# Business Reporting Manual

Office of Iowa State Treasurer
Michael L. Fitzgerald

**Fiscal Year 2022 | Unclaimed Property Division**

Michael L. Fitzgerald
Treasurer of State

Capitol Building
1007 E Grand Ave.
Des Moines, IA 50319

Greetings Valued Business,

We share a common goal: to provide excellent service to our customers. As part of this goal, my office runs the Great Iowa Treasure Hunt, a program dedicated to reuniting Iowans with their lost or unclaimed property.

Any outstanding obligation owed to a person, business, shareholder, investor, employee or customer is considered unclaimed property if there has been no owner contact for a set period of time. Unclaimed property includes, but is not limited to, abandoned financial assets such as checking and savings accounts, unpaid wages, securities, life insurance payouts, uncashed checks, deposits, refunds or safe deposit box contents.

The Iowa unclaimed property law requires all businesses review their records each year and report unclaimed assets to the State Treasurer's Office each year. This report must be filed on or before November 1 and should include all property that is reportable as of June 30. Reports must be filed each year there is unclaimed property.

My goal as State Treasurer is to return all unclaimed property to its rightful owners. You play a vital role in this effort. By following the law and submitting accurate reports, your business takes the first step in reuniting owners with their lost property.

We have prepared these instructions to aid you in reporting unclaimed property to the State of Iowa. Please do not hesitate to contact our office with questions or comments at (515) 281-7546 or upreport@tos.iowa.gov. We welcome your feedback.

Sincerely,

Michael L. Fitzgerald
State Treasurer

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# Unclaimed Property Overview

Unclaimed property is defined by Iowa Code Chapter 556, which also describes reporting requirements and the operations of Iowa's unclaimed property program. The statute is limited to unclaimed intangible property, which are financial assets. It does not apply to tangible property, except for the contents of safe deposit boxes and other items left in safekeeping, or land.

Unclaimed property can be represented by an outstanding obligation owed by one party to another, such as an uncashed check or other type of payment. Unclaimed property includes dormant financial assets, such as an inactive savings account, abandoned stock or other investments. Property is considered unclaimed when the owner has failed to acknowledge the existence of or claim an asset for a set period of time. For the State of Iowa, this dormancy period is generally three years (see Exhibit I).

Any entity that engages in commerce can potentially generate unclaimed property. A holder of unclaimed property means *any* entity in possession of unclaimed property belonging to another or indebted to another on an obligation. The unclaimed property law lists specific types of businesses potentially holding unclaimed property (including financial institutions, life insurers, utilities and government agencies or subdivisions), but ultimately the law applies to *all* business associations, wherever located, domiciled or incorporated (such as a corporation, joint stock company, business trust, partnership, cooperative or other association for business purposes, whether or not for profit).

A reporting business does not have to physically possess the underlying funds or other asset to be obligated to report and remit the property; rather, it is a determination of whether the businesses are obligated to the owner to make payment or delivery. The unclaimed property law creates an affirmative duty on the part of businesses to contact the owners and attempt to pay or re-establish an active relationship with them. When efforts by the business to locate the rightful owner fail, the funds must be turned over to the office of the State Treasurer. It is responsible for safeguarding these funds, publicizing the names of the rightful owners and returning the funds back to the owners as they come forward.

All unclaimed property that is not expressly exempted under Iowa Code Chapter 556, where the owner had a last known address in Iowa, is reportable to Iowa. Additionally, unclaimed property is reportable to the State of Iowa when:

- The business is incorporated in the State of Iowa, and the address of the owner is unknown, or the address is in a foreign jurisdiction.
- The underlying obligation is represented by a money order, traveler's check or other similar written instrument issued in Iowa.
- The property consists of safe deposit box contents and the safe deposit box was opened in Iowa, regardless of the last known address of the owner.

Businesses with unclaimed property owing to other states should report directly to those states. To access information concerning the unclaimed property laws and reporting requirements of other states, consult the website for the National Association of Unclaimed Property Administrators, or the websites maintained by other state unclaimed property programs.

# Owner Notification: Due Diligence

## Notifying Property Owners

Reasonable efforts to locate owners when an account first becomes inactive or a check remains uncashed should be made. Businesses are required to mail a notice to all owners of property due to be included in their annual report. Below are some tips when notifying owners.

