

**STATE OF GEORGIA  
UNCLAIMED PROPERTY  
ANNUAL FILING REPORT  
REPORT YEAR 2021**



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ASSOCIATION OF UNCLAIMED PROPERTY  
ADMINISTRATORS (NAUPA) FORMAT  
PROGRAM.**

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**PHONE: (855) 329-9863**

# UNCLAIMED PROPERTY

## INTRODUCTION

The Disposition of Unclaimed Property Act, O.C.G.A. Section 44-12-190 et. seq., (the "Act") protects the rights of owners of abandoned property and relieves those holding the property of the continuing responsibility to account for such property. Under the Act, when someone ("holder") holds property that belongs to some-one else ("owner") but has lost contact with that owner for a specified period of time ("dormancy period"), that holder must turn over ("remit") the property to the state. The remittance must be accompanied by a report describing the property and contain certain information that will help the state advertise the property and take other steps to return the property to the rightful owner. The state serves as custodian for any property remitted under the Act, allowing the owners or their heirs an opportunity to claim their property in the future.

This booklet contains reporting forms and instructions to help holders comply with the Act. See the table of contents for the appropriate form for your entity.

Please note that some holders may need to submit more than one report type. Each individual report should be accompanied by a separate CD and remittance.

**EXAMPLE:** A bank reporting cash, safe deposit box contents and securities  
Should file three (3) separate reports, CD's and remittances.  
(see forms and instructions)

Entities with no property to remit are required to file a negative report. Please see table of contents for these forms and instructions.

## WHO MUST REPORT

Anyone that has abandoned property must remit it to the state if they have held the property for longer than the dormancy period. The Unclaimed Property Act applies to both for-profit and non-profit businesses as well as governmental entities. Holders incorporated in Georgia must report to this state any unclaimed property of owners having a Georgia address, or an incomplete, unknown or foreign address. Holders not incorporated in Georgia must remit unclaimed property belonging to an owner having a Georgia address.

## Unclaimed Property Time Line

### ALL HOLDERS (EXCEPT INSURANCE COMPANIES)

July 1, 2020 - June 30, 2021 (Report items reaching dormancy during this time)	July 1, 2021 - September 1, 2021 (no less than 60 days, no more than 120 days)	November 1, 2021
 REPORTING PERIOD	 HOLDERS TRY TO LOCATE OWNER (NOTIFICATION PERIOD)	 REPORT & REMITTANCE DUE
INSURANCE COMPANIES 	January 1, 2021 - December 31, 2021	May 1, 2022
	January 1, 2022 - March 1, 2022 (no less than 60 days, no more than 120 days)	

If you are filing for the first time, the report should include all property dated prior to June 30, 2016.

## STEPS FOR FILING YOUR ANNUAL UNCLAIMED PROPERTY REPORT

**STEP 1: IDENTIFY THE UNCLAIMED PROPERTY** required to be remitted to the Georgia Department of Revenue, Unclaimed Property Program. Examples of property to be remitted to the state as unclaimed property include savings and checking accounts, unclaimed wages, dividends, credit balances and outstanding checks. For a complete listing of the types of property that must be remitted under the Act, refer to Page 3.

**STEP 2: ATTEMPT TO LOCATE THE OWNERS OF THE UNCLAIMED PROPERTY IDENTIFIED IN STEP**

1. This process is defined as "due diligence." If an account has a value of \$50 or more, the law requires that holders must make an effort to communicate with an owner prior to remitting the property to the state. You can do this by sending a first class letter to the owner's last known address at least 60 days, but no more than 120 days, before remitting the owner's property to the state. A sample due diligence letter can be found on Page 5.

**STEP 3: SEND YOUR REPORT AND CHECK PAYABLE TO** the Georgia Department of Revenue, Unclaimed Property Program. Insurers must file by May 1. All other holders must file by November 1.

**SECURITIES:** Securities must be transferred to Georgia's custodial account with Well Fargo Advisors, DTC Number 0141, Account Number 7888-0087. DTC Transfer Form UP-3S must accompany the Holder Summary Report. See table of contents for forms and instructions for remitting securities.

### Example Property Types

See Page 3 for complete list.

