

Nevada Unclaimed Property Questionnaire

Please answer all questions on both sides of the form and send to the State of Nevada Treasurer's Office, Unclaimed Property Division (not to GCB) via one of the methods below. If you believe you are not the person responsible for compliance with Nevada's Unclaimed Property laws, please forward this communication to the individual who is. Sign up for our [emailing list](#) and follow us on Facebook [@NVUnclaimedProperty](#).

Mail:
Nevada Unclaimed Property
555 E. Washington Ave. #5200
Las Vegas, NV 89101

Email:
UPAudit@nevadatreasurer.gov

Fax:
(702)486-4177

You may also contact our Office by phone for questions or concerns: (702)486-4140

Please provide basic company information. Fill out one form per FEIN.

Company Name:

FEIN:

Address:

Total Revenue (Gross):

Number of Employees (Total):

Date and State of Incorporation:

Contact Person's Name:

Contact Person's Title:

Contact Person's Email Address:

Contact Person's Phone Number:

Properties who share the FEIN:

Pursuant to Nevada Revised Statute (NRS) 120A.560 and Nevada Administrative Code (NAC) 120A.035, businesses who conduct business in Nevada, are located in Nevada or are incorporated in Nevada, are required to submit a report to the State Treasurer either disclosing any unclaimed property in their possession or disclosing that they have no unclaimed property to report. Such reports are due by October 31 for non-insurance issuing entities and 4/30 for insurance issuing entities. See the [Holder Manual](#) for periods of review and reporting requirements. The following questions are designed to better ensure that you are in compliance with State laws. If a property type is not reported by your company, but rather, through a third-party reporter on your behalf, please notate who performs this and why. (E.g.: Paychex Payroll Services reports our payroll because our contract stipulates that when the funds are transferred to cover the cost of payroll, they are not refunded to our company if a paycheck is left uncashed. Paychex assumes responsibility for tracking and reporting these properties.)

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Questions	Yes	No	N/A	Comments
1. Does your company currently submit Unclaimed Property reports to the Treasurer's Office?				
2. Does your company file reports even when no unclaimed property was identified to be turned over?				
3. Are the following items included in the reports submitted (if not, please identify who each item is being reported to, if any)?				
<p>a. Unclaimed (cashed or uncashed) gaming vouchers (prepaid TITO tickets, TITO tickets, Sleepers from R&S/ PM, etc.)?</p> <p>Note: This type of unclaimed property is not reportable to the Treasurer's Office, but rather may be required to be included in your NGC-31 and NGC-18 filings. Consult with the Gaming Control Board if you need further information.</p>				
<p>b. Unclaimed gaming chips?</p> <p>Note: This type of unclaimed property is not reportable to the Treasurer's Office, but rather may be required to be included in your NGC-31 filings. Consult with the Gaming Control Board if you need further information.</p>				
<p>c. Uncashed verified winnings from minor gamblers?</p> <p>Note: This type of unclaimed property is not reportable to the Treasurer's Office, but rather may be required to be included in your NGC-31 filings. Consult with the Gaming Control Board if you need further information.</p>				
<p>d. Contents in abandoned safekeeping boxes/ hotel safe boxes?</p> <p>Note: This type of unclaimed property is not reportable to the Treasurer's Office unless your company is a safety deposit box repository or a financial institution.</p>				
<p>e. Uncashed payroll, commission or any other form of compensation to an employee (including bonuses and other benefits) checks or aging payroll/commission payables 1 year after the payable came due?</p>				
<p>f. Uncashed checks or aging payables due to vendors, service providers or charities 3 years after the payable came due?</p> <p>Note: Regardless of a check being initiated as the result of an exchange of good and services, when a check is written, the intent to pay is demonstrated. Therefore, the payee's failure to cash the check does not negate the obligation to pay.</p>				

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g. Uncashed checks or aging accounts receivable credits/refunds due to patrons or vendors 3 years after the payable came due?				
h. Uncashed checks or aging accounts receivable credits/refunds due as a result of conventions, entertainment or room reservations 3 years after the payable came due?				
4. Does your company offer front money, safekeeping of funds or other gaming accounts? If so, please include information in your comments AND answer the following question.				
a. If the answer to #4 was "No," mark this question as "N/A." Otherwise, are these types of properties reported to the Treasurer's Office 3 years after the last activity date?				
5. Does your company issue gift certificates/cards? If so, please identify in the comments the nature of gift certificates offered (e.g.: non-negotiable versus negotiable/ for gaming use versus for retail/dining uses versus for hotel use, etc.)				
a. If the answer to #5 was "No," mark this question as "N/A." Otherwise, for gift certificates/cards that were issued before 10/1/2007, are unused balances reported to the Treasurer's Office 3 years after the last date of activity? (If the answer to #5 above was no, this step does not apply)				
b. If the answer to #5 was "No," mark this question as "N/A." Otherwise, for gift certificates/cards that were issued on or after 10/1/2007, are 60% of unused balances reported after the expiration date? (If the answer to #5 above was no, this step does not apply) Note: Gift certificates/cards issued on or after 10/1/2007 with no expiration date are not deemed reportable to the Treasurer's Office.				
6. Does your company issue ownership through stock or other equity interest?				
a. If the answer to #6 was "No," mark this question as "N/A." Otherwise, are properties reported 3 years after the earlier of: The date the most recent dividend was issued, the date of the most recent stock split, another distribution that is unclaimed by the owner, or date of a second mailing of a statement of account/ communication/ other notification that was returned as undeliverable, OR the date the holder discontinued mailings/notifications/ communications to the owner?				

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7. Does your company remit to the Treasurer's Office found money? Note: Money found in a casino (that was not inserted into a slot machine in exchange for credits) should be treated in accordance to your company's lost and found policies. Money found as active credits in a slot machine should be treated in accordance with gaming revenue recognition requirements.				
8. Does your company offer a retirement plan?				
a. If the answer to #8 was "No," mark this question as "N/A." Otherwise, do you report these properties to the Treasurer's Office 3 years after the earliest of: the distribution or attempted distribution of the property or the date of required distribution?				

Thank you completing this questionnaire and for your cooperation with the Treasurer's Office. If you have any questions or concerns regarding this questionnaire or regarding compliance with Unclaimed Property laws, please contact the State of Nevada's Unclaimed Property Division (contact information provided on page 1). Our Office is dedicated to encouraging compliance. Therefore, if your company has not reported previously, or if your company has extenuating circumstances revolving around items on a report, please ask about our programs offering forgiveness of penalties and interest assessed in conjunction to NRS 120A.730.

Please sign and date below to attest to the truth and correctness of the answers in this questionnaire.

Name (Written)

Signature

Title

Date