

# Holder Report 2011



## Unclaimed Property Reporting Guide



**Kansas State Treasurer**  
**Ron Estes**



STATE OF KANSAS

**Ron Estes**  
Treasurer

900 SW Jackson St., Ste 201  
Topeka, KS 66612-1235

PHONE: 785-296-3171  
FAX: 785-296-7950

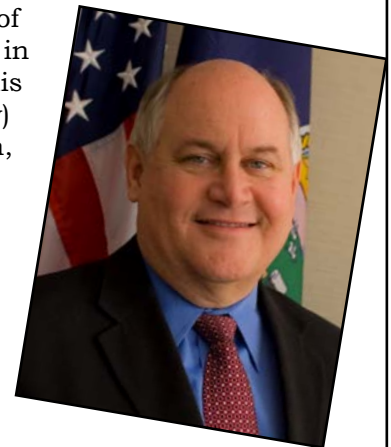
Dear Unclaimed Property Holder:

As your State Treasurer, I have vowed to make the return of unclaimed property to its rightful owners a top priority—a sign of the value we place on the right to ownership of private property in our capitalist free market system. I am pleased to report that this hard work has yielded a return of about \$14.6 million (annually) back to its owners. This means that we are returning more cash, stock, safe deposit box contents and other property than ever before.

However, I cannot do this alone. Holders of unclaimed property play an important role in reuniting that property with its owners. Many businesses are not aware of their obligations under Kansas law to turn unclaimed property over to the State Treasurer's Office. Together, we are forging strong partnerships with businesses, banks and holders to ensure that we efficiently return property to its owners.

This booklet will help the thousands of businesses and organizations holding unclaimed property. Please take a few moments to become familiar with the laws and processes.

As Kansas State Treasurer, my staff and I want to assist you in any way possible. I have a dedicated and knowledgeable staff who are ready to help you with your needs. Please do not hesitate to call with questions or suggestions. I welcome your feedback in support of this important program which re-unites Kansans with their property.



Sincerely,

Ron Estes  
Kansas State Treasurer

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# CONTACT

## To Report Unclaimed Property:

[www.KansasCash.com/holders](http://www.KansasCash.com/holders)

Phone: 785-291-3173

Fax: 785-291-3172

Email: [lisa@treasurer.ks.gov](mailto:lisa@treasurer.ks.gov)

Send To: 900 SW Jackson St, Ste 201  
Topeka, KS 66612-1235

## To Search for Unclaimed Property:

[www.KansasCash.com](http://www.KansasCash.com)

Phone: 1-800-432-0386

Fax: 785-291-3172

Email: [unclaimed@treasurer.ks.gov](mailto:unclaimed@treasurer.ks.gov)

Walk-in: Landon State Office Bldg  
9th & Jackson St, North End, Ste 201

# UNCLAIMED PROPERTY STEPS & CHECKLIST

The following checklist was created to help you through the process of filing unclaimed funds with the State of Kansas

## IDENTIFY ▶▶

See tables on page 8 & 9 to determine if the property has reached its dormancy period

- ❑ Research checks that have not cleared your bank
- ❑ Research any amount left outstanding on your books (no minimum amount in KS law)

## ATTEMPT TO LOCATE ▶▶

Sample due diligence letter on page 6

- ❑ Check your database for current contact (other accounts, current employee, etc)
- ❑ Due diligence required on amounts over \$100, stock and safe deposit boxes
- ❑ Send letter to last known address on record (not required if received returned mail in the past)
- ❑ Mail due diligence letter 60 to 120 days before your report (for Nov 1 reports, between 7/4 & 9/2)

## GATHER REPORT INFORMATION ▶▶

- ❑ Last known address is required to be reported if obtained (even if your records indicate it is inaccurate)
- ❑ Social Security Number is required if obtained (wages and payroll type properties always required)
- ❑ The more information you provide, the less phone calls you will receive to research properties
- ❑ Kansas aggregate amount is under \$100, however our office will accept all property details and load them into our system (this reduces the amount of research)

## PREPARE THE REPORT ▶▶

Reporting Methods available on page 7

- ❑ Decide the best method to file the report with our office
- ❑ Paper reports allowed for reports with 25 or fewer properties (MUST use our form on page 11)
- ❑ If your company has access to Naupa software, report must be electronically filed (secure upload/disk)
- ❑ Excel spreadsheet may be accepted. Contact our office for formatting guidelines.

