



# Holder Reporting Manual

Office of Nevada State Treasurer Zach Conine

Fiscal year 2024

Unclaimed Property Division

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**DISCLAIMER:** The information contained herein remains subject to change at any time without prior notice.  
Holders are encouraged to check back frequently for updates.

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The Nevada State Treasurer's Office Unclaimed Property Division is committed to assisting holders maintain compliance with reporting requirements.

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## QUICK REFERENCE GUIDE

<b>Remit and report due date</b>	<p>Non-insurance businesses must report and pay <b>before</b> November 1 for property presumed abandoned as of June 30 of the previous fiscal year.</p> <p>Insurance businesses must report and pay <b>before</b> May 1 for property presumed abandoned as of December 31 of the previous year.</p> <p>Reports are filed by fiscal year; it is currently FY 24. Nevada's fiscal year begins July 1st and ends June 30th.</p>
<b>Negative reports</b>	<p>If your business is incorporated or you are a licensed business owner in Nevada, or you are otherwise located or doing business in Nevada, you must file an annual negative report of unclaimed property if you have no property to report.</p> <p>Negative reports must be filed through the Nevada Unclaimed Property Division's ("the Division") online holder reporting portal ("the Portal"). Reports received by any other method than through the Portal will not be accepted unless you have received written authorization from the Division.</p>
<b>Due diligence</b>	Must be performed within 60 —120 days prior to submitting a report. See page 14 for details.
<b>Remittances</b>	<p>Payments are required by law to be remitted to the Division via ACH debit. Prior to remitting payment, be sure to contact your bank to provide them with the Division's company code (D886000022) to allow ACH debit transactions. Failure to do so will cause a payment to reject. Delays in receiving successful payments may lead to assessments of penalties and/or interest.</p> <p>ACH credit, wire transfers, checks, or other payment methods without prior written authorization will result in a fee that cannot be retroactively waived. An exception form (UP10) may be accessed via the following link: <a href="#">ACH Debit Exception Request Form</a>. An exception request is for a single remittance and does <u>not</u> establish approval for any future reporting or remittances.</p>
<b>Aggregate reporting</b>	Aggregate reporting is not permitted. Holders must list all abandoned property owner detail for each property, regardless of the amount being reported. There is no minimum property value threshold to report.
<b>Fees</b>	Payment by ACH debit is mandatory. A holder who fails to make a payment as required will be assessed a fee by the Division. <b>The fee will be the greater of \$50 or 2 percent of the amount of the payment.</b> Written authorization is required from the Division for a holder to file a report or submit payment other than by ACH debit through the Portal. There is no method to waive this fee without prior written authorization being obtained.
<b>Penalties and interest</b>	See page 21 for information.
<b>Safe-deposit boxes</b>	See page 19-20 for information.
<b>Stock registration and delivery</b>	See page 17-18 for instructions.
<b>Mutual funds</b>	See page 18-19 for instructions.
<b>Dividend reinvestment plans</b>	See page 17-18 for instructions.

## WHAT'S NEW – RECENT CHANGES AND UPDATES

### NEW

#### Interest on Lawyer's Trust Accounts (IOLTA)

Nevada Rule of Professional Conduct 1.15(f) provides direction to lawyers and law firms on what to do with unclaimed or unidentified funds in their Nevada client trust accounts. Consistent with SCR 78 and NRPC 1.15(f), if a lawyer or law firm has made reasonable but unsuccessful efforts to disburse funds from their IOLTA account to the rightful owner, those funds may be remitted to the State Bar of Nevada's Clients' Security Fund after a term of five years. During the five-year term, reasonable efforts must have been made to identify and locate the rightful owner. For information regarding this requirement, click on this [link](#). These funds may no longer be reported as abandoned property to Nevada Unclaimed Property.

#### Assembly Bill 55

Assembly Bill 55 (AB55) of the 2023 Nevada Legislative Session made several changes to Nevada's unclaimed property laws and became effective on July 1, 2023. The current online version of Nevada Revised Statute (NRS) 120A does not yet reflect these changes. Please refer directly to the bill to ensure compliance with new or changed holder requirements. The full text of the enrolled bill may be found online at: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/9611/Text#>.

NRS 120A.125 – This section has been amended to update parties responsible for reporting abandoned safety deposit box contents. Financial institution was modified to “financial organization.” All other previously required parties remain unchanged. This change was a clarifying change to maintain consistency throughout the chapter. The Division does not anticipate any functional changes as a result of this update.

NRS 120A.500 - This section has been amended to reflect the following changes:

- The period of abandonment for:
  - Stocks and other equity was amended from a returned mail standard to activity/interest based standard.
  - Life/endowment/annuity insurance contracts was amended to:
    - Specifically address retained asset accounts, which were previously reportable but not specifically addressed.
    - Include the date of the death of the insured rather than the date the holder obtained knowledge of death.
    - Include the date of the contract's maturity.
    - Applies to matured, unmatured and terminated contracts where an obligation to pay exists.
  - Insurance policies not qualifying as life/endowment/annuity insurance is not specifically addressed as due 3 years after the obligation to pay arose under contract terms, where it was previously reportable under the “all other property” requirements. Additionally, the period of abandonment applies to matured, unmatured and terminated contracts where an obligation to pay exists.
  - Tax deferred/exempt IRAs was amended to be solely based on IRS required minimum distribution dates.
  - IRA accounts other than tax-deferred/exempt are specifically addressed as due 3 years after the property became distributable. This property was previously reportable under “all other property” requirements.
  - Pre-need Burial/Funeral Contracts were amended to clarify the definition of beneficiary complies with NRS 689. Additionally, under NRS 120A.500(7) now includes an additional dormancy trigger. Where the owner's date of birth is not documented and the holder has not obtained knowledge of the beneficiary's death, the property is reportable 40 years after the contract's execution or three years from the last indication of owner interest, whichever is later.
  - Stocks/equity, debts of a business, demand/savings/time deposits, IRAs and “All other properties” not specifically addressed in statute are now required to begin when the holder obtains knowledge of the owner's death.
    - Tax-deferred/exempt IRAs where the owner is deceased are granted exemptions to the IRS

required minimum distributions under certain circumstances. Those exemptions also apply to the requirement to report those properties.

- Indications of owner interest were amended to:
  - Exclude actions made by the holder or the holder's agent.
  - Include signed certified mail receipts, where certified mail is sent.
  - Include the execution of foreign tax forms for foreign claimants.
  - Exclude automatically renewable deposits or withdrawals where the holder or holder's agent were a party to the transaction.
- Definitions added under NRS 120A.500:
  - Knowledge of death
  - Proof of death
  - Retained asset accounts.

NRS 120A.520 – Gift certificates period of abandonment now includes the date when the holder discontinued honoring the instrument. Additionally, the requirement to report unknown owner information under the Treasurer's Office name and address was removed. This will now be reportable with "unknown" in all respective fields.

NRS 120A.560 - This section has been amended to reflect the following changes:

- All owner information known or readily ascertainable by the holder is required to be included in the report, regardless of the property type.
- When the holder has missing or partial owner information, the known information is required to be reported with unknown owner information reported as "unknown."
- Due diligence – first class mailing standards for stocks, equity, retirement accounts, or other virtual currency valued at \$1,000 or more were replaced with a certified mailing standard. This change is aimed at protecting the claimant and the holder to provide proof that an attempt was made to notify the owner prior to the property being transferred and/or liquidated during the reporting process. Note that the requirement to email the notification is still required when the owner has consented to receiving emails regardless of the type of mail being sent and is required in addition to the mailed notification.

NRS 120A.660 – This standard was modified to no longer require pre-approval for early properties to be reported. The administrator reserves the right to reject early reported properties.



## GENERAL INFORMATION

### What is unclaimed property?

Unclaimed property can be any financial asset owed to another business or individual. Property is considered abandoned when there has been no activity or contact with an owner for a specific period. The property type will determine the abandonment period; however, it is typically three years. When a holder's attempts to locate the rightful owner have been unsuccessful, the assets must be reported and remitted to the Nevada State Treasurer's Unclaimed Property Division. The Division will hold the assets in perpetuity and publicly advertise the rightful owners' information in an effort to return the property. Once the assets are reported and remitted to the Division, the holder is released from those liabilities.

Nevada's Unclaimed Property program is governed by Nevada Revised Statutes (NRS) Chapter 120A, and Nevada Administrative Code (NAC) Chapter 120A.