- If mail has been returned, it is important you keep records of the owners' last known addresses. The last known address needs to be included in your report. This information is crucial in our efforts to verify ownership of property.
- A business is not required to make a due diligence mailing to owners whose property has an aggregate value of less than $50.00.
- Be sure to include the business contact information in the due diligence letters.
- Provide at least 30 day notice to the owners before submitting the report to the State Treasurer's Office.

# Sample Due Diligence letter:

Iowa Code Section 556.2 provides the wording for a sample due diligence draft notice below:

[Insert Date]

[Name]
[Address]
[City, State, Zip]

Re: (Property Description)

Dear Customer,

According to our records, we have had no contact with you regarding (insert type of property) for more than (number) years. Under Iowa law, if there is a period of (number) years without contact, we may be required to transfer these funds to the custody of the Iowa State Treasurer's Office as unclaimed property. You may prevent this by taking some action, such as a deposit or withdrawal to indicate your interest in this account, contacting the number listed below, or by signing this form and returning it to us.

Reporting Business Name:
Contact Person:
Address:
Phone Number:
Email:

If we do not hear from you before (insert the last date by which the company can remove items for refunds before reporting to the State), the law requires us to submit this obligation to the Iowa State Treasurer's Office.

Sincerely,

Reporting Business Name

I _____wish to have my unclaimed property returned to me. Please send the funds to me at the above address (Please make corrections to the address if necessary) or as otherwise indicated.

# Reporting Unclaimed Property

Unclaimed property reports **must be** in a NAUPA II format and filed electronically under Iowa Code Section 781-9.18(2). You may select from various vendors that offer unclaimed property software at https://www.greatiowatreasurehunt.gov/app/reporting-resources.

Upon completing your unclaimed property report, you may upload it through the reporting portal at https://greatiowatreasurehunt.gov/app/holder-info.

Entities with a small number of properties to report, who prefer not to use one of the software options, can create their reports by manually entering the data. From the "Submit a Report" page choose "Enter a Manual Report" on the right side. For directions on how to create and submit a manual report, consult the Manual Online Reporting instructions.

Notes:

- Safe deposit box properties must be included on a separate report that does not include any other types of property.
- For guidance in reporting Individual Retirement Accounts (IRAs), consult the National Association of Unclaimed Property Adminstrators' website.

## Property Type Codes and Owner Relationship Codes

Reporting protocols require the coding of property and owners.

**Property type codes** (see Exhibit I) document the nature of the unclaimed asset and are essential for facilitating the return of property to missing owners by the State Treasurer's Office. Knowing the nature of the property reported assists claimants in establishing their entitlement to the property and allows the state to request the appropriate ownership documentation.

**Ownership relationship codes** (see Exhibit II) are especially necessary when there are multiple owners to unclaimed property or where there are special legal relationships concerning the property. Owner relationship codes assist the State Treasurer's Office in locating the actual owner(s) of property and help ensure the entities entitled to the property are appropriately paid.

# HIPAA Compliance

Health Insurance Portability and Accountability Act (HIPAA) compliance can be indicated when filing a report. This designation will ensure the business name is not disclosed to the public. The U.S. Department of Health & Human Services can help to determine if a buiness is HIPAA compliant.

# Cryptocurrency

Businesses holding unclaimed cryptocurrency will initially report, but not remit, to the Treasurer of State:

1. Contact the Treasurer's Office before reporting cryptocurrency.
2. Perform due diligence consistent with Iowa Code Section 556.11(5).
3. Report, but not remit, all unclaimed property that has met the required abandonment period of three years.
4. After the property is reported, any claims inquiries pertaining to the cryptocurrency received by the Treasurer of State will be forwarded to the reporting business.

# Gift Cards/Certificates

Gift cards issued for merchandise on or after July 1, 2014 never expire or acquire fees and are always redeemable for goods. These gift cards are not required to be reported as unclaimed property.

| **Issued Prior to August 22, 2010** | **Issued Between August 22, 2010 and June 30, 2014** | **Issued July 1, 2014 and beyond** |
|---|---|---|
| Reportable as unclaimed property after **3 years** of inactivity. | Reportable as unclaimed property after **5 years** of inactivity. | **Open and Closed Loop Cards with expiration dates and/or fees**: Reportable as unclaimed property after 5 years of inactivity.<br><br>**Closed Loop Cards redeemable for merchandise only that never expire or incur fees: Not required to be reported** as unclaimed property. |
| **Per the Federal CARD Act enacted August 22, 2010**<br><br>Fees cannot be assessed until 12 months after the instrument's activation and expiration dates need to be disclosed on the instrument. | | |

# Reporting Timeline

**Step 1: Identify the property that is subject to reporting as of June 30**

For a detailed listing of types of property subject to reporting and abandonment periods, refer to Exhibit I.

