



# INSTRUCTIONS FOR LIST OF OWNERS OF UNCLAIMED PROPERTY

This form is used to report individual cash and cash-related items of unclaimed property. Stocks, bonds and other securities are to be reported on Form RPD-41203, *List of Owners of Unclaimed Stocks and Other Securities*. This form is to be completed and returned with the other reporting forms, Form RPD-41201, *New Mexico Report of Unclaimed Property*, and Form RPD-41204, *List of Unclaimed Contents of Safe Deposit Boxes or Other Safekeeping Repositories*.

Items of unclaimed funds must be identified by the categories described on Form RPD-41201. The exact Property Type Code and Description are to be used when completing this form.

**HOLDER INFORMATION:** Complete the holder information on the top of the form to include: name, address, reporting year, period covered, Federal Tax ID Number, contact person, phone number and E-mail address.

**PAGE NUMBER:** Form RPD-41202 pages should be numbered consecutively (e.g., page 1 of 24; 2 of 24) at the top of the form. Page totals are to be entered on each page and the grand total for column 7 should be entered on the last page.

**AGGREGATE AMOUNT:** Total of individual owner accounts having identifiable owner information with a value less than \$50.00, must be report individually,

**UNKNOWN ACCOUNTS:** Total and list all unknown accounts where there is no identifying owner information (e.g., no name, address, social security number or other identifying number) regardless of amount.

**Column 1:** Owner Name (list alphabetically): Enter owner's last name, first name, middle name or initial. Use one block for each owner's name. If there is joint ownership of the securities, list both names within the same block. If owner name is unavailable, enter "Unknown".

(A) If a single item has two or more owners, the names and addresses of all must be shown along with the relationship (e.g., "Trustee", "or", "and", etc.). If the owners have the same address, the address may be entered one time next to the first name.

(B) When reporting certified or cashiers checks, use one block to list the names and addresses of both the remitter and the payee, specifying each. If addresses of the remitter and payee are different, use two different blocks, consecutively. The identification number is required for money orders and travelers checks.

(C) In the case of insured and beneficiary accounts, if a single item has two or more owners and the addresses are the same, list both the names and addresses in one block. If addresses are different, list in two separate blocks. When listing in two separate blocks, show amount owned to first owner and show \$0 for second owner.

**Column 2:** Last Known Address: Enter last known address of the owner, beneficiary, payee or trustee as shown on your records, even though mail has been returned from such address. If the address is unknown, enter "Unknown".

**Column 3:** Social Security No. or Federal Tax ID No.: Enter Social Security Number of each owner of the funds or Federal Tax ID Number (if business).

**Column 4:** Owner's Acct. No., Certificate No., or Policy No.: Enter any identifying numbers of the unclaimed funds submitted. For example, owner account numbers, check numbers, account certificates or insurance policy numbers.

**Column 5:** Date of Last Transaction: The "Date of Last Transaction" is that of the last deposit or withdrawal made by the owner. The "date property became payable, demandable, or distributable," is, for example, the date a dividend became payable, the note became payable, the date a check or draft was issued. If payable on demand, the date the instrument was issued should be used. For savings certificates with an automatic rollover, use the date following the first maturity. The date of computer conversion or crediting of interest or dividends by the holder shall not be used as the date of last transaction.

**Column 6:** Relation Code: For each name listed, indicate Sole Owner - SO; Beneficiary - BF; or Joint - JT.

**Column 7:** Amount (Principal + Dividend + Interest): The unclaimed amount includes accrued interest, dividends, profit distribution, payment on principal or other sum held or owed to the owner less any lawful claims.

**Column 8:** Property Type Codes: Enter the proper type code corresponding to the description of funds as listed under *Retention Period & Property Type Codes* on page 11.