### Reporting requirements

Nevada law requires all governmental entities, business organizations, and individuals ("holders") to annually review their financial records to determine whether they are holding any funds, securities, other intangible properties, and certain tangible properties that have remained unclaimed for the required dormancy period. Dormancy periods vary by property type. [Appendix A] If holders are holding unclaimed property, they must file a report and remit the property to the state of the owners' last known addresses. Each state's unclaimed property program is governed by the local state's laws. Each state's reporting website can be found at: <https://unclaimed.org/state-reporting/>. Failure to report to the appropriate state may result in penalties and/or interest in both states.

Please note, there is no minimum property value threshold report amount. Any amount meeting Nevada abandoned property requirements is reportable. Holders of unclaimed property are required to report property in the appropriate report year.

Reports and remittances received after the required due date are subject to penalties and interest under the provisions of NRS 120A.730. If assessed, the holder will be provided a link to the Penalties and Interest Waiver request form via email. If a holder believes that they are unable to make the reporting deadline, they should consider submitting a request for extension. See "extensions" in this manual. Note that all forms can be found on the [Forms page](#) of the Division's website.

If no unclaimed property is found, businesses may still be required to prepare a "negative" report for submission to the Division.

### What must be reported?

Property in which no contact from the owner has been received by the holder after performing due diligence, or in which the owner cannot be located after the required statutory period has lapsed, must be reported.

Examples of reportable items include, but are not limited to, wages, commissions, payroll or salary checks, utility deposits, refunds, checks, money orders, traveler's checks, safe-deposit box contents, stocks, and gift cards/certificates. In addition, Nevada domiciled holders must report items to Nevada that have no owner name or address, as well as all items where the last known address is in a foreign country.

Reportable items and their respective property codes and abandonment periods, as well as dormancy period charts are located in Appendix A.

## Who must report?

Any entity or individual with the potential to have custody of property described above is considered a holder of unclaimed property and is required to report the property to the state via the Division. This includes attorneys, CPAs, medical professionals, and holders of property in other states in custody of property owed to a Nevada resident. Any entity conducting business within the state of Nevada that has branches, divisions, or other affiliates, is responsible for filing on their behalf, such as those listed below. Each entity with a unique FEIN, including those listed below, is separately responsible for reporting and remitting abandoned properties in their custody.

### Financial institutions

Banking and financial organizations including banks, trust companies, savings banks, safe-deposit companies, private banks, savings and loan associations, credit unions, investment companies, whether state or federally chartered.

### Businesses

Business associations, corporations, sole proprietorships, partnerships, retail, cooperatives, transfer agents, fiduciaries, mutual funds, insurance, limited liability, business trust, or other association for business purposes of two or more individuals, whether or not for profit (including all insurance entities).

### Utilities

Utilities owned or operated for public use, including any plant, equipment, property, franchise, or licensee for the transmission of communications or the production, storage transmission, sale, delivery, or furnishing of electricity, water, steam, or gas.

### Government

Any property held by a court, government, governmental subdivision, agency, or instrumentality. **Governments are subject to unique dormancy requirements, please see Appendix A.**

## Help us help you

The Division strives to reunite owners with their property within 120 days of the submission of a claim (NRS120A.640). Prior to preparing and remitting holder reports, please ensure that all known information pertaining to the owner or account is included in the report. In doing so, holders will help us help them by eliminating the need to direct claimants back to holders or contact holders for assistance in processing claims. The owners' complete names, addresses, and social security numbers, as well as account and/or check numbers are essential in verifying the rightful owner during claims processing.

Each year voluntary compliance continues to increase. It is the Division's responsibility to maintain the integrity of the data received for ease of use for property owners, timely payment of claims, and to ensure that holders report and remit all unclaimed property in the manner as set forth by Nevada law.

## HOLDER REPORTING OVERVIEW

In the holder's annual review of their records to determine reporting liabilities, the holder should determine the state the property is required to be reported to, the dormancy period for the type of property under that state's laws, and the state's reporting requirements, including due diligence requirements, and reporting deadlines. The information contained in this document is provided to assist holders in understanding Nevada's Unclaimed Property reporting requirements. All statutory references herein are based on revisions made through AB55.

### Determining which state to report to

Rules of taking custody – NRS 120A.530 – This requirement stems from various US Supreme Court rulings (TX v NJ, PA v NY, DE v PA and WI, AK v DE), the majority of the contents of this statute apply regardless of the holder's state of incorporation or state principal operations.

- Most properties are reportable to the state of the owner's last known address according to the holder's books and records, even when the holder has received returned mail.
- When the holder does not have record of the owner's address or the owner's address is in a foreign country, the property is reportable to the holder's state of incorporation. If the holder's state of incorporation has changed, the property is reportable to the holder's state of incorporation at the time the property was presumed abandoned.
- If the property is a traveler's check, money order or other similar instrument, and the owner's address is not recorded in the holder's records, the property is reportable to the state the instrument was purchased.
- Other caveats may arise for life/endowment/annuity contracts and where the owner has passed and the ownership of the property vests to a beneficiary.

Note that while Nevada participates in reciprocal reporting, Nevada is not party to any active reciprocal agreements. Therefore, the holder is required to report to the proper state to avoid potential report rejections and/or penalties and interest assessments in both Nevada and any other state(s) the property may be reportable to.

### Determining dormancy – NRS 120A.500, NRS 120A.510, NRS 120A.520

Determining when a property is presumed abandoned and necessary to report is a challenging topic and depends on property type. NRS 120A.500 addresses both the occurrence that starts the dormancy clock and the necessary time period that must pass before property is presumed abandoned, and therefore, reportable. Occurrences that trigger the dormancy clock include events such as dates an obligation to pay arose, distribution dates, an owner reaching a certain age, and the last time an owner indicated an interest in the property. Various industry terms, such as "last activity date" or "last transaction date" are commonly used to describe these occurrences which starts the clock to determine dormancy. When reviewing records, it is necessary to understand the type of property held and review NRS 120A.500 to establish what the applicable occurrence and associated period until the property is deemed abandoned. When preparing a report, the applicable triggering event is the date to be included as the "last activity date".

**Special Note About Checks:** In most circumstances, a check issuance date alone does not qualify as a triggering event. Additionally, the means by which the obligation to pay arose should determine the period of abandonment. A check on its own does not have a specifically identified period of abandonment. Check dates do not always represent the proper last activity date as the issuance may not occur on the date the that an owner expressed interest

in a property (as there may be timing differences and holders often reissue checks without the express consent of the owner). Additionally, for certain types of property, the date a check was issued may not be representative of the dormancy triggers. Checks are issued based on an obligation to pay to an owner. How that obligation to pay arises impacts what triggers the dormancy period and the length of the dormancy period that the property is held before it is presumed abandoned.

## **Special considerations for determining dormancy or applicability to reporting requirements:**

### **Gaming establishments – NRS 120A.135**

Gaming establishments () in Nevada are subject to the same reporting laws as any other entity conducting business that is required to remit property pursuant to NRS 120A. Gaming establishments are also responsible for reporting and remitting front money, safekeeping deposits at the cage, wagering accounts, and other cash deposits held on behalf of a patron.

The following items are NOT considered abandoned property and should not be remitted as unclaimed property:

- Underage jackpots
- Unclaimed winnings where the owner has NOT met all statutory requirements to be paid.
- Chip floats
- Ticket in/ticket out payments (TITO)
- Loose money, chips, cameras, eyeglasses, etc.
- Items left in a hotel in-room safe or in a casino safety deposit box

### **Gift certificates – NRS 120A.520 & NRS 120A.020**

Gift certificate is defined by and subject to Nevada laws contained in NRS 598.0921 and NRS 120A.520, respectively. The expiration date of a gift certificate, which now includes the date the holder no longer honors the instrument, will determine its required reporting and remittance.

If a gift certificate was issued on or **after** October 1, 2007, the following rule applies:

- The gift certificate is reported and remitted in the time period in which it expires. There is no dormancy period. It is reported and remitted at 60% of the remaining face value (businesses can retain 40%). If the certificate has no expiration date, it is not subject to remittance and 100% of the remaining value must be honored indefinitely. Note that in the event that the holder ceases operations or discontinues honoring gift certificate/card redemptions, the date of this change is considered the date of expiration.

