



Lynn Fitch
STATE TREASURER
UNCLAIMED PROPERTY

Frequently Asked Questions for Holders

Most of your questions can be answered in these FAQs. For any questions you may have that are not answered in this document, please feel free to contact our unclaimed property division at 601-359-2513 or UPReporting@treasury.ms.gov.

Thank you for your assistance with this process.

Treasurer, State of Mississippi



Is there an instruction guide to help me understand reporting?

Yes. You will find the Holder Reporting Instructions on our website under Holder Reporting.

<http://www.treasurerlynnfitch.ms.gov/UnclaimedProperty/Documents/Holder-Reporting-Instructions.pdf>

What property should I report to the State?

What is the look-back period for reporting?

For 2017, property from June 30, 2012 and earlier is due by Nov 1, 2017.

How long must an account be dormant before it is considered abandoned?

In Mississippi, it is 5 years for all checks, 15 years for travelers checks, and 7 years for money orders.

Do I have to wait for the third year to report?

No, you may report any time your items meet the dormancy requirements.

Is there a minimum amount?

No. Businesses are required to report all unclaimed property, no matter how small.

Does Mississippi require negative reports?

No.

What is the aggregate amount for reporting for the State of Mississippi?

We suggest an aggregate amount of \$50.00 or less.

What are the requirements for reporting stock and securities?

Worthless and non-transferable stocks will NOT be accepted. Settlement & Delivery Instructions can be found in the Holder Reporting Instructions on page 8.

<http://www.treasurerlynnfitch.ms.gov/UnclaimedProperty/Documents/Holder-Reporting-Instructions.pdf>

How do I report Bearer Bonds?

If you are reporting bearer bonds or unclaimed interest on such bonds, the complete description of the bonds must include the issue name, series, and bond number, as well as all outstanding coupon numbers.

The owner should be listed as Unknown.

How do I report gift cards?

If there is an expiration date printed on the card – do not report or remit.

If there is no expiration date printed on the card and it is 5 years dormant, please report and remit along with the following information:

Card Number
Date of Sale
Dollar Amount

You must keep a detailed record of this information.

How do we report and remit the property to the State?

What Holder information is required on the report?

Federal Employer ID #

Holder's name and address

Contact person for the report – phone # and email address

What type of remittance does Mississippi require?

ePayments located on our website under Holder Reporting are the most secure and cost efficient way to remit.

http://www.ms.gov/mtd/epayment_app/Home/UserInfo

If you opt to use **ACH or Wire transfer**, you MUST include company name

Checks should be made payable to Office of the State Treasurer and mailed or delivered to our office:

Mailing Address:
Office of the State Treasurer
Unclaimed Property Division
P O Box 138
Jackson, MS 39205

Physical Address:
Office of the State Treasurer
Unclaimed Property Division
501 North West Street, Ste. 1101A
Jackson, MS 39201

What file format must I use to report my unclaimed property?

Electronic files must be in the NAUPA format ending with the **.hde** extension, (encrypted) to secure the information

What related responsibilities do we have as a holder?

How long must a holder retain information after remitting to the state?

According to State regulations (Title 38, Part 4, Chapter 5.1B):

“Holders shall maintain records containing the information required to be included in the holder report for a minimum of SEVEN (7) years after the date of the holder’s report.”

What is the time frame and minimum dollar amount to send our due diligence letters?

We suggest you send your due diligence letters at least 60 days before reporting your unclaimed property funds. We also suggest you send due diligence letters for property of \$50.00 or more.