Note: Any property not specifically identified is required to be reported as miscellaneous intangible property, unless expressly exempted by law.

**Step 2: Undertake a final effort to locate owners July through September**

Iowa law requires you send a final notice letter to the owner at the owner's last known address, unless the value of property is less than $50 or there is no valid address on file. A sample letter can be found on page 4. If contact is re-established with the owner, the property should not be included in the unclaimed property report.

**Step 3: Create and file your report on or before November 1**

Unclaimed property reports **must** be in a NAUPA II format and filed electronically.

**Step 4: Remit/deliver property to the State of Iowa on or before November 1**

The report and remittance must be postmarked by November 1 to avoid penalties and/or late fees.

## Timeline

**Reporting period ending June 30**

Identify all items of property subject to reporting

**July 1 – October**

Assemble draft report and contact owners

**November 1**

Report and Remittance Due

Note: Should an owner come forward after you have reported, you may pay the claimant directly and then file for reimbursement from the State Treasurer's Office. Email upreport@tos.iowa.gov, or call the Treasurer's Office prior to reimbursement to verify the funds have not been paid out.

## Disposition of Unclaimed Property

If 35% or more of the accounts are claimed within 24 month of filing the report, the Treasurer of State may charge a $5 fee to the reporting business for each record claimed. For specific language, refer to Iowa Code Chapter 556.11(5).

# Remittance of Funds

**Due On or Before November 1**

## Remittance by Check

Make checks payable to: **Treasurer State of Iowa** (include business FEIN on check)

**Before November 5, 2021 mail to:**

If by non-USPS delivery:
Wells Fargo Lockbox Services
Iowa Treasurer of State, Unclaimed Property
#10430
F2505-01B
13733 University Ave
Clive, IA 50325-8279

If by USPS mail:
Iowa Treasurer of State
Unclaimed Property Division
PO Box 10430
Des Moines, IA 50306-0430

**After November 5, 2021 mail to:**

If by non-USPS delivery:
Wells Fargo Lockbox Services #856791
Iowa Treasurer of State, Unclaimed Property
1801 Parkview Drive, 1st Floor
Shoreview, MN 55126

If by USPS mail:
Iowa Treasurer of State
Unclaimed Property Division
PO Box 856791
Minneapolis, MN 55485-6791

## Remittance by ACH

You may remit by electronic transaction with ACH at https://greatiowatreasurehunt.gov/app/holder/payment/search. A receipt confirmation will be emailed for payment received.

## Remittance by Wire

Clearly identify your wires by adding your company name to the CCD Entry Detail Record Field 7 Identification Number. This information is key in linking the funds to your report.

Wire: Bank Name: Wells Fargo Bank
Bank R/T: 121000248
Bank Address: 420 Montgomery, San Francisco, CA 94104
Account Name: Treasurer of State-Unclaimed Property
Account Number: 4945846830

# Securities Registration and Deposit

When reporting securities, your report is not complete until you provide evidence of the property being transferred into the ownership of the State of Iowa unclaimed property. The required evidence depends on the type of security and how it will be delivered to the state. Two days prior to delivery, you must email our custodian with your intent to deliver.

## Book Entry

Eligible shares must be delivered through Depository Trust Company (DTC), Direct Registration System (DRS) or Deposit/Withdrawal at Custodian (DWAC) if not DTC participant:

| | |
|---|---|
| DTC # 901 | Reference: State of Iowa |
| Agent Bank # 26500 | Acct #303668 |

Two business days prior to actual delivery, we request an Excel file of the securities, including CUSIP numbers, number of shares, issue names and the delivering party's DTC participant number. Email the file to upch.custody@avenuinsights.com.