If the gift certificate was issued **before** October 1, 2007, the following rule applies:

- If the gift certificate has not been used for at least three years, it is subject to reporting and remittance at 100% of the remaining face value. These properties have a three-year dormancy period which includes all gift cards/certificates whether they expire or not.

Please note, gift certificates may contain expiration dates and impose service fees that reduce the value only if the expiration dates or fees are printed in 10-point font on the gift certificate or it contains a toll-free number the owner can call to obtain the expiration date, unused balance and or service fee information. If the service fee is based on inactivity, the duration of such inactivity cannot be less than three years, cannot be imposed in the first 12 months after issuance and cannot exceed \$1 per month.

When a gift certificate is redeemable at more than one person/business, it does not qualify under NRS 120A.520 and must be reported under the requirements of NRS 120A.500(f) or NRS 120A.500(o), depending on the

circumstances. See also NRS 598.0921(3)(a)(2).

### **Virtual currency – NRS 120A.500(1)(q)**

“Virtual currency or interest” falls under the definition of property and, as such, is subject to unclaimed property laws. For reporting purposes, the property-type code for virtual currency is MS17 “Miscellaneous Currency”.

As Nevada does not currently have the capability to receive virtual currency in native form, it is to be liquidated prior to submitting the report, with the cash value on the date of liquidation included on and remitted with, the report. As reports are due before November 1 of each year, it is recommended that the liquidation be no earlier than one month before remitting the report and that the date for liquidation remain consistent from year to year. If liquidation of these properties would cause significant market valuation issues, please contact [NVHolder@NevadaTreasurer.gov](mailto:NVHolder@NevadaTreasurer.gov) with the specific scenario, detailing the potential ramifications of liquidating the properties, for guidance.

### **Preneed burial and funeral contracts – NRS 120A.500(1)(p)**

As provided in NRS 689.480(2)(a) and SB71 (2021) Section (6)(3)(d), plots, niches, crypts should **not** be turned over as unclaimed property, as they should be separately provided for and identified in the contract.

- The Division will expect that the property owner be listed in compliance with NRS 689.150(3) and NRS 689.475(1).
- Dormancy period is determined to be: 3 years after the earlier of the date the holder obtains knowledge of death or the date the beneficiary would have aged to 105 years. When neither can be met, the contract is reportable at the later of 40 years after the execution of the contract or 3 years after the last indication of owner interest.

**Tax Exempt and Tax Deferred IRAs – NRS 120A.500(1)(o)** The dormancy period for these types of retirement accounts (including Roth IRAs) to begin at the time the owner would have reached the age of required minimum distribution pursuant to the Internal Revenue Code. Note that deduction codes apply, as addressed in this Manual.

**All other IRAs – NRS 120A.500(1)(o)** –The dormancy period for these types of accounts begins when the property becomes distributable.

**Royalties, Stocks and other accounts with continued accruals/payments – NRS 120A.500(2)** – As new liabilities accrue on already reported accounts, newly accrued liabilities are required to be reported in the reporting cycle following the accrual. The last activity date on these properties should reflect the date the new liability became due/demandable, even if that date may suggest the properties were reported early. This is to avoid assessments of penalties and/or interest.

### **Escheated estates**

Estates escheated to the State of Nevada pursuant to NRS 154.010 should NOT be remitted to the Unclaimed Property Division. Please send inquiries of this nature to the Nevada Attorney General’s Office for proper handling. Their contact information can be located at <https://ag.nv.gov/Contact/>.

**NRS 154.010** An estate escheats to and is vested in the State of Nevada for educational purposes if any person dies or has died, within this State, seised of any real or personal estate, *and leaving no heirs, representatives or devisees capable of inheriting or holding the estate*, and in all cases where there is no owner of the estate capable of holding it. Any balance remaining in a retired employee’s or beneficiary’s individual account under the Public Employees’ Retirement System or the Judicial Retirement System established pursuant to chapter 1A of NRS is not an estate within the meaning of this chapter.

### **Business to business exemptions – NRS 120A.505**

Any credit memoranda, overpayments, credits balances, deposits, unidentified remittances, non-refunded overcharges, discounts, refunds, and rebates due or owing from a holder that is a business association to another business association shall not be presumed abandoned if the holder and such business association have an ongoing business relationship. Please note, this statement does not apply when checks, drafts, or other similar instruments have been issued to settle the debt, and, therefore, must be reported as unclaimed property.

An ongoing business relationship shall be deemed to exist if the holder has engaged in at least one commercial, business, or professional transaction involving the sale, lease, license, or purchase of goods or services with the business association or a predecessor-in-interest of the business association within each three-year period that follows the date of the transaction giving rise to the property interest that shall not be presumed abandoned. Once the business relationship ends, the business-to-business exemption no longer applies and the property will become reportable after the period of abandonment has been met.

Note that payroll properties do NOT qualify for this exemption. Nor does the exemption apply to properties where the owner is not a business.

### **Report creation and contents**

Pursuant to NRS 120A.560, holders are required to include in their report(s) any owner identifying information they have on record where the reporting format allows for the field, regardless of property type or value. Any field where the owner information is unknown is required to be populated as such. Not having valid records of the property is not a valid reason to omit property from a report. It is the holder's responsibility to retain complete and accurate records, to verify the contents of the report and to submit the report and payment within the appropriate reporting deadlines.

### **Properties with multiple owners**

If there is more than one owner, each name must be listed separately under the same property. Please do not list joint owners' names on the same line.

### **Aggregate properties & Minimum threshold**

Nevada does not allow properties to be reported in aggregate. Each property must be listed individually on a report, regardless of the value. As a reminder, Nevada requires all properties, regardless of value to be reported. There is no minimum threshold to report.

### **Consolidated reporting**

Each holder, as identified by unique FEIN, is required to report unclaimed property they are liable for. A third party may be used to conduct annual reviews, perform due diligence, report and remit properties or even administer properties. However, it is each holder's obligation to ensure compliance with Nevada's reporting requirements. Holders may request approval to report consolidated (under a corporate parent company) by emailing a request to [NVHolder@NevadaTreasurer.gov](mailto:NVHolder@NevadaTreasurer.gov). However, this approval is contingent upon the reporter's compliance history and other considerations. Consolidated reporting is rarely approved, as the property owner cannot regularly produce evidence of a relationship with the reporting holder upon the creation of a claim.

### **Third-party reporting agreements – NRS 120A.560(2)&(3)**

Agreements between third-party reporting entities that provide report processing and submission, payroll services, act as transfer agents, etc., are between a holder and the third-party reporting entity only. The State of Nevada and/or the Division is not a party to these agreements, nor do the agreements exempt holders of their

legal obligation to report and remit abandoned property.

Be sure to retain these agreements for seven years from the date that a report (utilizing a third-party reporter) was submitted as they may be reviewed during an audit.

### **Report formatting – NRS 120A.560(14)&(15)**

All reports must be submitted in NAUPA Standard Electronic File Format (NAUPA). There are a variety of NAUPA report preparation software programs available to Holders, most of which impose a fee. No particular software is endorsed by the Division, so the Holder must ensure that the software used complies with Nevada's formatting requirements and includes all fields required by Nevada law. HRS Pro software enables holders to create encrypted secure files to protect all owner-sensitive data. This free software is limited to 200 properties per state report. If reporting more than 200 properties, the HRS Pro Enterprise Edition or other software meeting NAUPA requirements may be purchased. The HRS Pro Enterprise Edition provides user support and multi-user capability for an annual fee. There is no user support for the free edition. For more information, visit <https://www.wagers.net/hrs/>.

When entering owner information into a report, names must be formatted as "last first middle initial". Do not use commas, asterisks, dashes, or any punctuation; doing so will hinder name searches.

### **Deductions to property values are limited to dormancy charges and tax withholdings**

#### **Dormancy charges – NRS 120A.540 – SW Deduction Code**

Pursuant to NRS 120A.540, a holder may deduct from "property presumed abandoned", a charge imposed by reason of the owner's failure to claim the property within a specified time only if there is a valid and enforceable written contract between the holder and the owner under which the holder may impose the charge and the holder regularly imposes the charge, which is not regularly reversed or otherwise cancelled.

The code "SW" is authorized for use for Nevada properties.

Dormancy charges cannot be more than \$5 per month and only apply from the period the property is presumed abandoned until the time the property is due to be reported.

