings are community property. Recognized by California, Arizona, New Mexico, Texas, Nevada, Idaho, Washington, Wisconsin, Louisiana and Puerto Rico.
CN	Conservator	A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age.
CF	Custodian	A person with whom some article is left, usually pursuant to a contract (called a "contract of bailment"), who is responsible for the safe return of the article to the owner when the contract is fulfilled.
DF	Defendant	The party sued in a civil lawsuit or the party charged with a crime in a criminal prosecution.
ES	Estate	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
EX	Executor or Executrix	The person appointed to administer the estate of a person who has died leaving a will which nominates that person.
FB	For Benefit of	A person who is entitled to property that is held by another person (typically a custodian or trustee). FB is typically used in trustee, self-directed, inherited, education and transferred accounts.
GR	Guardian	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs.
HE	Heir	Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.)
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy.
JT	Joint Tenants	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated.

Relationship Codes (NAUPA Standard Codes (Effective 09/26/2013))

JS	Joint Tenants with Rights of Survivorship	A type of account which is owned by at least two people, where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of that other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
TC	Tenants in Common	A type of account which is owned by at least two people with no rights of survivorship afforded to any of the account holders. In this type of account, a surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death. Generally, the member ownership in the account is determined on a pro rata basis, meaning that if there are two tenants in the account, each will have a 50% claim on the account's value.
JE	Tenants in Entireties	Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor.
OR	(Or) Unspecified Joint Relationship	Unspecified joint relationship including 'OR'
OT	Other Relationship	Relationship other than specified in this list. Additional details should be submitted with the property.
PD	Payable On Death	Account is payable on Death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate.
PA	Payee	The one named on a check or promissory note to receive payment.
PO	Power of Attorney	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope.
RE	Remitter	Used primarily on official checks. The Remitter is the person who purchased the official check. This relationship is separate from the Holder who turns the property over to the state.
SO	Sole Owner	Sole Owner is used when there is only a single owner for the property, and that person has all rights to the ownership of the property.
TE	Trustee	A person or entity who holds the assets (corpus) of a trustee for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it.
UG	Uniform Gifts to Minor	Property that is gifted to a Minor under the Uniform Gifts to Minors Act – (UGMA). This act allows minors to own property such as securities. Under the UGMA, the ownership of the funds works like it does with any other trust except that the donor must appoint a custodian (the trustee) to look after the account. Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU.
UT	Uniform Transfer to Minor	Property that is gifted to a minor under the Uniform Transfer to Minors Act – (UTMA). This act allows a minor to receive gifts such as money, patents, royalties, real estate and fine art, without the aid of a guardian or trustee. The gift giver or an appointed custodian manages the minor's account until the minor is of age (usually 18 or 21).
UN	Unknown	The owner's relationship to the property is not known.
UF	Usufruct	Usufruct is a real right in a property owned by another, normally for a limited time or until death. Simply stated, it is the right to use the property, to enjoy the fruits and income of the property, to rent the property out and to collect the rents, all to the exclusion of the underlying real or naked owner. The usufructuary has the full right to use the property but cannot dispose of the property nor can it be destroyed.

Property Type Codes (NAUPA Standard Codes)			
AC01	Checking Accounts	MI05	Working Interest
AC02	Savings Accounts	MI06	Bonuses
AC03	Mature CD or Save Cert	MI07	Delay Rentals
AC04	Christmas Club Funds	MI08	Shut-in Royalties
AC05	Money on deposit to secure fund	MI09	Minimum Royalties
AC06	Security Deposit	MI99	Aggregate Mineral Proceeds
AC07	Unidentified Deposit	MS01	Wages, Payroll, Salary
AC08	Suspense Accounts	MS02	Commissions
AC99	Aggregate Account Balances	MS03	Workers Compensation Benefits
CK01	Cashier's Checks	MS04	Payments For Goods & Services
CK02	Certified Checks	MS05	Customer Overpayments
CK03	Registered Checks	MS06	Unidentified Remittances
CK04	Treasurer's Checks	MS07	Unrefunded Overcharges
CK05	Drafts	MS08	Accounts Payable
CK06	Warrants	MS09	Credit Balance -- Accounts Receivable
CK07	Money Orders	MS10	Discounts Due
CK08	Traveler's Checks	MS11	Refunds Due
CK09	Foreign Exchange Checks	MS12	Unredeemed Gift Certificates
CK10	Expense Checks	MS13	Unclaimed Loan Collateral
CK11	Pension Checks	MS14	Pension & Profit Sharing
CK12	Credit Checks or Memos	MS15	Dissolution or Liquidation
CK13	Vendor Checks	MS16	Miscellaneous Outstanding Checks
CK14	Checks Written off to Income	MS17	Miscellaneous Intangible Property
CK15	Other Outstanding Official Checks	MS18	Suspense Liabilities
CK16	CD Interest Checks	MS99	Aggregate Misc Property
CK99	Aggregate Uncashed Checks	SC01	Dividends
CS01	Educational Savings Accounts - Cash	SC02	Interest (Bond Coupons)
CS02	Educational Savings Accounts - Mutual Funds	SC03	Principal Payments
CS03	Educational Savings Accounts - Securities	SC04	Equity Payments
CS04	Reserved for Educational Savings Accounts (Code reserved for future use)	SC05	Profits
CT01	Escrow Funds	SC06	Funds Paid to Purchase Shares
CT02	Condemnation Awards	SC07	Funds for Stocks & Bonds
CT03	Missing Heir's Funds	SC08	Shares of Stock (Returned by Post Office)
CT04	Suspense Accounts	SC09	Cash for Fraction Shares
CT05	Other Court Deposits	SC10	Unexchanged Stock of Successor Corp
CT99	Aggregate Court Deposit	SC11	Other Cert of Ownership
HS01	Health Savings Account	SC12	Underlying Shares or other Outstanding Certificates