## Register and Deliver Physical Certificates

Only if unable to deliver through DTC, DRS or DWAC:

Hare & Co/ Acct # 303668
FEIN # 13-6062916
The Depository Trust Company
570 Washington Blvd – 5th FL
Jersey City, NJ 07310
Attn: BNY Mellon/Branch Deposit Department/Account #303668 – State of Iowa Unclaimed Property

Note: Physical certificates will be returned if DTC, DWAC or DRS eligible.

Two days prior to actual delivery, we request an Excel file of the securities, including CUSIP numbers, number of shares, issue names, certificate numbers and the delivering party's information. Email the file to upch.custody@avenuinsights.com.

## Open-End Mutual Funds

Mutual fund accounts held for the State of Iowa unclaimed property must be opened in advance. Avenu will provide the account numbers for all mutual funds to be transferred into the State's account. Contact Avenu at upch.custody@avenuinsights.com to obtain the account numbers three business days prior to attempting delivery.

Send interested party statements for Open-End Mutual Fund accounts to the following:
Avenu Insights & Analytics
C/O Custody Department
100 Hancock Street, 10th Floor
Quincy, MA 02171

**A confirmation statement showing the State of Iowa unclaimed property as the owner of the shares must accompany your report of unclaimed property in order for your report to be complete.**

## Dividend Reinvestments Plans and Closed-End Funds

Close accounts and forward whole shares via DTC (review instructions on page 7). Fractional shares must be sold at the owner level and money applied to each individual owner. Include the original check with your report of unclaimed property.

## Foreign Securities

Contact our securities custodian, Avenu Insights & Analytics, for instructions.
Email: upch.custody@avenuinsights.com

## Federal Reserve Securities

Deliver as follows:
Federal Reserve Bank of New York
ABA#0210-0001-8
Bk of NYC/CUST
Account # 303668 – State of Iowa Unclaimed Property

## Book Entry & Brokerage Account Statements

Mail all statements to the address below and include a copy of the statement with your report.

State of Iowa Unclaimed Property
C/O Avenu Insights & Analytics
Attn. Custody Department
100 Hancock St, 10th floor
North Quincy, MA 02171

## Worthless Securities

Iowa law allows businesses to elect not to report unclaimed worthless/non-freely transferable securities. If a business elects not to report worthless/non-freely transferable shares, the securities can be kept on in-house accounts under the State's name.

# Reporting and Delivery of Safekeeping

If you report safekeeping items, review our Financial Institution Manual.

- Unclaimed safe deposit box contents and other property held in safekeeping (collectively, safekeeping items) are to be reported by November 1.
- Safekeeping items should not be remitted until specific direction is received from the State Treasurer's Office.
- Reporting businesses are responsible for ensuring the tangible property is delivered to the State Treasurer's Office. It is in the reporting business's best interest to have tangible property sent

registered via USPS, courier or hand delivered so that a confirmation of delivery may be obtained.

- Coins and currency should not be deposited and must be reported as held.
- Unpaid box rental fees, lock drilling and other charges may not offset against safekeeping items.
- A separate report must be filed for safekeeping items; do not comingle safekeeping items and intangible property.
- Electronic reporting of safekeeping is required to maintain the integrity of the contents being remitted.
- Provide accurate and detailed descriptions of the contents to avoid discrepancies. The State Treasurer's Office will contact you if the descriptions do not adequately reflect what is remitted.

# Detailing and Itemizing Unclaimed Safekeeping

Open all sealed envelopes/containers to obtain an accurate description. The following examples are intended to assist you in creating item descriptions for reporting purposes:

| | |
|---|---|
| **Papers** | Will of John Doe<br>American Insurance Company insurance policy John Doe<br>Birth Certificate of John Doe<br>Abstract of home located 123 Main St<br>Miscellaneous papers of no value (i.e. – receipts, letters, tax documents, car titles, empty envelopes). You may combine these and report them as one item. |
| **Securities** | American Company, Certificate #ABC123, 600 shares, registered to John Doe<br>$50 US Series E savings bond #Q6349724P for John Doe |
| **Cash/Coin** | 12 wheat pennies<br>5 buffalo nickels<br>20 Mexican pesos<br>40 nickels<br>10 - $1.00 bills<br>73 Jefferson nickels<br>1 coin wrapper containing 50 US pennies dated 1918-1964 (indicate if original wrapper is empty). |
| **Valuables/Other** | 6 gold colored necklaces<br>1 gold colored pocket watch<br>1 gold colored ring with 5 clear stones<br>1 pair screw back earrings with clear red stone |

**Do not remit firearms or hazardous material** without going through the following steps:

1. Contact the State Treasurer's Office before remitting.
2. Contact local law enforcement authorities and explain the situation.

