

# INSTRUCTIONS FOR COMPLETING FORM 04-720B REPORT OF UNCLAIMED PROPERTY

When reporting 20 items or more, electronic reporting is required. [www.wagers.net](http://www.wagers.net) contains FREE software.

**Holder:** Enter the holder's name and address exactly as it appears on the Verification Form. *You must include Federal Employer's Identification Number.*

**Report year:** Enter the year for which the report is being filed.

**Period covered:** Enter the time period covered by the records that were examined for this report.

**NOTE:** Items under \$100 may be combined and reported in one aggregate amount (e.g. 32 vendor checks, each under \$100). If an owner has several accounts under \$100 you may combine the accounts and report as one owner record. It is **important** to mention, items reported in the aggregate (without owner detail) may only be claimed by contacting the holder for claim verification. This type of holder contact can be reduced by including all detail on all accounts. **Electronic reporting should contain all detail - do not aggregate.**

Items where an owner's name is unknown are reportable. Use "unknown" as the name.

**Column A:** Enter the full name (last, first, middle) and last known address of each owner.

- List last name, full first name and full middle name, if available. Be sure to include information that would aid in identification such as Jr., Sr., Miss, Mrs., etc., after the middle name (e.g. Smith, Jr. Tracy A., and Mrs.).
- Corporate and other titles should be entered except that the word (The) should be omitted when it is the first word in the title.
- List the complete address, including zip code. If no address is available leave blank.
- If a single item has two or more owners, the names and addresses of both must be shown along with the relationship (e.g. "In trust for," "or," "and," etc.). If all owners have the same address, the address may be entered once.
- When reporting certified or cashier's checks, list the name and addresses of both the remitter and payee and identify each. In the case of money orders and traveler's checks, enter the identification number and if the name is unknown, enter "money order" or "travelers check."
- If your records do not show an owner name for an item, please enter "unknown" as the name. Unknown under \$100 may be reported in one amount. (e.g. 15 checks, each under \$100 - unknown \$213)

**Column B:** Enter property description code from the description code list. If a code can not be found enter the property description.

**Column C:** Enter your identifying number for each item (e.g., check, bond, case or account number, etc.)

**Column D:** Indicate if account is interest bearing: Y / N

**Column E:** Property type is used to identify how the property is held, such as: joint, UGMA, etc. Use the following codes:

AN	And	JC	Joint Tenants in Common
AO	And/Or	JT	Joint with Rights of Survivorship
BF	Beneficiary	OR	Or
CF	Custodian	PA	Payee
ES	Estate Of	RE	Remitter
FB	For The Benefit Of	TE	Trustee
GR	Guardian	UG	Uniform Gift to Minors Act
IT	In Trust For	UN	Unknown

**Column F:** Enter the owner's social security number, birth date, federal employer identification number or other information that assists in identification of an owner. These numbers are essential in paying claims. If known, they must be included in your report.

**Column G:** The "date of last transaction" is the last deposit, withdrawal or contact made by the owner. It is also the date property became payable, redeemable, or returnable such as the date a dividend became payable, check or draft was issued or gift certificate was purchased. If payable on demand, the date an instrument was issued should be used. If the item is a savings certificate, use the initial date of maturity when determining abandonment, notwithstanding that the instrument has an automatic rollover provision.

**Column H:** The total amount or value due an owner is the amount of cash due the owner including all interest earned on deposits through June 30 of the reporting year and *without deducting any service charges.*

In the case of safe deposit boxes or other safekeeping repository items, identify the contents and include the description of any items which may have a value (e.g. ring with white stone, 4 - \$20 dollar bills, 15 shares XYZ stock). **For all safe deposit boxes, include an inventory list as part of the report. Inventory form can be found on our website.**

**Column I:** Use column I(a) to indicate whether any deductions or withholdings were made using these codes:

- "SC" for service charge deducted
- "IW" for interest withheld or discontinued
- "DW" for dividends withheld or discontinued
- "TW" tax withheld
- "OT" other

**I(b)** List the amount of service charges imposed. No service charges or nonpayment of interest may be imposed due to dormancy or inactivity.

**Attention: Holders including banking and financial organizations:** If service charges have been deducted, the holder shall include or attach as part of the report the citation of authority or a copy of the contract authorizing such service charges and the date(s) on which such service charges were deducted (attach separate sheet). This information must be reported even though the total of the service charges deducted from an item of property equals or exceeds the value of the item. In no event may service charges be deducted from an item after June 30 of the year in which it became reportable as unclaimed property.

**Column J(a):** In the case of stocks and bonds, the number of shares should be listed or the actual or estimated value placed in parentheses to denote a non-cash item. The face value on the instrument may be used if no other value is known.

**Column J(b) cusip number:** Must be entered for, DRP, Securities, and Mutual Fund accounts. **Securities** must be registered as follows: State of Alaska, Department of Revenue, Unclaimed Property Section, P O Box 110420, Juneau, AK 99811-04020. Federal Tax Identification: 92-6001185.

**Mutual Funds:** If you are reporting mutual funds, **include a statement** showing proof of the account and the transfer of shares to the State of Alaska Unclaimed Property Section.

**Bonds:** Issue name, bond and coupon number are required on bearer bonds. Issue, bond number, owner name and address are required on registered bonds. Call dates should be identified on the report or in a cover letter with the report.

**Column K:** Sum column H through I(b) and enter in column K.

**Page Totals:** Sum down each column H through K and enter at the bottom of each page. On the last page enter the page total as well as the grand total for the entire report. The final amount is remitted to the State of Alaska Unclaimed Property Section.

**Acceptable Formats:** You may report electronically or via a hard copy (only if the number of items reported is under 20). A hard copy report may be completed using form 04-720B or by downloading the form as an Excel spreadsheet. 20 or more items requires the report to be submitted electronically in NAUPA format on a diskette. [www.wagers.net](http://www.wagers.net) for free NAUPA software.

**Magnetic tape is not accepted.**

**Forms, Instructions, Electronic Format, Statutes, and General Information are available at:**

**[www.unclaimedproperty.alaska.gov](http://www.unclaimedproperty.alaska.gov)**

Alaska Department of Revenue, Treasury Division  
Unclaimed Property Section  
PO Box 110405  
Juneau, AK 99811-0405  
(907) 465-3726 (GOLDPAN) (907) 465-2394 (FAX)