Property Type Codes (NAUPA Standard Codes)

HS02	Health Savings Account Investment	SC13	Funds for Liquidation / Redemption of Un-surrendered Stock or Bonds
HS03	Reserved for Health Savings Account (Code reserved for future use)	SC14	Debentures
IN01	Individual Policy Benefits or Claim Payments	SC15	U S Govt Securities
IN02	Group Policy Benefits or Claim Payments	SC16	Mutual Fund Shares
IN03	Proceeds Due Beneficiaries	SC17	Warrant (Rights)
IN04	Proceeds from Matured Policies, Endowments or Annuities	SC18	Mature Bond Principal
IN05	Premium Refunds	SC19	Dividend Reinvestment Plans
IN06	Unidentified Remittances	SC20	Credit Balances
IN07	Other Amounts Due Under Policy Terms	SC99	Aggregate Security Related Cash
IN08	Agent Credit Balances	SD01	SD Box Contents
IN99	Aggregate Insurance Property	SD02	Other Safekeeping
IR01	Traditional IRA - Cash	SD03	Other Tangible Property
IR02	Traditional IRA - Mutual Funds	TR01	Paying Agent Account
IR03	Traditional IRA - Securities	TR02	Undelivered or Uncashed Dividends
IR04	Reserved for Traditional IRA, SEP IRA, SARSEP IRA, and SIMPLE IRA (Code reserved for future use)	TR03	Funds held in Fiduciary Capacity
IR05	Roth IRA - Cash	TR04	Escrow Accounts
IR06	Roth IRA - Mutual Funds	TR05	Trust Vouchers
IR07	Roth IRA - Securities	TR99	Aggregate Trust Property
IR08	Reserved for Roth IRA (Code reserved for future use)	UT01	Utility Deposits
IR09	IRA Other - Reserved 1 (Code reserved for future IRA use)	UT02	Membership Fees
IR10	IRA Other - Reserved 2 (Code reserved for future IRA use)	UT03	Refunds or Rebates
MI01	Net Revenue Interest	UT04	Capital Credit Distributions
MI02	Royalties	UT99	Aggregate Utilities
MI03	Overriding Royalties	ZZZZ	Properties Not Identified Above
MI04	Production Payments		

Ownership Codes (NAUPA Standard Codes (Effective 09/26/2013))

AP	Aggregate Property	This property represents a group of properties that have been aggregated together, usually because of small values.
OT	All Individual Owners except Aggregate or Unknown	This property represents individual property records that are not reported as aggregate or unknown, and is used when an owner's name is known and included in the report.
UN	Unknown Owner (no name available)	This property represents individual property records in which the original owner's name is unknown.
BU	Business or Corporation *	This property represents property records in which the original owner is a business or corporation.
ES	Estate *	This property represents property records in which the original owner is an estate.
FD	Federal US Government *	This property represents property records in which the original owner is a Federal US Government agency.
SD	South Dakota Government Agency *	This property represents property records in which the original owner is a South Dakota Government agency.

* South Dakota codes used in addition to the NAUPA Standard Codes.