Please note that holders must be able to provide the information below and maintain a record of each deduction for at least seven years should there be an audit, or an owner believes there is a discrepancy. Holder reports submitted with deductions to the Division that do not comply to NRS 120A.540 may be returned/rejected unprocessed to be correctly resubmitted and may be subject to penalties and interest.

The additional following information shall be retained for deductions stemming from charges assessed on reported properties to ensure they were made in compliance with NRS 120A.540:

- Copy of the owner's contract representing consent for such a charge; and
- Copy of the business entity's policy to not regularly reverse or otherwise cancel. Evidence of routine reversal of charges may invalidate the deductibility of such charges.

Holders in custody of Nevada property may make deductions that have been agreed upon by the property owner in writing at the time the account was initiated, e.g., minimum balance fees charged against a savings account. Recouping due diligence expenses for costs such as postage and employee hours is NOT permitted.



### **Individual Retirement Accounts – TW Deduction Code**

On January 1, 2020, Internal Revenue Service Ruling 2018-17 became effective concerning withholding and reporting taxes with respect to payments from qualifying Individual Retirement Accounts (“IRAs”) to state unclaimed property programs.

Holders reporting these properties should make use of the NAUPA Standard Deduction and Withholding code “TW” to represent “Income Tax Withheld”. The value “TW” should be recorded in the PROPERTY record in the PROP-DEDUCTION-TYPE field. The amount of Federal Tax withheld should be stored in the PROP-DEDUCTION-AMOUNT field. This code should be used for any taxes withheld from remitted properties. The value of the property before the deduction should be stored in the PROP-AMOUNT-REPORTED field. The amount remitted to the state after the Federal Tax Withholding should be stored in the PROP-AMOUNT-REMITTED field. It is imperative that all withheld taxes are reflected in reports of unclaimed property, so that the claimants may be so advised and address this in conjunction with their tax reporting. For more information related to the NAUPA reporting standard, please visit: <https://unclaimed.org/wp-content/uploads/NAUPAStandardElectronicFileFormat-11.20.19.pdf>

Companies who withhold taxes should report and remit those taxes to the Internal Revenue Service or other taxing agency. Contact your legal or tax advisor for reporting and remittance instructions. For more information on the Revenue Ruling 2018-17, visit: <https://www.irs.gov/pub/irs-drop/rr-18-17.pdf>

### **Due diligence requirements – NRS 120A.560 (8)**

Due diligence is a requirement that the holder send written notice to an apparent owner indicating that they are in the custody of an apparent owner’s property. This requirement allows an owner the opportunity to collect funds from a holder prior to remittance to the State, and relieves the holder of the liability to report and remit funds to Nevada.

Please see Appendix B for a sample due diligence letter.

#### **Due diligence timeline**

Due diligence is required to be sent between 120 days and 60 days prior to the submission of a report.

Please do not use the due diligence date as the date of last activity unless the date of the due diligence response was the last contact where the owner expressed interest in the property and no other date qualifies in accordance with NRS 120A.

#### **Methods of due diligence required**

Due diligence is required to be performed by first class mail OR certified mail, based on circumstances outlined below. Additionally, email notifications are required in addition to mailed notifications in circumstances outlined below.

- First Class Mail – Required where the owner’s property is valued at \$50 or more AND the owner’s address documented in the Holder’s records is not known to be invalid. Not required in instances where certified mail is required.
- Certified Mail – Required where the owner’s property is in the form of stocks, retirement accounts or virtual currency; AND the property is valued at \$1,000 or more; AND the owner’s address documented in the Holder’s records is not known to be invalid.
- Email – Required when the owner has consented to receive electronic mail from the Holder; AND the email address documented in the Holder’s records is not known to be invalid; AND the property is valued at \$50 or



more. Email notification is required in addition to first class mail or certified mail requirements.

In circumstances where the address or email address is known to be invalid, that specific form of due diligence is not required. However, any other required form of due diligence is still required to be performed. In instances where any known address or email address is known to be invalid, no due diligence is required to be performed, but the property is still reportable.

### **Additional due diligence considerations**

It is to a holder's advantage to return funds to an owner rather than to the Division. Owners who still maintain a business relationship with a holder become frustrated when property is unnecessarily remitted. If notice is not sent due to the holder's records indicating that address/email address is invalid, the holder may be subject to penalties if it is discovered that owner addresses included in a report are valid.

All holders should check their records to determine if owners have other associated accounts that may be active, which eliminates the need to remit property.

Holder reporting requires holders to attest that they have performed due diligence pursuant to NRS 120A.560 and are authorized to electronically sign on behalf of the reporting entity before a report can be submitted.

Please retain all documents related to due diligence, as it will be used in the event of an audit; however, holders should not submit proof of due diligence with a report.

## **Reporting and remittance deadlines, methods required and other considerations.**

### **Reporting and Remittance Deadlines – NRS 120A.560(7)&(8)**

**Insurance entities'** reports are due **before May 1st** of each year for property presumed abandoned during the calendar year ending December 31st.

**All other business entities'** reports are due **before November 1st** of each year for property presumed abandoned during the fiscal year ending June 30th.

Refer to the remit year tables in Appendix A to determine when property is due to be reported. Depending on the type of property, if there has been documented contact with an owner where the owner expressed interest in the property, the property is no longer considered abandoned and dormancy periods are reset.

### **When is the earliest reports can be submitted?**

For reports that do not require due diligence (i.e., no property values exceeded \$50 or all last known addresses are known to be invalid), holders may submit reports beginning on July 1 (Jan. 1 for insurance). Otherwise, determining when holder reports can be submitted is dependent on the date in which due diligence letters were sent. As a reminder, the earliest due diligence letters can legally be mailed is 120 days prior to the date the holder report is filed, and the latest due diligence letters can legally be mailed is 60 days prior to the date the holder report is filed. For example, if due diligence letters are mailed on July 3<sup>rd</sup> (January 3<sup>rd</sup> for insurance entities), a holder could submit a report beginning on September 3<sup>rd</sup> (March 3<sup>rd</sup> for insurance entities).

Nevada reports are filed by fiscal year which begins annually on July 1st and ends on June 30th. It is currently FY 2024. Nevada's fiscal year 2025 will begin on July 1, 2025.

Reports submitted with property that has not reached its dormancy period may be rejected pursuant to

NRS 120A.660. Early reported properties must comply with due diligence requirements..

### **Online reporting – NRS 120A.560 (14)&(15)**

**Please note, online reporting and payment is mandatory.** Holder reports and payments are required to be filed and submitted electronically through the Portal. For step-by-step instructions on using the Portal, please review the Holder Module User Manual available at the following link:

[http://www.nevadatreasurer.gov/uploadedFiles/treasurer.nv.gov/content/Unclaimed\\_Property/Forms/Holder/Holder\\_Module\\_User\\_Manual.pdf](http://www.nevadatreasurer.gov/uploadedFiles/treasurer.nv.gov/content/Unclaimed_Property/Forms/Holder/Holder_Module_User_Manual.pdf).

Should a holder believe they are unable to meet the deadlines for reporting and remittance, they are encouraged to submit an extension request. Reports submitted past the deadline or which contain properties that are deemed late, are subject to assessments of penalties and/or interest. Both of these areas are addressed in the compliance section of this Manual.

### **Foreign holders / holders without a TIN / FEIN**

The Portal requires and verifies certain data contained in a report when it is uploaded, which includes a holder's FEIN/TIN. If a holder does not have a FEIN/TIN, holders must enter "33-3333333" in the FEIN/TIN field of a holder report. **If a holder has an assigned FEIN/TIN, it must be provided, do not use 33-3333333.**

As a reminder, FEIN/TIN is a mandatory data field for Nevada. Using a fictitious number equates to filing an inaccurate report, which may subject a holder to penalties.

### **Remitting payment – NRS 120A.560 (14)&(15), NRS 120A.570(1)**

**Payment is required to be remitted via ACH debit. Holders must contact their financial institutions to authorize ACH debit PRIOR to sending payments through the Portal by providing them with Nevada's company code (D886000022) otherwise the payment will reject.** Be aware that a rejected payment cannot be resubmitted until the initial error has been corrected. Rejected payments may be subject to penalties and interest if the resubmitted payment is received after the reporting due date, pursuant to NRS 120A.730. See "Fees" in this Manual for further information.

For holders remitting securities or safekeeping contents, please refer to the specific directions in this manual found on pages 17 through 20.

