

**LOUISIANA REPORT OF UNCLAIMED PROPERTY
GENERAL INFORMATION AND INSTRUCTIONS**

GENERAL INFORMATION

NATURE OF UNCLAIMED PROPERTY

The Louisiana Unclaimed Property Statutes (Louisiana Revised Statutes 9:151-182) in general require businesses and others to review their records each year to determine whether they are in the possession of any monies, funds, securities, or other intangible personal property that have been unclaimed for the required dormancy period, and to make an annual report of their findings.

WHO 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, are required to report.
- **Banking and financial organizations** including any banks, trust companies, savings banks, safe-deposit companies, private bankers, savings and loan associations, credit unions, and cooperative banks are required to report. Both state and federally chartered institutions are required to report.
- **Other legal entities** including governments, political subdivisions, public authorities, public corporations, estates, trusts, or other legal or commercial entities, including nonprofit organizations are required to report.
- **All holders**, including business associations, banking and financial organizations, and other legal entities, are responsible for filing reports on behalf of their branches, divisions, or other affiliated entities.
- **Zero report not required:** A zero or negative report is not required unless specifically requested.

The unclaimed property law provides that holders who fail to comply with the law may be audited and the holder may be required to pay the costs of the examination. Additionally, all holders are required to pay interest at the annual rate as provided in Louisiana Civil Code Article 2924 on all property not reported or delivered when due as required by law.

WHAT TO REPORT

- **General:** Any debt or obligation that has gone unpaid or security that has remained undelivered for the required period of time after the date the owner should have received it, or was entitled to claim it, is presumed abandoned. Corporations and business associations must also report and deliver all underlying shares where the owner has failed to cash a dividend for three years in accordance with L.R.S. 9:154.
- All such property that you owe to a Louisiana resident or corporation must be reported, and if you are a Louisiana corporation, or are a resident of Louisiana, 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.

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

ELECTRONIC FILES REQUIRED

A file in NAUPA Standard File Layout is required for every report, regardless of size. Do not send owner detail, which may include personally identifiable information, by mail or through any unsecure method.

The file must be uploaded securely in the Reporting Property section on our website:

<https://louisiana.findyourunclaimedproperty.com/app/submit-a-report>. **We do not accept reports on CD or other removable media device.**

A Verification and Signature (Form UP-1) is required for every report. If the file is uploaded, the verification and signature will be captured electronically, and a signed form is not required by mail. If using a third-party software to create the file, please be sure that the Verification and Signature produced by the software includes the required language on Form UP-1.

Reporting and Delivery of Securities Property

The State of Louisiana, Dept of Treasury, Unclaimed Property Division requires that all DTC eligible securities be transferred via ACATS to our custodian.

All securities must be transferred prior to the November 1st reporting deadline.

Prior Notice

Two days prior to delivery of securities, we request you e-mail your intent to deliver to Louisiana’s custodian via an Excel document containing the issue name, CUSIP, ticker symbol, number of shares, and the delivering party’s DTC participant number and/or delivering party’s information.

Please email the Excel list to Louisianacustody@kelmarassoc.com

Registration and Delivery of Stock

When possible, stock, including foreign stock, should be delivered via Automated Customer Account Transfer Services (ACATS) to:

Wells Fargo Clearing Services, LLC
ACATS Participant #0141
Reference: State of Louisiana, Dept of Treas, Unclaimed Property Div
Account # 7446-9875

If stock cannot be delivered via ACATS, alternate electronic methods such as DTC Free Delivery, DRS or DWAC may be used. If stock cannot be delivered electronically, stock may be registered in Book Entry Shares/Direct Registration Shares (DRS). If stock cannot be delivered via ACATS, DTC, DWAC, or DRS, please contact Louisianacustody@kelmarassoc.com for alternate delivery methods, including foreign delivery instructions.

Physical Certificates should only be sent for stocks which cannot be sent via ACATS, DTC Free Delivery, DWAC or DRS, and must be registered as stated below:

State of Louisiana, Dept of Treas, Unclaimed Property Div
Acct # 7446-9875
FEIN # 72-6000839
1051 N 3rd St Room 150
Baton Rouge, LA 70802

Physical Certificates must be sent via certified mail. The certificates must be mailed to:

State of Louisiana, Dept of Treas, Unclaimed Property Div
Attn: Holder Reporting
1051 N 3rd St Room 150
Baton Rouge, LA 70802

Registration of Mutual Funds

Mutual Fund Transfer via ACATS:

When possible, mutual funds should be transferred via ACATS as stated below:

Wells Fargo Clearing Services, LLC
ACAT Participant # 0141
Reference: State of Louisiana, Dept of Treas, Unclaimed Property Div
Account # 7446-9875

Mutual Fund Direct Transfer:

For mutual fund shares unable to be transferred via ACATS, please contact Louisianacustody@kelmarassoc.com to obtain a fund account number.

If an “Omnibus Account” is provided as a fund account for mutual funds, please reference Bin# 7446-9875 during the delivery.
CASH option must be selected for all dividend and capital gains registration.

Closed-End Funds

Closed-end mutual funds must be transferred using the above instructions for Registration and Delivery of Stock.

Dividend Reinvestment Plans (DRP)

Dividend Reinvestment Plan (DRP) accounts should be closed prior to reporting to UPD. Fractional shares must be liquidated, and the proceeds should be included with your annual report and remittance. Liquidate fractional shares at the property level; do not total fractions for all owners prior to sale. When reporting proceeds from fractional shares, the cash value should be reported as cash for fractional shares for each individual owner using NAUPA code SC09. Whole shares should be remitted via ACATS to our custodian following the Registration and Delivery of Stock instructions above.

Non-Transferable Securities

Do not remit worthless and non-freely transferable securities. If the securities gain value or become transferable, report and remit the shares at that time. You will not be penalized for late reporting in these situations

Worthless Shares Definition– Cost to deliver or receive the security exceeds the value, shares if they are valued less than \$0.01/share or are deemed non-transferable (i.e., chilled, frozen, restricted, etc.).

Contact Information

Send all questions pertaining to securities registration and instructions to Louisianacustody@kelmarassoc.com.