Safekeeping Codes

BOND	US Savings Bonds	Original US Savings Bonds.
CASH	Currency	Paper money from the United States or other countries.
CERT	Paper Stock Certificates	Paper stock certificates or bonds other than US Savings Bonds.
CNS	Coins	Coins from the United States or other countries.
DOC	Paper Documents	Paper documents other than life insurance, wills or military papers.
JEWL	Jewelry	Jewelry, costume jewelry, or gemstones.
LIFE	Life Insurance Documents	Original life insurance documents.
MIL	Military Papers	Original military discharge or award papers.
MISC	Other Tangible Property	Any other tangible property not otherwise listed of no value.
NONE	Box Reported Empty	Box was empty upon opening. No property
VMIS	Miscellaneous Items Which May Have Value	Any other tangible property not otherwise listed which may have value.
WILL	Signed Will Originals	Original signed Last Will and Testament documents.

Deduction and Withholding Codes	
DW	Dividends Withheld or Discontinued
IW	Interest Withheld or Discontinued
MC	Mailing Cost
SW	Service Charge
TW	Income Tax Withheld
DR	Drilling Fee - Safekeeping
UR	Unpaid Rent - Safekeeping
ZZ	Deduction Code Not Identified Above

Addition Codes	
DV	Dividends Earned
IN	Interest Earned
ME	Additional Royalty or other Mineral Interest Payments
SP	Stock Split
ZZ	Addition Code Not Identified Above

Paid or Deletion Codes	
ER	Erroneously Reported
RO	Returned to Owner
RS	Reverse Stock Split
ZZ	Deletion Code Not Identified Above

SOUTH DAKOTA VERIFICATION SUMMARY FOR UNCLAIMED PROPERTY

This form or similar form with the same information is required with all filings. Instructions are on the reverse side.

Holder Name: _____

Contact Name: _____

Address: _____

Address: _____

Federal ID: _____

Phone: _____

Incorp. Date: _____ Incorp. State: _____

Email: _____

Report Period Ending: _____

Report Form Submitted: Enclosed CD/Flash Drive (include contact name & phone number if password protected)

Email (holders@sdtreasurer.gov) File Name: _____

Payment Method: Enclosed Check

Check Mailed Separately: Date mailed: _____ Check #: _____

EFT/ACH Date Sent: _____ Entry Detail Record/Description: _____

Prop. Code	Property Code Description	Count	Total Amount	Total Shares
	GRAND TOTAL			

I declare that this report, including accompanying statements, has been examined by me; that I am duly authorized by the holder herein to execute this report; and that I believe said report is true, correct and complete for the stated period.

Type Name of Signor: _____ Title: _____

Signature: _____ Date: _____

Mail Completed Forms To: South Dakota State Treasurer
 Unclaimed Property Division
 500 E Capitol Ave, STE 212
 Pierre, SD 57501

Email to: holders@sdtreasurer.gov
 Phone: 605-773-3379
 FAX: 605-773-3115

INSTRUCTIONS

(See Holder's Manual for complete reporting instructions)

NATURE OF UNCLAIMED PROPERTY

The Uniform Unclaimed Property Act of 1981 in general requires businesses and others to review their records each year to determine whether they hold any funds, securities or other property that have been unclaimed for the required abandonment period, and to make an annual report of their findings.

WHO MUST REPORT

BANKING AND FINANCIAL ORGANIZATIONS including any bank, trust company, savings bank, private banker, savings and loan association, credit union and investment company, whether state or federally chartered, must 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 (including all insurance companies), must report.

UTILITIES owned or operated for public use, any plant, equipment, property, franchise, or licensee for the transmission of communications or the production, storage, transmission, sale, delivery, or furnishing of electricity, water, steam, or gas.

OTHER LEGAL ENTITIES including county and city governments, political subdivisions, public authorities, public corporations, estates, trusts or any other legal or commercial entity, include nonprofit organizations.

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

PENALTIES: A person who fails to pay or deliver property within the time prescribed shall pay interest at the maximum rate permitted under SDCL-43-41 B-35 from the date the property should have been paid or delivered.

WHEN TO FILE

ALL HOLDERS (except life insurance companies); This form and the Report of Unclaimed Property are due before November 1 of each year, and must include all property that has gone unclaimed for the required dormancy period, as of the preceding June 30.

The state will publish the names of the owners not later than the following February. The owners may then make claim for the property directly from the state. For all property the holder shall file this form and the Report of Unclaimed Property FORM.

LIFE INSURERS: Life insurance companies must report before May 1 of each year and property that has gone unclaimed for the required abandoned period as of the preceding December 31. The holder shall file this form and the Report of Unclaimed Property Form before May 1.