### **Reimbursements and adjustments – NRS 120A.640(4)**

If an owner comes forward to claim property on a report that has been prepared for remittance but not yet submitted to the Division, the holder must do one of the following:

- Revise the report by deleting the property and adjusting the amount and remittance; or
- Submit the report, as is, and follow the instructions for completing a [Request for Holder Reimbursement Form UP-4](#).

If an owner comes forward to claim property on a report that has been submitted, prior to processing the owner payment, please contact the Division to determine whether a claim has been filed and/or paid on the property in question.

If a holder comes forward for reimbursement due to duplicate payment or overpayment, a [Request for](#)

[Holder Refund](#) (UP-5) must be completed and submitted electronically to [NVHolder@NevadaTreasurer.gov](mailto:NVHolder@NevadaTreasurer.gov) or mailed to the address on the form.

### **Negative reports – NAC 120A.035**

Business entities and sole proprietors who are incorporated or licensed to conduct business in Nevada, or otherwise are located or doing business in Nevada must submit a “negative” report to the Division when no unclaimed property is found to be reportable. Individuals who require a license to perform a job (e.g., realtor, cosmetologist, nurse, teacher, electrician, etc.) are not required to file an annual negative report unless they are a business owner.

## **Reporting and remittance of special property types**

### **Delivery and registration of securities and mutual funds – NRS 120A.570(2)-(4)**

Please note, securities representing underlying shares, stock splits, bonds, etc., must be registered in our nominee name: Nevada Unclaimed Property.

Securities found in safe-deposit boxes must be inventoried and remitted to the Division as is. Do not deposit funds and remit via check or EFT. Instructions for remitting safe-deposit box contents are located on pages 19-20.

### **DTC transfers**

Holders participating in DTC (Depository Trust Company) MUST transfer re-registered securities directly to:

Nominee Name: Nevada Unclaimed Property

FEIN: 88-6000022

DTC Participant #: 901\*\*

Agent Bank #: 26500\*\*

Account #: 822494\*\*

### **Book entry shares/ Direct Registration Shares (DRS)/Dividend Reinvestments Shares:**

Nominee Name: Nevada Unclaimed Property

FEIN: 88-6000022

c/o Avenue Insights & Analytics

100 Hancock St FL 10

Quincy MA 02171

Fed Delivery:

Federal Reserve Bank of New York

ABA# 0210-0001-8

Bk of NYC Trust

FBO—State of Nevada Acct #822494

### **Dividend Reinvestment Plan**

Dividend Reinvestment Plan shares must be registered to Nevada Unclaimed Property, FEIN # 88-6000022 on the day of or before the report and remittance are submitted to the Division. Each reported shareowner's records must include the owner name, last transaction date, number of shares, and cash amount remitted, if applicable.

Corporations may utilize a book entry form of share registration in lieu of issuing physical securities (stock certificates).

Dividends earned should be issued as cash.

All holders must list Dividend Reinvestment Plan accounts with Property ID Code: SC19.

The Division will only accept whole shares for each individual when the physical certificates are issued. Fractional shares must be liquidated at fair market value when reported.

Fractional shares must be sold for each individual when physical certificates are issued and must be reported with Property ID Code: SC09.

### **Delivery of open-end mutual funds**

State Custodian, Avenu Insights & Analytics, will provide an account number for all transfers. Do not establish a new account number without first contacting the custodian. At least three business days prior to attempting delivery, please send an email to the custodian at [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com) to obtain an account. The registration reference account number (822494\*\*) must accompany the email request to identify it as a State of Nevada fund. Allow approximately one week for receipt of an account number.

Account Re-registration:

MAC & Co 822494  
Mutual Fund Operations  
500 Grant ST  
Room 151-1010  
Pittsburgh, PA 15258

Send interested party statements for Open-End Mutual Fund accounts to:

Avenu Insights & Analytics  
Custody Department  
100 Hancock Street, 10th Floor  
Quincy, MA 12171

Dividend Selection—Pay in Cash

### **Delivery of closed-end mutual funds**

Deliver via DTC. Contact state custodian, Avenu Insights & Analytics, 48 hours prior to delivery at [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com). Provide security name, CUSIP, shares, state, and your DTC #.

Deliver to:

DTC #901  
Account 822494  
State of Nevada

Dividend Selection—Pay in Cash

### **Physical certificates**

If a holder is unable to deliver through DTC, DRS or DWAC, register and deliver physical certificates via the following:

Hare & Co/Account # 822494

FEIN 13-6062916

The Depository Trust Company

570 Washington Blvd FL 5

Jersey City, NJ 07310

ATTN: BNY Mellon/Branch Deposit Department/Account #822494—State of Nevada

Two days prior to actual delivery, the Division will require an excel list of the securities, including CUSIP numbers, number of shares, issue names, certificate numbers, and the delivering party's information. Email the excel list to: [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com).

Please note, physical certificates will be returned if DTC, DWAC, or DRS eligible. If physical certificates are returned, penalties will be assessed if not corrected.

### **Worthless or non-transferable securities**

The Division will accept all securities. If a security cannot be delivered to the Division's brokerage account (Avenu Insights & Analytics), the reporting company must provide a statement showing the security in Nevada's name and tax ID number. Statements should be mailed when the initial report is submitted and then quarterly, unless there is activity in the account. If a holder chooses not to report worthless securities, DO NOT transfer the stock into Nevada's name and Tax ID number. ALL securities transferred into Nevada's name and Tax ID number must be reported.

### **Foreign securities**

For foreign securities, contact Timothy Woodward at Avenu Insights & Analytics:

[Timothy.Woodward@avenuinsights.com](mailto:Timothy.Woodward@avenuinsights.com).

### **Safe-deposit boxes – NRS 120A.510, NRS 120A.125, NRS 120A.570(1)**

The provisions of NRS 120A only apply to tangible property held in a safe-deposit box or other safekeeping depository which is maintained by:

- A bank or other financial organization, as defined at NRS 120A.070; or
- A safe-deposit box company

Please note, safekeeping items must be filed in a report separate from intangible items. **Any cash found in the safe-deposit box should be clearly detailed on the inventory sheet and on the electronic report using the safekeeping code CURR (Currency.) Foreign bills should be reported under the code FCUR (Foreign Currency) and foreign coins under the code COIN (Various Coins.)**

Safekeeping contents should be placed in a 9 X 12 inch or larger envelope or plastic bag. The owner names and box numbers or other identifying numbers must be clearly marked on the outside of the envelope. Holders should attach a [Safekeeping Inventory Form UP-6](#) to each envelope/plastic bag. Place the envelopes in alphabetical order by owner last name or business name.

Please do not remit safekeeping for other states to the Division; it will be returned unprocessed. The rules of taking custody for tangible items is determined by federal law and determined to be reportable to the state where the box is located.

Please do not report empty boxes. Instead, boxes should be drilled prior to preparing reports to avoid unnecessary labor.

If any of the safekeeping boxes contain firearms (except for antiques), controlled substances, or contents that could

be deemed illegal, holders should follow their internal policy regarding contraband. Holders should include a written explanation regarding how the safekeeping in question was handled with the remittance. These items are not accepted into the Division's inventory.

Safekeeping inventory must be delivered within 60 days of the report's submission. Contact the Division at 702-486-4140 or [UnclaimedProperty@NevadaTreasurer.gov](mailto:UnclaimedProperty@NevadaTreasurer.gov) to let the Division know the anticipated delivery date.

Cash and/or securities found in safekeeping boxes must be inventoried and remitted to the Division as is. Do not deposit funds and remit via check or EFT. The responsibility of holders is to report the box contents, not to alter them.

## Special Reports

### Court ordered unclaimed property

Please verify that a court order specifies the funds are to be directed to the Office of the State Treasurer – Unclaimed Property Division. Holders reporting court ordered funds must ensure the funds are to be remitted to the Unclaimed Property Division and not a county treasurer or the State Controller's Office.

Please contact the Division for instructions for reporting court ordered unclaimed property funds. Court ordered reports cannot be filed online. A copy of the court order must be emailed to [NVHolder@NevadaTreasurer.gov](mailto:NVHolder@NevadaTreasurer.gov) for review, prior to attempting to file a report. Once the court order has been reviewed and approved, report forms, remittance information, and instructions will be provided.

Funds held in an IOLTA pertaining to abandoned property can no longer be reported to Unclaimed Property. See Nevada Supreme Court Rule 1.15 for details on handling these properties.