## SUBMIT REPORT & REMITTANCE ▶▶

- ❑ Keep a copy for your records
- ❑ Submit a check made payable to the Kansas State Treasurer
- ❑ Deliver safe deposit boxes by due date, be sure to read pages 12 & 13
- ❑ Stock and mutual funds must be correctly registered per instructions on our web page:  
[www.KansasCash.com/holders](http://www.KansasCash.com/holders) (Click on .PDF link at bottom of web page)

Contact our office for more information (785)291-3173 or [lisa@treasurer.ks.gov](mailto:lisa@treasurer.ks.gov)

# KANSAS FREQUENTLY ASKED QUESTIONS

Visit our website for more information at [www.KansasCash.com/holders](http://www.KansasCash.com/holders)

**Q: Are vendor to vendor payments required to be reported?**

*A: For a payment to be excluded the payee must be a business and the holder must be purchasing goods or services from the payee. Insurance claims payments are a contractual obligation and are never exempt. Refunds to customers are also not exempt. We will accept vendor payments, however they are not required to be remitted. You may have a duty to report vendor payments that are exempt under Kansas statutes to either the state of your domicile or the state in which the transaction occurred if those states have statutes similar to K.S.A. 58-3936. Most states have adopted these priority rules from the Uniform Unclaimed Property Act.*

**Q: How do I file an extension request?**

*A: The form is available on our website in the Forms section and may be faxed to our office.*

**Q: Does the State of Kansas require negative (zero) reports?**

*A: No, Kansas does not require negative reports.*

**Q: Can I deliver property before the dormancy period has elapsed?**

*A: Yes, per KSA 58-3960 with permission from our office. The form is available on our website in the Forms section.*

**Q: Is there a minimum amount for unclaimed property?**

*A: No. There currently is not a minimum amount in Kansas Law. We receive amounts all the way down to a penny. You may file these small amounts in one aggregate amount and are not required to provide the individual details. Call our office with questions.*

**Q: When does unclaimed property become the property of the State?**

*A: Never, the State Treasurer serves as the custodian until the property is claimed.*

**Q: Are gift certificates/gift cards required to be reported?**

*A: No, Kansas removed gift certificates from KS Law in 2004. We will accept gift certificates, however they are not required to be remitted.*

**Q: What happens if a holder does not report unclaimed property?**

*A: A holder who fails to report, pay or deliver property within the time prescribed by law may be assessed \$100 for each day the report is not presented, not to exceed \$5,000. A person who willfully fails to pay or deliver unclaimed property will be assessed a civil penalty of 25% of the value of the property.*

Contact our office for more information (785)291-3173 or [lisa@treasurer.ks.gov](mailto:lisa@treasurer.ks.gov)

# SAMPLE DUE DILIGENCE LETTER

Notification letters must be sent for all property over \$100, safe deposit boxes and securities. Letters must be sent no more than 120 days or less than 60 days before the report is filed. For November 1st reports this is between July 4th and August 31st. Please be aware, it can take several weeks for all of our reports to be loaded during busy deadline times. If an owner calls you after the deadline in the letter please make them aware that the funds may not be immediately available from our office.

July 4, YEAR

(Owner Name)  
(Owner Last Known Address)

Re: (DESCRIBE UNCLAIMED PROPERTY)  
Reference #

We are holding unclaimed property of at least \$100 due to the person identified above. The owner may claim this property by completing and mailing the form below or by contacting us at the address and/or phone number listed below:

Holder Name  
Holder Contact  
Mailing Address  
City, State Zip  
Phone Number

If you do not contact us before (INSERT LAST DATE THE HOLDER CAN REFUND PROPERTY BEFORE REPORTING TO THE STATE), the law requires us to submit this property to the Office of the Kansas State Treasurer.

Contact Name  
Contact Phone Number

-----  
**PLEASE COMPLETE , SIGN AND RETURN THIS FORM TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS**

Name \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ACTION TO BE TAKEN (CHECK ONE)**

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

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For more information on due diligence, please call our office. Letters are not required to be sent to an address that your records disclose to be inaccurate. Our office does track the percentage of due diligence failures filed by your company (the percent of claimants still living at the reported address).