EARLY REPORTING: Any person who has possession of property which will become reportable in the future may, with the prior approval of the State Treasurer, report and deliver such property prior to the date required for reporting.

WHAT TO REPORT

GENERAL: Any debt or obligation which has gone unpaid or security that has remained undelivered for the required abandonment period after the date the owner should have received it or was entitled to claim it.

Please refer to the Holders Manual for the types of properties which are reportable. All such property that you owe to a South Dakota resident or corporation must be reported and if you are a South Dakota corporation, or are a resident of South Dakota, 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 of the owner is in any foreign country.

NOTE EXCEPTIONS: By federal law, traveler's checks, money orders and similar instruments are reported to state of issuance regardless of corporate domicile, unless the state of issuance has no applicable law.

HOW TO REPORT

Use the following instructions to complete this form.

HOLDER NAME AND ADDRESS: Complete the name and address of the reporting holder of unclaimed property.

STATE AND DATE OF INCORPORATION: List the date the business incorporated in its home state. If unincorporated, list the year the business began operations.

CONTACT PERSON: List the name and information of the person most familiar with the details of the report. This person will be contacted, should any question arise concerning the report.

- List complete mailing address
- Contact person's telephone
- Contact person's email address

VERIFICATION FOR PERIOD ENDED: List June 30 of the present year, or if the report is late or is a supplement, the year for which the report is being filed. (Life insurers: December 31 of the previous year).

PROPERTY TYPES: Examine your books and records to determine whether you have held any of the types of property listed for the required abandonment period. (Note that you are a "Holder" of such property even if you have taken it into income at some point in the past.) List these items on the report form. Include the amount reported for each category in the appropriate space on this form.

VERIFICATION: The report must be signed by an authorized individual. If the report is made by a partnership, it must be signed by one of the partners; if made by an unincorporated 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.

Verification on this form must include the number of pages and total of the report remittance due before November 1 (May 1 for life insurers).

ADDITIONAL INFORMATION AND FORMS

If you have questions regarding your reporting obligations or in need of additional forms, please contact:

South Dakota State Treasurer	Phone: (605)773-3378
Unclaimed Property Division	FAX: (605)773-3115
500 East Capitol Ave, STE 212	Email:
Pierre, SD 57501	holders@sdtreasurer.gov

SOUTH DAKOTA STOCK AND MUTUAL FUND REPORTING FORM

*** This page must be included if your report includes shares of stock or mutual funds ***

Transfer shares into the state of South Dakota's account at Pershing LLC. All shares must be registered under the name, State of South Dakota, Office of the State Treasurer Unclaimed Property Division.

1. Only remit shares for South Dakota owners.
2. Do not remit fractional shares of stock. Liquidate fractional shares and remit the proceeds.
3. Do not remit worthless or non-transferable securities.
4. Dividends and capital gains must be paid in cash only. No new shares should be reinvested in the State of South Dakota accounts once reported. The number of shares must match the number of shares on your UCP 1 report.

If your report includes more than one security, please email our office for a template holders@sdtreasurer.gov
Please email or fax a copy of this form to holders@sdtreasurer.gov or fax 605-773-3115.

Should you have any questions please contact us 605-773-3378.

Mailing address: State of South Dakota FEIN: 46-6000364
Office of the State Treasurer DTC: 0443
Unclaimed Property Division ACCOUNT NO. 4PW-392338
500 E. Capital Ave Ste 212
Pierre SD 57501

HOLDER INFORMATION

Holder Name: _____ FEIN: _____

Contact Person for Report: _____ Phone: _____

STOCK

Name of Security: _____

CUSIP: _____ SYMBOL: _____ Number of Shares: _____

Date shares will be transferred to State of South Dakota: _____

Form shares will be transferred:

DTC (Direct Transfer) DRS (Direct Registration)

Book Entry (List Account No): _____

Other (Please Explain): _____

MUTUAL FUNDS

Fund Family: _____

Fund Name: _____

CUSIP: _____ SYMBOL: _____ Number of Shares: _____

Will the shares be transferred into the State of South Dakota's Pershing account?

