

## **ADDITIONAL INSTRUCTIONS AND INFORMATION**

### **REPORT CHECKLIST - Before filing your report, have you?**

- Sent owner notification letters to all owners with accounts \$ 50.00 or more?
- Signed Form UP-1S statement verification?
- Enclosed a check for the total amount due payable to GEORGIA DEPARTMENT OF REVENUE UNCLAIMED PROPERTY PROGRAM?
- Posted federal tax identification number on all pages of the report?
- Electronic filers: Clearly labeled CD and have a hard copy of Form UP-1S to send?
- Securities: Completed DTC Transfer Form UP-3S?

### **TO FILE AN EXTENSION**

- Reports are due by November 1, 2016. Extensions may be granted up to 90 days.
- Mail or fax a written request to the Unclaimed Property Program at least 30 days prior to the report due date.
- Provide an estimated filing date and the reason for the extension.

### **REMITTING ABANDONED SECURITIES**

- Do not report worthless / non-transferable securities / restricted shares.
- Do not report fractional shares. Holders must liquidate fractional shares.
- Securities must be electronically transferred to Georgia's custodial account. Use the following information when making this transfer:

CUSTODIAN - Wells Fargo Advisors  
DTC NUMBER - 0141  
GEORGIA'S ACCOUNT NUMBER - 7888-0087

- All physical certificates must be submitted with the unclaimed property report by November 1. The certificates must be registered to the GEORGIA REVENUE COMMISSIONER.

### **NEED MORE HELP?**

Georgia's Unclaimed Property staff will be glad to answer any questions regarding unclaimed property. Please contact us at:

Georgia Department of Revenue  
Unclaimed Property Program  
4125 Welcome All Rd Suite 701  
Atlanta, GA 30349  
Telephone: (855) 329-9863  
Fax Line: (404) 724-7013  
Email: [ucpmail@dor.ga.gov](mailto:ucpmail@dor.ga.gov)