# Final Checklist

- ☐ Mailed owner notification (due diligence) letters and provided owners 30 days to respond
- ☐ Created the report using software that creates a NAUPA II formatted file
- ☐ Uploaded the .txt or .hrs file through the state's portal
- ☐ Verified the report's total cash and shares equal the remittance amounts
- ☐ Sent report remittances via ACH or check
- ☐ Notified the state of any mutual funds that need to be moved
- ☐ Moved shares successfully to state's custodial accounts with BNY Mellon

# Contact Information

## Website

State Treasurer of Iowa Michael Fitzgerald: IowaTreasurer.gov
Unclaimed Property Division: GreatIowaTreasureHunt.gov

## Email

upreport@tos.iowa.gov

## Phone and Fax

Phone: (515) 281-7546, Monday – Friday, 8:00 am – 4:00 pm
Fax: (515) 281-6962

# Exhibit I

## Property Type Codes and their Iowa Code Sections

**ACCOUNT BALANCES** – 3 years

| | | |
|---|---|---|
| 556.2 | **AC01** | Checking Account |
| 556.2 | **AC02** | Savings Account |
| 556.2 | **AC03** | Matured CD or Savings Certificate |
| 556.9 | **AC05** | Money on Deposit to Secure Fund |
| 556.9 | **AC06** | Security Deposits |
| 556.9 | **AC07** | Unidentified Deposits |
| 556.9 | **AC08** | Suspense Accounts |

**AGGREGATE***

| | | |
|---|---|---|
| 556.9 | **AC99** | Aggregate Reporting |

**UNCASHED CHECKS – 3 years**

| | | |
|---|---|---|
| 556.2B | **CK01** | Cashier's Checks |
| 556.2B | **CK02** | Certified Checks |
| 556.2B | **CK03** | Registered Checks |
| 556.2B | **CK04** | Treasurer's Checks |
| 556.2B | **CK05** | Drafts |
| 556.2C | **CK06** | Warrants |
| 556.2B | **CK07** | Money Orders (other than express) |
| 556.2A | **CK08** | Traveler's Checks - **15 years** |
| 556.2B | **CK09** | Foreign Exchange Checks |
| 556.9 | **CK10** | Expense Checks |
| 556.9 | **CK11** | Pension Checks |
| 556.9 | **CK12** | Credit Checks or Memos |
| 556.9 | **CK13** | Vendor Checks |
| 556.9 | **CK14** | Checks Written Off to Income |
| 556.2B | **CK15** | Outstanding Official Checks |
| 556.2 | **CK16** | CD Interest Checks |
| 556.2A | **CK17** | Express Money Orders - **7 years** |

**EDUCATIONAL SAVINGS ACCOUNTS -3 years****

| | | |
|---|---|---|
| 556.7 | **CS01** | Cash |
| 556.7 | **CS02** | Mutual Funds |
| 556.7 | **CS03** | Securities |

**LOCAL GOVN'T / COURT DEPOSIT - 2 years**

| | | |
|---|---|---|
| 556.8 | **CT01** | Escrow Funds |
| 556.8 | **CT02** | Condemnation Awards |
| 556.8 | **CT03** | Missing Heir's Funds |
| 556.8 | **CT04** | Suspense Account |
| 556.8 | **CT05** | Other Court Deposit |
| 556.8 | **CT06** | Child Support |
| 556.8 | **CT08** | Accounts Payable |
| 55 | | |
| 6.8 | **CT09** | Victim's Restitution |
| 556.8 | **CT10** | Miscellaneous Checks |

**HEALTH SAVINGS PLANS – 3 years**

| | | |
|---|---|---|
| 556.7 | **HS01** | Health Savings Account |
| 556.7 | **HS02** | Health Savings Account Investment |