HOLDER TYPE	PROPERTY TYPE	DORMANCY PERIOD	REPORTING PERIOD	LAST ACTIVITY DATE	NOTIFICATION PERIOD	REPORT & REMIT DUE
Corporation	Unclaimed Wages	1 Year	7/1/20- 6/30/21	7/1/19 - 6/30/20	7/1/21 - 9/1/21	11/1/21
Insurance Company	Unc. Matured Policy Benefits	5 Years	1/1/21 - 12/31/21	1/1/16 - 12/31/16	1/1/22 - 3/1/22	5/1/22
Banks	Savings Accounts	5 Years	7/1/20 - 6/30/21	7/1/15 - 6/30/16	7/1/21 - 9/1/21	11/1/21
Corporation	Uncashed Travelers Cks.	15 Years	7/1/20 - 6/30/21	7/1/05 - 6/30/06	N/A	11/1/21

#### EXAMPLE (A)

If you are a corporation and have identified uncashed payroll checks dated 7/1/19 - 6/30/20, you should report them as unclaimed property for the reporting period 7/1/20 - 6/30/21. You should attempt to notify the payee of the check at the last known address between 7/1/21 and 9/1/21. If these attempts fail, you must remit the face amount of each unclaimed payroll check with the report you file by 11/1/21.

#### EXAMPLE (B)

If you are an insurer and have identified uncollected matured policy benefits dated 1/1/16 - 12/31/16 you should report them as unclaimed property for the reporting period 1/1/21 - 12/31/21. You should attempt to notify the insured/beneficiary at the last known address between 1/1/22 and 3/1/22. If these attempts fail, you must remit the policy value with the report you file by 5/1/22.

# PROPERTY CODES WITH DORMANCY PERIODS

CODE	YEARS	CODE	YEARS
<b>Account Balances</b>		<b>Mineral Proceeds</b>	
AC01 Checking Accounts	5	MI01 Net Revenue Interest	5
AC02 Savings Accounts	5	MI02 Royalties	5
AC03 Matured CD or Savings Certificates	5	MI03 Overriding Royalties	5
AC04 Christmas Club Funds	5	MI04 Production Payments	5
AC05 Deposit to Secure Funds	5	MI05 Working Interests	5
AC06 Security Deposits	5	MI06 Bonuses	5
AC07 Unidentified Deposits	5	MI07 Delay Rentals	5
AC08 Suspense Accounts	5	MI08 Shut-In Royalties	5
AC99 Aggregate Account Balance Due	5	MI09 Minimum Royalties	5
		MI99 Aggregate Mineral Interests	5
<b>Official Checks</b>		<b>Safe Deposit/Safekeeping</b>	
CK01 Cashier's Checks	5	SD01 Safe Deposit Box Contents	2
CK02 Certified Checks	5	<b>Miscellaneous</b>	
CK04 Treasurer's Checks	5	MS01 Wages, Payroll, Salary	1
CK05 Drafts	5	MS02 Commissions	1
CK06 Warrants	5	MS03 Workers' Compensation Benefits	5
CK07 Money Orders	5	MS04 Payment for Goods and Services	5
CK08 Traveler's Checks	15	MS05 Customer Overpayments	5
CK09 Foreign Exchange Checks	5	MS06 Unidentified Remittances	5
CK10 Expense Checks	5	MS07 Unrefunded Overcharges	5
CK11 Pension Checks	5	MS08 Accounts Payable	5
CK12 Credit Checks or Memos	5	MS09 Credit Balances/Accounts Receivable	5
CK13 Vendor Checks	5	MS10 Discounts Due	5
CK14 Checks Written Off to Income	5	MS11 Refunds Due	5
CK15 Other Outstanding Official Checks	5	MS12 Unredeemed Gift Certificates	5
CK16 CD Interest Checks	5	MS13 Unclaimed Loan Collateral	5
CK99 Aggregate Uncashed Checks	5	MS14 Pension and Profit Sharing Plans	5
		MS15 Dissolution or Liquidation	1
<b>Educational Savings Accounts (includes Coverdell Educational Savings Accounts and College Savings Plans)</b>		MS16 Miscellaneous Outstanding Checks	5
CS01 Cash	5	MS17 Miscellaneous Intangible Property	5
CS02 Mutual Funds	5	MS18 Suspense Liabilities	5
CS03 Securities	5	MS99 Aggregate Miscellaneous Property	5
CS04 Reserved for Educational Savings Accounts (Code Reserved for future use)		<b>Securities</b>	
<b>Court Funds</b>		SC01 Dividends	5
CT01 Escrow Funds	5	SC02 Interest (Bond Coupons)	5
CT02 Condemnation Awards	5	SC03 Principal Payments	5
CT03 Missing Heirs' Funds	5	SC04 Equity Payments	5
CT04 Suspense Accounts	5	SC05 Profits	5
CT05 Other Court or Public Authority Funds	5	SC06 Funds Paid to Purchase Shares	5
CT99 Aggregate Court Deposits	5	SC07 Funds for Stocks of Successor	5
		SC08 Shares of Stock (Returned by PO)	5
<b>Health Savings Plans</b>		SC09 Cash for Fractional Shares	5
HS01 Health Savings Account	5	SC10 Unexchanged Stock of Successor	5
HS02 Health Savings Account Investment	5	SC11 Other Certificates of Ownership	5
		SC12 Underlying/Outstanding Shares	5
<b>Insurance</b>		SC13 From Liquidated/Redemption of Stock	5
IN01 Individual Policy Benefits of Claims	5	SC14 Debentures	5
IN02 Group Policy Benefits or Claims	5	SC15 US Government Securities	5
IN03 Proceeds Due Beneficiaries	5	SC16 Mutual Fund Shares	5
IN04 Proceeds from Matured Policies	5	SC17 Warrants (Rights)	5
IN05 Premium Refunds	5	SC18 Matured Bond Principal	5
IN06 Unidentified Remittances	5	SC19 Dividend Reinvestment Plans	5
IN07 Other Amounts Due Under Policy	5	SC20 Credit Balances	5
IN08 Agent Credit Balances	5	SC21 Distributions-Mutual Funds	5
IN09 Limited Age	2	SC99 Aggregate Securities-Related	5
IN99 Aggregate Insurance Property	5	<b>Trust Property</b>	
		TR01 Paying Agent Accounts	5
<b>Traditional IRA, SEP IRA, SARSEP IRA and SIMPLE IRA</b>		TR02 Undelivered or Uncashed Dividends	5
IR01 Cash	5	TR03 Funds Held in Fiduciary Capacity	5
IR02 Mutual Funds	5	TR04 Escrow Accounts	5
IR03 Securities	5	TR05 Trust Vouchers	5
IR04 Reserved for Traditional IRA, SEP IRA, SARSEP IRA and SIMPLE IRA (Code reserved for future use)		TR99 Aggregate Trust Property	5
<b>Roth IRA</b>		<b>Utilities</b>	
IR05 Cash	5	UT01 Utility Deposits	5
IR06 Mutual Funds	5	UT02 Membership Fees	5
IR07 Securities	5	UT03 Refunds or Rebates	5
IR08 Reserved for Roth IRA (Code reserved for future use)		UT99 Aggregate Utility Property	5
		<b>All Other Property</b>	
		ZZZZ Properties Not Identified Above	5