**Contact our office for more information (785)291-3173 or [lisa@treasurer.ks.gov](mailto:lisa@treasurer.ks.gov)**

# KANSAS

## 3 REPORTING METHODS

Visit [www.KansasCash.com/holders](http://www.KansasCash.com/holders) for links

★★★★★

**Secure Upload (preferred)**

*Fast, Easy, Secure*

*NAUPA Format Required*

*No Account Required*

*No Disk Required*

*No Paper Report Required*

**Submit Remit Sheet & Payment**

**128-Bit Encryption**

★★★

**UP3 - KS Online System**

*NAUPA Format Not Required*

*User Account Required*

*Data Entry Required by User*

*No Paper Report Required*

**Submit Remit Sheet & Payment**

*Access Previous Reports*

**Paperless Reimbursements**

★

**Paper (25 properties or less)**

*NAUPA Format Not Required*

*In-House Data Entry*

*Must Use Our Forms*

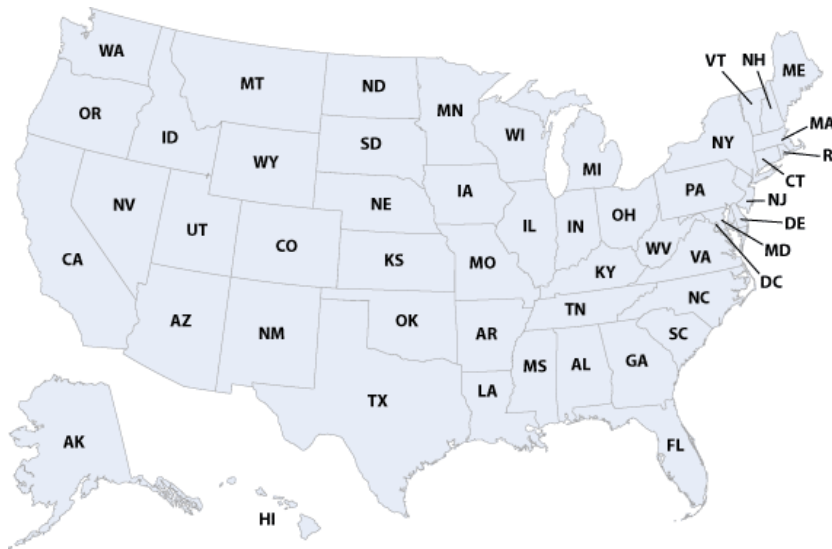
**Must Mail Sensitive Information**

\*Do not mail paper reports from NAUPA software (if you use reporting software electronic filing is always required)

### Did You Know?

To protect our system, password protected files and .exe files are not accepted. Upload your files to our secure server.

We have the ability to create a NAUPA file from an Excel spreadsheet file. All information must be in a separate column (First Name, Last Name, Street Address, City, State, Zip, etc.) You must load the file onto a disk.



## REPORTING FOR OTHER STATES

Unclaimed Property Laws require businesses to report to the State of the owner's last known address. As a convenience, the State of Kansas will accept property of owners who live in other states ***if you are incorporated in Kansas***. Our Department will forward the names and the funds of the out-of-state owners to the appropriate states on a reciprocal report. However, ***some states require direct reporting***. You must follow the laws of the State in which you are holding property for. Contact information for other states may be found at [www.Unclaimed.org](http://www.Unclaimed.org).

# DORMANCY PERIODS

## MOST FREQUENTLY REPORTED PROPERTY TYPES

Property Type	Years	Statute Reference
Cashier's Check	5	KSA 58-3935 (16)
Casualty Insurance Funds	5	KSA 58-3935 (16)
Checking and Savings Accounts	5	KSA 58-3935 (5)
Credit Memos	5	KSA 58-3935 (6)
Demutualization Property	2	KSA 58-3935 (15)
Dissolution/Liquidations	1	KSA 58-3935 (8)
Dividends	5	KSA 58-3935 (16)
Life Insurance Funds	3	KSA 58-3935 (7)
Mineral Rights	5	KSA 58-3935 (16)
Money Orders	7	KSA 58-3935 (2)
Public Agency Funds (court, gov)	1	KSA 58-3935 (10)
Safe Deposit Box Contents	5	KSA 58-3949
Stocks/Shares	5	KSA 58-3935 (3)
Tax-Deferred IRA	3	KSA 58-3935 (14)
Traveler's Checks	15	KSA 58-3935 (1)
Utility Deposits	1	KSA 58-3935 (12)
Wages & Payroll	1	KSA 58-3935 (11)