### Settlement funds

Please contact the Division for instructions for reporting settlement funds at [NVHolder@NevadaTreasurer.gov](mailto:NVHolder@NevadaTreasurer.gov). Settlement reports cannot be filed online. A copy of the settlement agreement must be emailed prior to attempting to file a report. Upon review of the agreement, report forms, remittance information, and instructions will be provided.

### Reciprocal Reporting

Nevada does not have active reciprocal agreements with any state; therefore, the following information should be adhered to

In accordance with the United States Supreme Court decisions in Texas vs. New Jersey, Pennsylvania vs. New York, Delaware vs. New York, and the 1993 NAUPA resolution, property should be reported in accordance with the "Rules for Taking Custody" (NRS 120A.530). Under certain circumstances, permission will be granted to report property from other states; however, a state must receive written approval from the Division.

If a state is granted permission to report abandoned property to Nevada, the property must be submitted in NAUPA format and meet Nevada's statutory requirements. The Division reserves the right to refuse a report and to request a corrected report if received out of compliance.

### Submitting reciprocal reports

Do not upload reciprocal reports through the Portal. States that do not have a secure website for report retrieval should send encrypted/password protected files to: [NVHolder@NevadaTreasurer.gov](mailto:NVHolder@NevadaTreasurer.gov) or send encrypted/password protected reports on a CD ROM or USB flash drive to the Division's mailing address:

State of Nevada  
Office of the State Treasurer  
Unclaimed Property Division  
555 E Washington Ave., #5200  
Las Vegas, NV 89101

## Records retention – NRS 120A.700

Holders are required to retain abandoned property records for a period of seven (7) years after filing a report.

Business and financial organizations that provide checks, money orders, or similar instruments other than third-party bank checks, in which the organization is directly liable, must maintain records while instruments remain outstanding for three (3) years after the holder has filed a report.

Holders are required to retain records of not only those properties reported, but also those they wish to rely upon for proof of why property was excluded from a report.

## Compliance Efforts

### Penalties and interest – NRS 120A.730

The Nevada Unclaimed Property Division's mission is to serve Nevada. This mission includes reuniting owners with their property. Penalties and interest are assessed to aid in the timely reporting of property, submission of reports and associated payment (including stocks and royalties), which ultimately helps the Division achieve that goal. Penalties and/or interest may be waived through various methods. Waiver forms are provided through the notification of assessments and on the [Forms page](#) of the Division's website. Additionally, see the Voluntary Disclosure Agreement section below.

### Fees – NRS 120A.730

Pursuant to NRS 120A.730, holders are required to submit reports and remit payments through the Portal. Remittances are required to be submitted by ACH debit. Any variation from this requirement requires pre-approval. Pre-approval must be requested through the [ACH Debit Payment Exception Form UP-10](#). Absent a pre-approval, a holder will be charged a fee in an amount equal to the greater of \$50 or 2% of the amount of the payment. Each Exception request is only valid for a single remittance. Future remittances that are not made by the required payment method are required to receive a new pre-approval. Reliance on a prior exception approval will not alleviate fees from being assessed. There are no means to waive this fee without pre-approval having been obtained.

### Audits – NRS 120A.690

The Division's audit staff, and contracted third-party audit firms, conduct examinations of records to ensure holders comply with the state's unclaimed property requirements (NRS 120A.690).

Late reporting, non-reporting, consumer complaints, no last activity dates, and improper aging, are just a few examples that can trigger an audit.

- Audits may be conducted at reasonable times and upon a good faith effort to provide reasonable notice to the holder and the transfer agent. If you are notified that you have been selected for an audit but have not received a notice, please contact [UPAudit@NevadaTreasurer.gov](mailto:UPAudit@NevadaTreasurer.gov) for an electronic

copy of the notice sent. You may also contact [UPAudit@NevadaTreasurer.gov](mailto:UPAudit@NevadaTreasurer.gov) to confirm the validity of a letter received, to request guidance as to how to proceed with the audit, or for other audit related questions.

- Holder records can be requested electronically, eliminating the need for onsite examinations.

### **Self-Audits**

If the holder has received an initiation letter for a self-audit, please follow the instructions on the letter. If further guidance is needed, if you'd like to confirm the validity of the letter received, or the initiation letter has been misplaced, please contact [UPAudit@nevadatreasurer.gov](mailto:UPAudit@nevadatreasurer.gov).

Please DO NOT attempt to enroll in the VDA or another waiver program. Once an initiation letter is sent, other means of obtaining a waiver for past-due properties are not permitted.

### **Voluntary Disclosure Agreement (VDA) – NRS 120A.730 & NAC 120A.120(3)**

The Voluntary Disclosure Agreement program was established to educate holders of reporting requirements of NRS 120A and to assist holders to attaining and maintaining compliance.

Holders interested in participating in the VDA program must apply for and receive approval from the Division.

The VDA program requires holders to review their records in the same manner they would be reviewing them for annual reporting, and to report and remit all past due properties. The VDA program may also require a holder to allow for a review of their policies and procedures to provide the holder with the tools needed to ensure compliance in future reporting periods. If a holder is interested in what kind of information the Division looks for in policies and procedures, or for general information on the VDA program, please contact the Division's audit staff at: [UPAudit@nevadatreasurer.gov](mailto:UPAudit@nevadatreasurer.gov). The Division cannot supply sample policies, as the nature of property for business entities can vary. However, the Division is happy to discuss particular scenarios directly.

The Division's goal is to guide holders to compliance, offer relief from penalties on the current report and to safeguard holders so they are not assessed penalties and interest on future reports. Use the Division's expertise to your advantage and apply today! Holders are encouraged to apply for the VDA program prior to the reporting deadline and prior to the submission of a report.

Note: For holders who wish to participate in the VDA program that are not incorporated, located nor doing business in Nevada, please note that the Division expects the contents of a holder's policies and procedures to specifically address Nevada requirements as if the holder was a Nevada-based entity..



## REPORTING CHECKLIST

- ☐ Report of unclaimed property is in NAUPA format. Owner detail is complete and accurate.
  - 1. Valid property, relationship, and owner type codes are correctly posted in NAUPA file (see page 26).
  - 2. All available owner information is included, e.g., names, social security numbers, addresses, etc.
- ☐ Report and remittance balance. If submitted out of balance, report will not be accepted.
- ☐ Report of unclaimed property and ACH debit payment was submitted through the Division's online holder reporting portal.

### If applicable:

- ☐ Instructions for remitting securities were properly followed (see pages 17-19).
- ☐ Securities have been liquidated or transferred into the name of Nevada Unclaimed Property, FEIN 88-6000022, and transferred to the State's custodial account.
- ☐ Mutual funds were redeemed or transferred in the name of Nevada Unclaimed Property, FEIN 88-6000022, and transferred to the State's custodial account.

### Contact Information:

Nevada Unclaimed Property  
(702) 486-4140—phone  
(702) 486-4177—fax

Website: <http://www.nevadatreasurer.gov/>

Email: [NVHolder@NevadaTreasurer.gov](mailto:NVHolder@NevadaTreasurer.gov)

# APPENDICES

# APPENDIX A – REFERENCES

# PROPERTY TYPE CODES & ABANDONMENT PERIODS

## ACCOUNTS BALANCES (3 YEARS)

AC01	CHECKING ACCOUNTS
AC02	SAVINGS ACCOUNTS
AC03	MATURED CD OR SAVINGS CERTIFICATE
AC04	CHRISTMAS CLUB ACCOUNTS
AC05	MONEY ON DEPOSIT-SECURE FUNDS
AC06	SECURITY DEPOSITS
AC07	UNIDENTIFIED DEPOSITS
AC08	SUSPENSE ACCOUNTS
AC99	AGGREGATE ACCOUNT BALANCE UNDER \$50

## CHECKS (3 YEARS EXCEPT AS NOTED)

CK01	CASHIER'S CHECKS
CK02	CERTIFIED CHECKS
CK03	REGISTERED CHECKS
CK04	TREASURER'S CHECKS
CK05	DRAFTS
CK06	WARRANTS
CK07	MONEY ORDERS (7 YEARS)
CK08	TRAVELER'S CHECKS (15 YEARS)
CK09	FOREIGN EXCHANGE CHECKS
CK10	EXPENSE CHECKS
CK11	PENSION CHECKS
CK12	CREDIT CHECKS OR MEMOS
CK13	VENDOR CHECKS
CK14	CHECK WRITTEN OFF—INCOME/SURPLUS
CK15	OUTSTANDING—CHECKS/EXCHANGE ITEMS
CK16	CD INTEREST CHECKS
CK99	AGGREGATE UNCASHED CHECKS UNDER \$50