# OWNER RELATIONSHIP CODES

RELATION TYPE CODE	RELATION TYPE CODE
AD	Administrator
AF	Attorney For
AG	Agent For
AN	And
AO	And/Or
BF	Beneficiary
CC	Co-Conservator
CF	Custodian For
CN	Conservator
EX	Executor or Executrix
FB	For Benefit Of
GR	Guardian For
IN	Insured
JC	Joint Tenants in Common
JT	Joint Tenants with Right of Survivorship
OR	Or
P	Primary Owner
PA	Payee
PO	Power of Attorney
RE	Remitter
SO	Sole Owner
TE	As Trustee For
UG	Uniform Gift to Minors Act (UGMA)

# **SAMPLE LETTER FOR OWNER NOTIFICATION**

## **(Due Diligence)**

July 1, YEAR

Ray Smith (Owner Name  
4321 Right Ave.  
City Name, State 98765

RE: (Description of Property)

Dear Mr. Smith:

Our records indicate that we are holding the following property due to you:

Owner Name	Social Security #	Identifying #	Description
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Please complete the statement at the bottom of this letter to indicate your understanding of this property and mail to:

HOLDER NAME  
CONTACT PERSON OR DEPARTMENT  
HOLDER ADDRESS  
CONTACT PHONE NUMBER (OPTIONAL)

You must return this letter by (DATE. If you fail to do so, we will deliver your property to the Georgia Department of Revenue, Unclaimed Property Program as required by law. After this date, any attempts to reclaim your property will need to be directed to the Georgia Department of Revenue.

Sincerely,  
Unclaimed Accounts

### **STATEMENT**

This property belongs to me.  
 This property does not belong to me.

SIGNATURE

DATE