

State of California - Controller's Office  
**Annual Report of Unclaimed Personal Property**

UDS-1 (Rev. 04/15)

- All Information Must be Typed
- Please note that the former UDS-1 and UDS-1A forms have been combined (please use this form for all paper reporting)

**Section 1 – Holder Information**

Holder	City	Branch	Page _____ of _____
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**Section 2 – Property Information**

Sole/Multiple Owners of	Report Property To CA	Property Status	Owner Status <input type="checkbox"/> Known <input type="checkbox"/> Aggregate <input type="checkbox"/> Unknown	Prop Type Code	Last Transaction Date	Acct. Number	Check Number
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Comments

Cash to Report	Additions	Reason (See NAUPA codes)	Deductions	Reason (See NAUPA codes)	Total Cash to Report/Remit	Interest Rate
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CUSIP Number	Current Shares	Original Shares	Certificate Number	Registered To	Issue Name	Sub-Issue Name	Symbol	Mutual Fund Family
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Tangible Box Number	Opened By	Date Opened	Lease Expire Date	Unpaid Rent	Drilling Fees
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Social Security Number/FEIN	Date of Birth	Owner Type	Relationship Type
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Owner Business Name/Last Name	Owner First Name	Owner Middle Name	Prefix	Suffix	Title
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Street Address	ZIP Code	City	State	County	Country
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# Annual Report of Unclaimed Personal Property Owner Detail Sheet (UDS-1) Instructions

Paper Reports may be submitted by holders reporting less than ten properties. A Paper Report must be submitted on the Annual Report of Unclaimed Personal Property Owner Detail Sheet (UDS-1).

Electronic reports are required for holders reporting ten or more properties. Holders are encouraged to submit a report in electronic format regardless of the number of properties.

Property valued at \$24.99 or less may be combined into one aggregate account, except for securities property types SC01-SC20 and safekeeping property types SD01-SD03. Holders are encouraged to provide account information when available. When property included in an aggregate report is claimed, holders that did not provide identifying information may be asked to further assist property owners during the process. It is preferred that holders do not report in aggregate.

## **Section 1: Holder Information**

**Holder** — Enter the name of your company

**City** — Enter the city where your company is located

**Branch** — Enter the branch number or name

**Page** — Enter the page number and total pages in report

## **Section 2: Property Information**

**Sole/Multiple Owners** — For each property, enter the individual owner number associated within the owner group, and the total number of owners in the group (i.e. 1 of 2; 2 of 2).

**Property Status** — Select the appropriate Property Status:

- “Report First” – property being reported, but not remitted. Please note that “Report First” will be the only appropriate entry when submitting a Holder Notice Report. When choosing this designation, cash remitted to the State will always calculate to zero.
- “Reportable” – property being submitted with the Holder Remit Report.
- “Reactivated/Refunded” – property reunited with the rightful owner after the submission of the Holder Notice Report but prior to the submission of the Holder Remit Report.

**Owner Status** — Check the appropriate Owner Status:

- “Known” – if property owner information is known;
- “Aggregate” – if properties are valued at less than \$25 and will be reported as a single line item without owner information; or,
- “Unknown” – if property owner information is not known.

**Property Type** — **This field is mandatory.** Select the appropriate four-digit property type code.

**Last Transaction Date** — **This field is mandatory.** Enter the last transaction date. The last Transaction Date (also known as the date of last contact, or last activity date) is the date on which the last deposit or withdrawal occurred or the date on which the property became payable, redeemable, dormant, or returnable (e.g., issue date of a check). The date must be formatted as MM/DD/YY.