CMBN	COMBINED MULTI PROPS ON IMPORT
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## EDUCATIONAL SAVINGS ACCOUNTS (3 YEARS)

CS-01	CASH
CS-02	MUTUAL FUNDS
CS-03	SECURITIES

## COURT DEPOSITS (1 YEAR)

CT01	ESCROW FUNDS
CT02	CONDEMNATION AWARDS
CT03	MISSING HEIRS' FUNDS
CT04	SUSPENSE ACCOUNTS
CT05	DEPOSITS WITH COURT/PUB AUTH
CT06	PUBLIC AID CHILD SUPPORT CHECKS
CT99	AGGREGATE COURT DEPOSITS

## HEALTH SAVINGS PLANS (3 YEARS)

HS01	HEALTH SAVINGS ACCOUNT
HS02	HEALTH SAVINGS ACCOUNT INVESTMENT

## INSURANCE (3 YEARS)

IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS
IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS
IN03	DEATH BENEFITS—BENEFICIARIES
IN04	PROCEEDS—POLICY, ENDOWMENTS, ANNUITIES
IN05	PREMIUM REFUNDS
IN06	UNIDENTIFIED REMITTANCES
IN07	OTHER AMOUNTS DUE UNDER POLICY
IN08	AGENT CREDIT BALANCES
IN99	AGGREGATE INSURANCE PROPERTY UNDER \$50

## TRADITIONAL IRA (3 YEARS)

IR01	CASH
IR02	MUTUAL FUNDS
IR03	SECURITIES

## ROTH IRA (3 YEARS)

IR05	CASH
IR06	MUTUAL FUNDS
IR07	SECURITIES

**ALL government entities (Courts, Governments, a Governmental Subdivision, Agency, or Instrumentality) regardless of the property type, are legally required to report abandoned property annually. Property is due 1 year from the last activity date.**

**ALL holders are legally required to report all property types marked "(1 YEAR)" annually. All other property types are legally required to report as stated above.**

**All utility companies are legally required to report utility deposits, refunds/ rebates annually.**

## PROCEEDS FROM MINERAL INTERESTS (3 YEARS)

MI01	NET REVENUE INTEREST
MI02	ROYALTIES
MI03	OVERRIDING ROYALTIES
MI04	PRODUCTION PAYMENTS
MI05	WORKING INTERESTS
MI06	BONUSES
MI07	DELAY RENTALS
MI08	SHUT IN ROYALTIES
MI09	MINIMUM ROYALTIES
MI99	AGGREGATE MINERAL PROCEEDS

## MISC PROPERTY (3 YEARS EXCEPT AS NOTED)

MS01	WAGES, PAYROLL, SALARY (1 YEAR)
MS02	COMMISSIONS (1 YEAR)
MS03	WORKER'S COMPENSATION
MS04	PAYMENTS FOR GOODS, SERVICES
MS05	CUSTOMER OVERPAYMENTS
MS06	UNIDENTIFIED REMITTANCES
MS07	UN-REFUNDED OVERCHARGES
MS08	ACCOUNTS PAYABLE
MS09	CREDIT BALANCES—ACCOUNTS RECEIVABLE
MS10	DISCOUNTS DUE
MS11	REFUNDS DUE
MS13	UNCLAIMED LOAN COLLATERAL
MS14	SUMS PAYABLE UNDER PENSION AND PROFIT-SHARING PLANS (IRA, KEOUGH0, 401K, ETC)
MS15	PROPERTY DISTRIBUTABLE IN THE COURSE OF DISSOLUTION OR LIQUIDATION (1 YEAR)
MS16	MISCELLANEOUS OUTSTANDING CHECKS
MS17	MISCELLANEOUS INTANGIBLE PERSONAL PROPERTY
MS18	SUSPENSE LIABILITIES
MS99	AGGREGATE—MISCELLANEOUS PROPERTY UNDER \$50

## MISC PROPERTY PRESUMED ABANDONED ON EXPIRATION DATE

MS12	UNREDEEMED GIFT CERTIFICATES (see page 10 for additional information)
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## SECURITIES (3 YEARS)

SC01	DIVIDENDS
SC02	INTEREST PAYABLE ON REGS BONDS
SC03	NOT USED
SC04	EQUITY PAYMENTS
SC05	PROFITS
SC06	FUNDS PD—SHARES OR INTEREST
SC07	BEARER BOND INTEREST/MATURED PRINCIPLE
SC08	SHARES OF STOCK
SC09	CASH FOR FRACTIONAL SHARES
SC10	UN-EXCHANGED STOCK SUCCESSOR CORP
SC11	OTHER CERTIFICATES OF OWNERSHIP
SC12	UNDERLYING SHARES OR OTHER OUTSTANDING CERTIFICATES
SC13	FUNDS FOR LIQUIDATION/REDEMPTION OF UN-SURRENDERED STOCK OR BONDS
SC14	DEBENTURES
SC15	US GOVT SECURITIES
SC16	MUTUAL FUNDS
SC17	WARRANTS
SC18	MATURED PRINCIPAL REGS BONDS
SC19	DIVIDEND REINVESTMENT PLANS
SC20	CREDIT BALANCES
SC99	AGGREGATE SECURITY PROPERTY UNDER \$50

## SAFE-DEPOSIT BOXES AND SAFEKEEPING (3 YEARS)

SD01	CONTENTS FROM SAFE-DEPOSIT BOXES
SD02	CONTENTS OTHER SAFEKEEPING

## TRUST, INVESTMENT & ESCROW ACCOUNTS (3 YEARS EXCEPT AS NOTED)

TR01	PAYING AGENT ACCOUNTS
TR02	UNDELIVERED OR UNCASHED DIVIDENDS
TR03	FUNDS HELD IN A FIDUCIARY CAPACITY (FOR GOV'T)
TR04	ESCROW ACCOUNTS
TR05	TRUST VOUCHERS
TR99	AGGREGATE TRUST PROPERTY UNDER \$50

## UTILITIES (3 YEARS EXCEPT AS NOTED)

UT01	UTILITY DEPOSITS (1 YEAR)
UT02	MEMBERSHIP FEES
UT03	REFUNDS OR REBATES (1 YEAR)
UT04	CAPITAL CREDIT DISTRIBUTIONS
UT99	AGGREGATE UTILITY PROPERTIES UNDER \$50

## NEVADA OWNERSHIP CODES

Code	Description
OT	All Owners except Aggregate or Unknown – This code represents individual property records that are not reported as aggregate or unknown and is used when an owner's name is known and included in the report.
UN	Unknown Owner (no name available) – This code represents individual property records in which the original owner's name is unknown.

## NEVADA DEDUCTION AND WITHHOLDING CODES

Code	Description
SW	Service Charge – This code is for authorized use for Nevada properties during the dormancy period. Fees cannot be withheld until after a property is presumed abandoned and cannot exceed \$5 per month until remitted to the State.
TW	Income Tax Withheld- For Individual Retirement Accounts Only. See page 14 for more details.
ZZ	Deduction Code Not Identified Above  <b>NOTE: Use of this deduction code requires prior written approval from the Nevada Unclaimed Property Office. Failure to do so will result in a report rejecting.</b>

## NEVADA RELATIONSHIP CODES & DEFINITIONS

Code	Description	Definition
AD	Administrator	A person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AF	Attorney For	A person who has been qualified by a state or federal court to provide legal services, including appearing in a court and is authorized to act for another.
AG	Agent For	A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority.
AN	(AND) Unspecified Joint Relationship	Unspecified joint relationship including 'AND'.
BF	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy, or any instrument in which there is a distribution.
CP	Community Property	Property or earnings received by a husband and wife during marriage, other than by gift, devise, or descent. Separate property is property owned by a spouse before marriage or received during the marriage by gift, devise or descent. In some jurisdictions, earnings from separate property are also separate property and, in some jurisdictions, such earnings are community property. Recognized by California, Arizona, New Mexico, Texas, Nevada, Idaho, Washington, Wisconsin, Louisiana and Puerto Rico.
CF	Custodian	An individual entrusted with guarding and keeping property or having custody of a person; a person named to manage a child's property under the UFGTMA; a person or entity appointed by a bankruptcy court to take charge of the debtor's property for purposes of administration.
CN	Conservator	A person, official or institution appointed by a court to take over and manage the estate and financial affairs and/or a person's daily life due to physical or mental limitations or old age; a public official charged with the protection of something affecting public welfare and interests.
DF	Defendant	The party sued in a civil lawsuit or the party charged with a crime in a criminal prosecution.
ES	Estate	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
EX	Executor / Executrix	The person appointed to administer the estate of person who has died leaving a will that nominates that person.
FB	For Benefit Of	A person who is entitled to property that is held by another person (typically a custodian or trustee). FB is typically used in trustee, self-directed, inherited, education and transferred accounts.
GR	Guardian	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs
HE	Heir	Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.)