Date shares will be transferred to State of South Dakota: _____

If the shares are not able to be transferred, please include the following information:

Fund Number: _____ Account Number: _____

**SOUTH DAKOTA UNCLAIMED PROPERTY REPORT FORM
FOR REPORTING SAFE DEPOSIT BOX CONTENTS**

This page must be included if your report includes safe deposit box contents

HOLDER INFORMATION

Holder Name: _____ FEIN: _____
Contact Person for Report: _____ Phone: _____

BANK AND BRANCH INFORMATION (WHERE BOX WAS LOCATED)

Bank Name: _____ Phone: _____

Address: _____

City: _____ ST: _____ Zip: _____

Customer Contact (for use by owners of reported property): SAME AS HOLDER CONTACT

Name: _____ Phone: _____

Address: _____

City: _____ ST: _____ Zip: _____

SAFE DEPOSIT BOX INFORMATION

Box Number: _____ Date of Abandonment: _____ Property Type Code: **SD01**

Unpaid Rent: _____ Drilling: _____ Safekeeping: _____ Other: _____

OWNER INFORMATION:

First Owner, Last Name or Business Name: _____

First Name: _____ Middle Name: _____ Suffix: _____

Address: _____

City: _____ ST: _____ Zip: _____

Social Security Number: _____ Relationship Code: _____

Second Owner, Last Name or Business Name: _____

First Name: _____ Middle Name: _____ Suffix: _____

Address: _____

City: _____ ST: _____ Zip: _____

Social Security Number: _____ Relationship Code: _____

INVENTORY OF CONTENTS:

SOUTH DAKOTA UNCLAIMED PROPERTY DIVISION

Informal Voluntary Disclosure Agreement (VDA)

This Agreement is made and entered into this ____ day of _____, ____ by and between the **State of South Dakota Treasurer's Office**, (the "Treasurer") and the _____ (the "Holder").

Holder Contact Information:

Holder Name: _____	Contact Name: _____
Address: _____ _____	Address: _____ _____
Federal ID: _____	Phone: _____
Incorp. Date: _____ Incorp. State: _____	Email: _____

If a 3rd party will be used in preparation of the report, please provide the name and contact information of the firm.

Name of Firm: _____

Name of Contact: _____ Phone: _____

Agreement:

Upon signing this agreement, both the Treasurer and the Holder certify that the following statements are true and accurate:

1. The Holder is voluntarily notifying the Treasurer of its potential liability under the South Dakota Unclaimed Property Act (SDCL 43-41B) in an effort to correct any previous underreporting; and
2. The Holder is not currently under examination nor, to its knowledge, has it been notified by the Treasurer, or by anyone acting on behalf of the Treasurer, of the Treasurer's intention to conduct an unclaimed property examination of the Holder;
3. Because of the Holder's voluntary disclosure, the Treasurer stands to obtain property that, otherwise, might have gone unreported.

The Treasurer and the Holder hereby agree as follows:

1. The holder shall complete an audit of its books and records and file a report of findings for the period required for the presumptive abandonment. The Holder shall also file a report for the current reporting period in a timely manner.
2. The Holder shall be required to submit their remittance on form UCP-1 (Verification Summary) and include owner details in an electronic format approved by the South Dakota State Treasurer's Unclaimed Property

SOUTH DAKOTA UNCLAIMED PROPERTY DIVISION

Division. (Forms and format are available at www.sdtreasurer.gov) The Holder report and subsequent monetary findings will be due in the Treasurer's office no later than six (6) months from the date the Agreement is signed by the Treasurer's Office.

3. The Holder and the Treasurer agree that the Treasurer maintains the right to perform an examination of the Holders books and records to determine the Holder's unclaimed property obligations.
4. All fees, penalties and interest, otherwise attributable to Holder's unclaimed property obligation for the Examination Period shall be waived by the Treasurer if the Holder achieves compliance with the South Dakota Uniform Unclaimed Property Act.
5. By executing this Agreement the undersigned Holder hereby represents and warrants that they will maintain records enabling them to annually report the names and addresses of individuals for whom they are required to report unclaimed property. Failure to maintain said records following the execution of this document renders the Agreement null and void.
6. If any of the representations made by the Holder in this Agreement are false or misleading, this Agreement becomes null and void and the Treasurer may assess any fees or penalties allowed by the Act and commence any other action permitted by law. The Treasurer may, at any time during the course of this Agreement, terminate the Agreement by providing written notice to the Holder.
7. This Agreement shall be effective upon execution by the parties hereto and thereafter shall be binding upon the Treasurer and the Holder, its successors and assigns.
8. Any modifications or changes made to the Agreement by the Holder will not be accepted by the Treasurer.
9. The persons signing this Agreement certify that they have the power to enter into and execute this Agreement.

Holder

By: _____

Print Name: _____

Title: _____

Phone: _____

**The South Dakota State Treasurer's Office
Unclaimed Property Division**

By: _____

Print Name: Lee DeJabet

Title: Unclaimed Property Administrator

Date: _____