**INSURANCE - 3 years**

| | | |
|---|---|---|
| 556.9 | **IN01** | Individual Policy Benefits of Claim Payment |
| 556.9 | **IN02** | Group Policy Benefits or Claim Payments |
| 556.3 | **IN03** | Proceeds Due Beneficiaries |
| 556.3 | **IN04** | Proceeds from Matured Policies, Endow., annuities |
| 556.9 | **IN05** | Premium Refunds |
| 556.9 | **IN06** | Unidentified Remittances |
| 556.3 | **IN07** | Other Amount Due Under Policy Terms: Whole life term or endowment or annuity or supplementary Contract **(2 years after reaching limiting age).** |
| 556.9 | **IN08** | Agent Credit Balances |
| 556.9 | **IN09** | Retained Asset Account |
| 556.3A | **IN10** | Proceeds or shares of stock from demutualization |

**TRADNL IRA, SEP IRA SARSEP IRA&SIMPLE IRA – 3 years**

| | | |
|---|---|---|
| 556.7 | **IR01** | Cash |
| 556.7 | **IR02** | Mutual Funds |
| 556.7 | **IR03** | Securities |

**ROTH IRA – 3 years**

| | | |
|---|---|---|
| 556.7 | **IR05** | Cash |
| 556.7 | **IR06** | Mutual Funds |
| 556.7 | **IR07** | Securities |

**MINERAL PROCEEDS and MINERAL INTERESTS - 3 years**

| | | |
|---|---|---|
| 556.9 | **MI01** | Net Revenue |
| 556.9 | **MI02** | Royalties |
| 556.9 | **MI03** | Overriding Royalties |
| 556.9 | **MI04** | Production Payments |
| 556.9 | **MI05** | Working Interest |
| 556.9 | **MI06** | Bonuses |
| 556.9 | **MI07** | Delay Rentals |
| 556.9 | **MI08** | Shut-in Royalties |
| 556.9 | **MI09** | Minimum Royalties |

**MISC. CHECKS and TANGIBLE PROPERTY - 3 years**

| | | |
|---|---|---|
| 556.9 | **MS01** | Wages, Payroll, Salary - **1 year** |
| 556.9 | **MS02** | Commissions - **1 year** |
| 556.9 | **MS03** | Worker's Compensation |
| 556.9 | **MS04** | Payment of Goods & Services |
| 556.9 | **MS05** | Customer Overpayments |
| 556.9 | **MS06** | Unidentified Remittances |
| 556.9 | **MS07** | Unrefunded Overcharges |
| 556.9 | **MS08** | Accounts Payable |
| 556.9 | **MS09** | Credit Balances & Accounts Receivable |
| 556.9 | **MS10** | Discounts Due |
| 556.9 | **MS11** | Refunds Due |
| 556.9 | **MS12** | Unredeemed Gift Cards & Gift Certs - **5 years*** ** |

**MISC. CHECKS and TANGIBLE PROPERTY - 3 years (cont.)**

| | | |
|---|---|---|
| 556.9 | **MS13** | Unclaimed Loan Collateral |
| 556.7 | **MS14** | Pension & Profit Share Plans |
| 556.6 | **MS15** | Dissolution / Liquidation - **1 year** |
| 556.9 | **MS16** | Misc. Outstanding Checks |
| 556.9 | **MS17** | Misc. Intangible Property |
| 556.9 | **MS18** | Suspense Liabilities |
| 556.9 | **MS19** | Uncashed Rebates |
| 556.9 | **MS20** | Gambling Winnings |

**SECURITIES - 3 years**

| | | |
|---|---|---|
| 556.9 | **SC01** | Dividends |
| 556.9 | **SC02** | Interest (Bond Coupon) |
| 556.5 | **SC03** | Principal Repayments |
| 556.5 | **SC04** | Equity Payments |
| 556.5 | **SC05** | Profits |
| 556.5 | **SC06** | Funds Paid to Purchase Shares |
| 556.5 | **SC07** | Funds for Stocks & Bonds |
| 556.5 | **SC08** | Shares of Stock (returned by Post Office) |
| 556.5 | **SC09** | Cash for Fractional Shares |
| 556.5 | **SC10** | Unexchanged Stock of Successor Corp. |
| 556.5 | **SC11** | Other Certificate of Ownership |
| 556.5 | **SC12** | Underlying Shares or Other Outstanding certs |
| 556.5 | **SC13** | Funds for Liquidation |
| 556.9 | **SC14** | Debentures |
| 556.5 | **SC15** | U.S. Government Securities |
| 556.5 | **SC16** | Mutual Fund Shares |
| 556.9 | **SC17** | Warrants (Rights) |
| 556.9 | **SC18** | Matured Bond Principal |
| 556.5 | **SC19** | Dividend Reinvestment Plans |
| 556.5 | **SC20** | Credit Balances |
| 556.5 | **SC41** | Book Shares |
| 556.5 | **SC42** | Worthless Shares |
| 556.5 | **SC43** | Underlying/Unexchanged Shares Held in Book |

