ADDITIONAL INSTRUCTIONS AND INFORMATION

REPORT CHECKLIST - Before filing your report, have you?

- Sent owner notification letters / e-mails to all owners with accounts of $50 or more?
- Sent owner notification letters by Certified Mails to all owners with accounts over $10,000?
- Signed Form UP-1S statement verification?
- Submitted payment electronically at https://gareporting.unclaimedproperty.com/ or enclosed a check for the total amount due payable to GEORGIA DEPARTMENT OF REVENUE
- Included federal tax identification number on all pages of the report?
- Electronic filers: Uploaded NAUPA file at https://gareporting.unclaimedproperty.com/?
- Securities: Completed DTC Transfer Form UP-3S? (If not submitting an electronic report)

TO REQUEST AN EXTENSION

- Reports are due by November 1, 2026. Extensions may be granted up to 90 days.
- Email a written request to ucp.reporting@dor.ga.gov at least 30 days prior to the report due date.
- Please Provide the following:

  1) Holder Name
  2) FEIN
  3) Contact Information
  4) The reason for the extension
  5) The Expected Filing Date (up to 90 days)

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: ucp.reporting@dor.ga.gov