# REPORT YEAR CONVERSION TABLES

## HOW TO DETERMINE WHEN PROPERTY SHOULD BE ESCHEATED

Five Year Abandonment Period	
Items That Were Issued or Had a Last Activity Date During:	Need to Be Reported By:
06/30/2005 and earlier	See Information on Voluntary Compliance*
07/01/2005 to 06/30/2006	November 1, 2011
07/01/2006 to 06/30/2007	November 1, 2012
07/01/2007 to 06/30/2008	November 1, 2013
07/01/2008 to 06/30/2009	November 1, 2014
07/01/2009 to 06/30/2010	November 1, 2015

One Year Abandonment Period	
Items That Were Issued or Had a Last Activity Date During:	Need to Be Reported By:
06/30/2009 and earlier	See Information on Voluntary Compliance*
07/01/2009 to 06/30/2010	November 1, 2011
07/01/2010 to 06/30/2011	November 1, 2012

\*Voluntary Compliance forms may be found in the Forms section of our website at [www.KansasCash.com/holders](http://www.KansasCash.com/holders)

# PROPERTY TYPE CODES

## Account Balances Due

AC01 Checking Account  
AC02 Savings Account  
AC03 Matured CD/Savings Cert  
AC04 Christmas Club Fund  
AC05 Deposit to Secure Fund  
AC06 Security Deposit  
AC07 Unidentified Deposit  
AC08 Suspense Account  
AC99 Aggregate account balances\*

## Uncashed Checks

CK01 Cashier's Check  
CK02 Certified Check  
CK03 Registered Check  
CK04 Treasurer's Check  
CK05 Draft  
CK06 Warrant  
CK07 Money Order  
CK08 Traveler's Check  
CK09 Foreign Exchange  
CK10 Expense Check  
CK11 Pension Check  
CK12 Credit Check or Memo  
CK13 Vendor Check  
CK14 Check Written Off to Income  
CK15 Official Check/Exchange Item  
CK16 CD Interest Check  
CK99 Aggregate Uncashed Checks\*

## Educational Savings Accounts

CS01 Cash  
CS02 Mutual Funds  
CS03 Securities

## Court Deposits

CT01 Escrow Funds  
CT02 Condemnation Awards  
CT03 Missing Heirs Funds  
CT04 Suspense Accounts  
CT05 Other Court Deposits  
CT99 Aggregate Court Deposits

## Health Savings Plans

HS01 Health Savings Account  
HS02 Health Savings Acct Investment

## Insurance

IN01 Individual Policy Benefit/Claim  
IN02 Group Policy Benefit/Claim  
IN03 Death Benefits Due Beneficiary  
IN04 Matured Policy/Endowment /Annuity  
IN05 Premium Refund  
IN06 Unidentified Remittance  
IN07 Other Amount Due Under Policy  
IN08 Agent Credit Balance  
IN99 Aggregate Insurance Property\*

## IRA's (Traditional, SEP, Simple)

IR01 Cash  
IR02 Mutual Funds  
IR03 Securities

## IRA's (Roth IRA)

IR05 Cash  
IR06 Mutual Funds  
IR07 Securities

## Mineral Proceeds & Interest

MI01 Net Revenue Interest  
MI02 Royalties  
MI03 Overriding Royalties  
MI04 Production Payment  
MI05 Working Interest  
MI06 Bonuses  
MI07 Delay Rentals  
MI08 Shut-in Royalties  
MI09 Minimum Royalties  
MI99 Aggregate Mineral Interests\*

## Miscellaneous Checks

MS01 Wages, Payroll or Salary  
MS02 Commission  
MS03 Workers Comp Benefit  
MS04 Payment for Goods/Services  
MS05 Customer Overpayment  
MS06 Unidentified Remittance  
MS07 Unrefunded Overcharges  
MS08 Accounts Payable  
MS09 Credit Balance  
MS10 Discount Due  
MS11 Refund Due  
MS13 Unclaimed Loan Collateral  
MS14 Pension Profit Sharing Plans (IRA, KEOGH)  
MS15 Involuntary Dissolution/Liquidation  
MS16 Misc Outstanding Check  
MS17 Misc Intangible Property  
MS18 Suspense Liabilities  
MS99 Aggregate Misc Property\*