**Account Number** — Enter the account number on the check, account, or remittance, if applicable.

**Check Number** — Enter the check number, if applicable.

**Comments** — Add any comments on the property, if applicable.

**Cash to Report/Remit** — Enter the original property cash amount.

**Additions/Deductions** — Enter the amount of any additional charges or deductions to the original amount.

**Reason** — (Deduction and Withholding Codes) - Select the appropriate deduction or addition code.

**Cash to Report/Remit** — **This field is mandatory.** Total amount of cash to be reported/remitted after applying the appropriate additions and deductions. Cash will be *reported* on the Holder Notice Report and *remitted* on the Holder Remit Report.

**Interest Rate** — Enter the amount of interest to be assessed to the report/remit amount if applicable.

**CUSIP Number** — Enter the CUSIP (Committee on Uniform Securities Identification Procedures) number of the security, if applicable.

**Current Shares** — Enter the number of shares the owner is entitled to at the time the property is reported to the State, carrying the number out to the fourth decimal place (i.e. 12.0725).

**Original Shares** — Enter the number of shares that the owner was entitled to at the time of last activity on the account, carrying the number out to the fourth decimal place (i.e. 12.0725).

**Certificate Number** — Enter the security certificate number.

**Registered To** — Enter the exact name that does or would appear on a stock certificate.

**Issue Name** — Enter the name of the security being reported.

**Sub-Issue Name** — List the sub-issues under the mutual fund family name, if applicable.

**Symbol** — Enter the symbol for the security if traded on a stock exchange.

**Mutual Fund Family** — Enter the mutual fund family name.

**Tangible Box Number** — Enter the safe-deposit box number. Use this field for property type SD01 or SD02 only.

**Opened by** — Enter the name of the person who opened the box.

**Date Opened** — Enter the date the box was opened. Please enter in MM/DD/YYYY format.

**Lease Expire Date** — Enter the date on which the safe deposit box lease expired. Enter in MM/DD/YYYY format.

**Unpaid Rent** — Enter the total amount of unpaid rent due.

**Drilling Fees** — Enter the total amount charged for drilling services.

**Social Security Number (SSN)/Federal Tax Identification Number (FEIN) – This field is mandatory.** Enter the property owner’s SSN if the named property owner is an individual or the FEIN if the named owner is a business. This field is required for all named property owners. If the SSN or the FEIN is not in the holder’s records, a written explanation must accompany the report.

**Date of Birth** — Enter the property owner’s date of birth. Please enter in MM/DD/YYYY format.

**Owner Type** — **This field is mandatory.** Select the appropriate owner type code.

**Relationship Type** — **This field is mandatory.** Select the relationship type code. **Owner**

**Business Name** — Enter the business name of the account owner. If the first word of the business is “The,” put “The” after the name.

Example:	<b>Correct</b> Adam Company The	<b>Incorrect</b> The Adam Company
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**Owner Last Name** — Enter the property owner’s last name. If the property owner’s name is unavailable, enter “Unknown.”

**Owner First Name** — Enter the property owner’s first name.

**Owner Middle Name** — Enter the property owner’s middle name.

**Prefix** — Enter the property owner’s name prefix (i.e. Dr (Doctor), Pvt (Private), Rev (Reverend), etc.) **without punctuation.**

**Suffix** — Enter the property owner’s name suffix (i.e. Jr, Sr, III, etc.) if applicable, **without punctuation.**

**Title** — Enter the appropriate title, if applicable, (i.e. Dr (doctor), Pvt (Private), Rev (Reverend), etc.) **without punctuation.**

**Street Address** — Enter the property owner’s last known address. If the address is unknown leave this blank.

**Zip** — Enter the property owner’s zip code.

**City** — Enter the city of the property owner’s last known address. If unknown, leave this field blank.

**State** — Select the state of the property owner’s last known address. If unknown, leave this field blank.

**County** — Enter the county of the property owner’s last known address. If unknown, leave this field blank.

**Country** — Select the country code if the property owner’s last known address is in a foreign country.

A copy of the Owner Detail Sheet, UDS-1 form, can be found at:  
[http://www.sco.ca.gov/upd\\_rptg.html](http://www.sco.ca.gov/upd_rptg.html)