

ADDITIONAL INSTRUCTIONS AND INFORMATION

REPORT CHECKLIST - Before filing your report, have you?

- Sent owner notification letters to all owners with accounts of \$50 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?
- Included federal tax identification number on all pages of the report?
- Electronic filers: Included a clearly labeled CD and a hard copy of Form UP-1S?
- Securities: Completed DTC Transfer Form UP-3S?

TO REQUEST AN EXTENSION

- Reports are due by November 1, 2020. Extensions may be granted of 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 request.

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