**SAFE DEPOSIT BOXES - 3 years**

| | | |
|---|---|---|
| 556.2.4 | **SD01** | Safe Deposit Box Contents |
| 556.2.4 | **SD02** | Other Safekeeping |
| 556.2.4 | **SD03** | Other Tangible Property |

**TRUST, INVESTMENT & ESCROW ACCOUNTS - 3 years**

| | | |
|---|---|---|
| 556.7 | **TR01** | Paying Agents Accounts |
| 556.7 | **TR02** | Undelivered Uncashed Dividends |
| 556.7 | **TR03** | Funds Held in Fiduciary Capacity |
| 556.7 | **TR04** | Escrow Accounts |
| 556.7 | **TR05** | Trust Vouchers |

**UTILITIES - 1 year**

| | | |
|---|---|---|
| 556.4 | **UT01** | Utility Deposits |
| 556.9 | **UT02** | Membership Fees - **3 years** |
| 556.4 | **UT03** | Refunds or Rebates |
| 556.9 | **UT04** | Capital Credit Distributions - **3 years** |

***Aggregate includes ALL records without detail, less than $50 reported or where the owner is unknown. Only ONE Aggregate per report***

***Educational Savings Accounts are reportable only in certain circumstances after thirty years have elapsed since the account was established. Please refer to Iowa Admin Code 781 - 9.12*

****Closed loop cards issued 7/1/14 and later redeemable for merchandise only that do not have fees or expiration dates ARE NOT reportable*

# Exhibit II

## Owner Relationship Codes & Definitions

| | | |
|---|---|---|
| Administrator | **AD** | The 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. |
| Agent For | **AG** | A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority. |
| Attorney For | **AF** | A person who has been qualified by a state or federal court to provide legal services, including appearing in court, and is authorized to act for another. |
| (And) Unspecified Joint Relationship | **AN** | Unspecified joint relationship including 'AND'. |
| Beneficiary | **BF** | 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 distribution. |
| Community Property | **CP** | 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. |
| Conservator | **CN** | A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age. |
| Custodian | **CF** | A person with whom some article is left, usually pursuant to a contract (called a "contract of bailment"), who is responsible for the safe return of the article to the owner when the contract is fulfilled. |
| Defendant | **DF** | The party sued in a civil lawsuit or the party charged with a crime in a criminal prosecution. |
| Estate | **ES** | 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). |
| Executor or Executrix | **EX** | The person appointed to administer the estate of a person who has died leaving a will which nominates that person. |
| For Benefit Of | **FB** | 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. |
| Guardian | **GR** | 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. |

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| Heir | **HE** | 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.) |
| Insured | **IN** | The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy. |
| Joint Tenants | **JT** | 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. |
| Joint Tenants with Rights of Survivorship | **JS** | A type of account which is 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 that other member. All members of the account are afforded the power to conduct investment transactions within the account as well. |
| Tenants in Common | **TC** | 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. |
| Tenants in Entireties | **JE** | Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor. |
| (Or) Unspecified Joint Relationship | **OR** | Unspecific joint relationship including 'OR'. |
| Other Relationship | **OT** | Relationship other than specified in this list. Additional details should be submitted with the property. |
| Payable on Death | **PD** | 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. |
| Payee | **PA** | The one named on a check or promissory note to receive payment. |
| Power of Attorney | **PO** | 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. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope. |

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| Remitter | **RE** | 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. |
| Sole Owner | **SO** | 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. |
| Trustee | **TE** | 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. |
| Uniform Gifts to Minor | **UG** | 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. |
| Uniform Transfer to Minor | **UT** | Property that is gifted to a minor under the Uniform Transfer to Minors Act-(UTMA). This act allows a minor to receive gifts such as money, patents, royalties, real estate and fine art, without the aid of a guardian or trustee. The gift giver or an appointed custodian manages the minor's account until the minor is of age (usually 18 or 21). |
| Unknown | **UN** | The owner's relationship to the property is not known. |
| Usufruct | **UF** | 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 inclusion 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. |