## Securites

SC01 Dividend  
SC02 Interest/Bond Coupon  
SC03 Principal Payment  
SC04 Equity Payment  
SC05 Profits  
SC06 Funds to Purchase Interest in an Organization  
SC07 Funds for Stocks or Bonds  
SC08 Shares of Stock Returned by PO Box  
SC09 Cash for Fractional Shares  
SC10 Unexchanged Stock of Successor Corp  
SC11 Other Certificate of Ownership  
SC12 Underlying shares/Outstanding Cert

SC13 Funds for Liquidation/Redemption of Unsurrendered Stock/Bonds  
SC14 Debentures  
SC15 US Government Securities  
SC16 Mutual Fund Shares  
SC17 Warrants  
SC18 Matured Principal (Registered Bond)  
SC19 Dividend Reinvestment Plan  
SC20 Credit Balances

## Safe Deposit Box & Safekeeping

SD01 Safe Deposit Box Contents  
SD02 Other Safekeeping  
SD03 Other Tangible Property  
SD04 Loan Collateral

## Trust/Investment/Escrow Acct

TR01 Paying Agent Account  
TR02 Trust/Inv/Escrow Dividend  
TR03 Funds Held in Fiduciary Capacity  
TR04 Escrow Account  
TR05 Trust Voucher  
TR06 Pre-need Funeral Plans  
TR99 Aggregate Trust Property\*

## Utilities

UT01 Utility  
UT02 Membership Fee  
UT03 Refund or Rebate  
UT04 Capital Credit Distribution  
UT99 Aggregate Utility Property\*

# RELATIONSHIP CODES

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

\*Aggregate type code (lump sum of amounts under \$100)

# KANSAS SUMMARY OF UNCLAIMED PROPERTY

Must be postmarked on or before November 1st (May 1st for Life Insurance)



**www.KansasCash.com/holders**  
900 SW Jackson St. Ste 201  
Topeka, KS 66612-1235  
(785)291-3173  
(785)291-3172 fax

## BUSINESS INFORMATION

Business Name \_\_\_\_\_

Tax ID # \_\_\_\_\_ Incorporated In \_\_\_\_\_  
State

Business Address \_\_\_\_\_  
Mailing Address City State Zip

Previous Business Name(s) \_\_\_\_\_  
(If Applicable)

## CONTACT INFORMATION

This person will be listed as the contact for property inquires (required)

Name Phone Email

## REPORT INFORMATION

Report Total Dollar Amount \$ \_\_\_\_\_  Check if filing a Zero Report (not required in KS)

Report Method  Paper\*  NAUPA CD/Disk  UP3 Online System  Secure Upload

Payment Method  Check  ACH/Wire Check/ Wire or ACH# \_\_\_\_\_

Reporting Safe Deposit Boxes  YES Number of Boxes Reported \_\_\_\_\_

Reporting Shares of Stock  YES Number of Shares Reported\*\* \_\_\_\_\_

*\*Paper Reports are only accepted for reports 25 properties & under and must use our form (page11). If you have a Naupa paper report, a disk **must** be submitted or upload your Naupa file to our secure site at [www.KansasCash.com/holders](http://www.KansasCash.com/holders).*

*\*\*Supply Confirmation Statements with report.*

**Securities must be remitted according to the instructions on website: [www.KansasCash.com/holders](http://www.KansasCash.com/holders) (Click on .PDF link at bottom of web page)**

**Check Payable To:** Kansas State Treasurer

**Mail Report To:** Kansas Unclaimed Property Dept  
Holder Services

**ACH/Wire Info:** Contact our Office  
[lisa@treasurer.ks.gov](mailto:lisa@treasurer.ks.gov)

900 Sw Jackson St Ste 201  
Topeka, KS 66612-1235

I swear that I have prepared, or have caused to be prepared, and have examined this report as to property presumed abandoned under the Uniform Unclaimed Property Act. I am duly authorized to execute this verification by the holder and by law. **To the best of my knowledge and belief said report is true, correct and complete.**