Code	Description	Definition
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy; the person whose life is insured by life insurance, after whose death, the benefits go to others.
JE	Tenants in Entireties	Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor.
JT	Joint Tenants	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated.
JS	Joint Tenants with Rights of Survivorships	A type of account owned by at least two people where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of the other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
OR	(OR) Unspecified Joint Relationship	Unspecified joint relationship including 'OR'.
OT	Other Relationship	Relationship other than specified in this list. Additional details should be submitted with the property/
PA	Payee	The one named on a check or promissory note to receive payment. Each individual named as 'payee' shall be paid an equal share of the property.
PD	Payable on Death	Account is payable on Death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate.
PO	Power of Attorney	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. General powers of attorney give the authorized party broad discretion; Special powers of attorney are limited in capacity.
RE	Remitter	Used primarily on official checks. The remitter is the person who purchased the official check. This relationship is separate from the holder who turns the property over to the state.
SO	Sole Owner	Sole Owner is used when there is only a single owner for the property, and that person has all rights to the ownership of the property.
TC	Tenants in Common	A type of account which is owned by at least two people with no rights of survivorship afforded to any of the account holders. In this type of account, a surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death. Generally, the member ownership in the account is determined on a pro rata basis, meaning that if there are two tenants in the account, each will have a 50% claim on the account's value.
TE	Trustee	A person or entity who holds the assets (corpus) of a trustee for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it.

Code	Description	Definition
UF	Usufruct	Usufruct is a real right in a property owned by another, normally for a limited time or until death. Simply stated, it is the right to use the property, to enjoy the fruits and income of the property, to rent the property out and to collect the rents, all to the exclusion of the underlying real or naked owner. The usufructuary has the full right to use the property but cannot dispose of the property nor can it be destroyed.
UG	Uniform Gift to Minors Act	Property was gifted to a minor according to the Uniform Gifts to Minor's Act (Uniform Transfers to Minor's Act in some states). Regardless of whether the minor has reached the age of majority; they should be coded with the UG relation. The custodian on the account should be coded as CU.
UN	Unknown	Owner's relationship to the property is not known.
UT	Uniform Transfer to Minor	Property that is gifted to a minor under the Uniform Gifts to Minors Act – (UGMA). This act allows minors to own property such as securities. Under the UGMA, the ownership of the funds works like it does with any other trust except that the donor must appoint a custodian (the trustee) to look after the account. Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU.



## NEVADA SAFEKEEPING TYPES CODES

<b>Code</b>	<b>Description</b>
<b>AMMO</b>	Ammunition
<b>BARG</b>	Gold Bars
<b>BARS</b>	Silver Bars
<b>BOND</b>	Savings Bonds
<b>CARD</b>	Sports Trading Cards
<b>CJWL</b>	Costume Jewelry
<b>COIN</b>	Various Coins
<b>CURR</b>	Currency
<b>DEPO</b>	Cash Deposit
<b>EYES</b>	Eyeglasses
<b>FCUR</b>	Foreign Currency
<b>JEWL</b>	Fine Jewelry
<b>KRUG</b>	Krugerrands
<b>MISC</b>	Miscellaneous Items
<b>PAPR</b>	Various Paperwork
<b>STCK</b>	Stock Certificates
<b>STMP</b>	Stamps / Postage
<b>TEET</b>	False Teeth
<b>TOKE</b>	Tokens
<b>TOOL</b>	Tools
<b>WATC</b>	Watch
<b>WEAP</b>	Weapons
<b>WILL</b>	Wills / Codicils to Wills

## UNCLAIMED PROPERTY REPORT/REMIT YEAR TABLES *BUSINESS ENTITIES ONLY (NON-INSURANCE ENTITIES)*

### ONE (1) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Report and payment must be submitted prior to:
07/01/2019 thru 06/30/2020	November 1, 2021
07/01/2020 thru 06/30/2021	November 1, 2022
07/01/2021 thru 06/30/2022	November 1, 2023
07/01/2022 thru 06/30/2023	November 1, 2024
07/01/2023 thru 06/30/2024	November 1, 2025
07/01/2024 thru 06/30/2025	November 1, 2026
07/01/2025 thru 06/30/2026	November 1, 2027
07/01/2026 thru 06/30/2027	November 1, 2028

### THREE (3) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Report and payment must be submitted prior to:
07/01/2017 thru 06/30/2018	November 1, 2021
07/01/2018 thru 06/30/2019	November 1, 2022
07/01/2019 thru 06/30/2020	November 1, 2023
07/01/2020 thru 06/30/2021	November 1, 2024
07/01/2021 thru 06/30/2022	November 1, 2025
07/01/2022 thru 06/30/2023	November 1, 2026
07/01/2023 thru 06/30/2024	November 1, 2027
07/01/2024 thru 06/30/2025	November 1, 2028

**Note 1:** Reports and remittances that are received after the prescribed due date are subject to penalties and/or interest under the provisions of NRS 120A.730.

**Note 2:** The holder is responsible for reporting all properties deemed abandoned up to the end of the last activity date period noted next to the report and payment submission deadline. The holder's failure to report and pay for properties past due will result in increased penalties and/or interest, as the period of noncompliance has not ended.

## UNCLAIMED PROPERTY REPORT/REMIT YEAR TABLES INSURANCE ENTITIES ONLY

### ONE (1) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Report and payment must be submitted prior to:
01/01/2019 thru 12/31/2019	May 1, 2021
01/01/2020 thru 12/31/2020	May 1, 2022
01/01/2021 thru 12/31/2021	May 1, 2023
01/01/2022 thru 12/31/2022	May 1, 2024
01/01/2023 thru 12/31/2023	May 1, 2025
01/01/2024 thru 12/31/2024	May 1, 2026
01/01/2025 thru 12/31/2025	May 1, 2027
01/01/2026 thru 12/31/2026	May 1, 2028

### THREE (3) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Report and payment must be submitted prior to:
01/01/2017 thru 12/31/2017	May 1, 2021
01/01/2018 thru 12/31/2018	May 1, 2022
01/01/2019 thru 12/31/2019	May 1, 2023
01/01/2020 thru 12/31/2020	May 1, 2024
01/01/2021 thru 12/31/2021	May 1, 2025
01/01/2022 thru 12/31/2022	May 1, 2026
01/01/2023 thru 12/31/2023	May 1, 2027
01/01/2024 thru 12/31/2024	May 1, 2028

**Note 1:** Reports and remittances that are received after the prescribed due date are subject to penalties and/or interest under the provisions of NRS 120A.730.

**Note 2:** The holder is responsible for reporting all properties deemed abandoned up to the end of the last activity date period noted next to the report and payment submission deadline. The holder's failure to report and pay for properties past due will result in increased penalties and/or interest, as the period of noncompliance has not ended.

## APPENDIX B – SAMPLES

## SAMPLE DUE DILIGENCE LETTER

Acme Funds Corporation  
123 Abandoned Lane  
Anywhere USA 12345

Date

Owner Name  
456 Asset Road  
Jackpot USA 67890

Re: Account #  
Balance \$  
Property Type:

Dear Owner:

We are holding unclaimed property with a value of at least \$50 for the person listed above. The owner may claim this property by contacting us at the address, phone number or email address listed below.

Holder Information:    Company Name  
                                 Address:  
                                 Phone #:  
                                 Email Address:

Failure to respond by (*insert the last day property will be available for refund*), will result in property being remitted to Nevada Unclaimed Property by October 31st (*April 30th for all insurance entities*). After that date, the owner may contact the state where the property will be held in perpetuity and can be rightfully claimed.

Sincerely,

Company's Contact Person's Name