Signature Date Phone Number

Print Name Email Address

# KANSAS OWNER DETAIL REPORT

To accompany the Summary of Unclaimed Property  
 You are required to report as much information as your records indicate per KSA 58-3950  
 Wages & payroll amounts always require a SSN to be reported

www.KansasCash.com/holders  
 900 SW Jackson St. Ste 201  
 Topeka, KS 66612-1235  
 (785)291-3173  
 (785)291-3172 fax

Owner Details				Property Details	
Owner 1 Name (Last, First, Middle Initial)		Social Security Number	DOB	Property Type Code (page 9)	____/____/____ Last Transaction/Activity Date
Owner 2 Name (Relationship Code to Owner 1 Required, Page 9)		Relation Code	Social Security Number	DOB	Account Number
Last Known Address on Record				Description	\$ Amount
City	State	Zip Code		Notes	
Owner 1 Name (Last, First, Middle Initial)		Social Security Number	DOB	Property Type Code (page 9)	____/____/____ Last Transaction/Activity Date
Owner 2 Name (Relationship Code to Owner 1 Required, Page 9)		Relation Code	Social Security Number	DOB	Account Number
Last Known Address on Record				Description	\$ Amount
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Last Known Address on Record				Description	\$ Amount
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Last Known Address on Record				Description	\$ Amount
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Owner 2 Name (Relationship Code to Owner 1 Required, Page 9)		Relation Code	Social Security Number	DOB	Account Number
Last Known Address on Record				Description	\$ Amount
City	State	Zip Code		Notes	

Page may be duplicated. If filing more than 25 properties you must submit online via UP3 system or electronically in NAUPA format.

# KANSAS SAFE DEPOSIT BOX INSTRUCTIONS

*Safe Deposit Box contents must be delivered with a report by November 1st of each year*

## INVENTORY

Our office requires an itemized inventory to verify the contents. You may use the form we provide on page 13 or you may use your bank's own form. If using your bank's own form a report still needs to be completed with the owner's information.



### Questionable Items

Questionable items that we have allowed banks to dispose of in the past include razor blades, needles, fluids and controlled substances; please call our office for guidance.



### Firearms

Special procedures are required for firearms.

Contact Lisa Wood at 785-291-3173 or [lisa@treasurer.ks.gov](mailto:lisa@treasurer.ks.gov)

## REPORT

A copy of your report should be in the shipment and easily located by our staff for removal. The report is removed from the contents and the valuables are kept in our vault. The report should include the name of all renters on the box with a relationship code from page 9. If the relationship code is left blank, we will assume OR and will deliver the contents to any of the renters completing the claim.



### Filing via Paper Forms

Your report must include the Summary of Unclaimed Property (page 10) and the Individual Safe Deposit Box Inventory form (page 13, one for each box reported). A copy of the inventory is also to be sealed inside each individual safe deposit box (this can be our inventory provided on the bottom of page 13 or your bank's own inventory sheet).



### Filing via NAUPA Reporting Software, UP3 or Our Secure Upload

Include a report copy and/or remit sheet. Label each individual property and seal an inventory with the contents.

## PACKAGE & SHIP

Contents must be properly packaged and labeled with the owner name. Multiple properties may be mailed in one shipment. Secure loose coin and valuables properly. Our office will document and photograph boxes that are not properly packaged and will contact your bank if items are broken. We suggest mailing items via a courier service, certified or registered mail. We also accept walk-in traffic if you would like to hand carry the items.

## SAFE DEPOSIT BOX CHECKLIST

- ❑ Due diligence has been sent to the owner's last known address.
- ❑ Report has been completed with owner information & is included with my shipment.
- ❑ Itemized inventory is enclosed with each box's contents.
- ❑ Fees are entered on page 13 (past due rent, drill fee). Fees will be returned to bank if recovered.
- ❑ Items are secured for shipment. Loose coin is secured and valuables are packaged & protected.
- ❑ Packages are labeled with owner's name.
- ❑ Contact information for the bank has been included on the report.

Contact our office for more information (785) 291-3173 or [lisa@treasurer.ks.gov](mailto:lisa@treasurer.ks.gov)

