

SOUTH DAKOTA VERIFICATION SUMMARY FOR UNCLAIMED PROPERTY

This form or similar form with the same information is required with all filings. Instructions are on the reverse side.

Holder Name: _____

Contact Name: _____

Address: _____

Address: _____

Federal ID: _____

Phone: _____

Incorp. Date: _____ Incorp. State: _____

Email: _____

Report Period Ending: _____

Report Form Submitted: Enclosed CD/Flash Drive (include contact name & phone number if password protected)

Email (holders@sdtreasurer.gov) File Name: _____

Payment Method: Enclosed Check

Check Mailed Separately: Date mailed: _____ Check #: _____

EFT/ACH Date Sent: _____ Entry Detail Record/Description: _____

Prop. Code	Property Code Description	Count	Total Amount	Total Shares
	GRAND TOTAL			

I declare that this report, including accompanying statements, has been examined by me; that I am duly authorized by the holder herein to execute this report; and that I believe said report is true, correct and complete for the stated period.

Type Name of Signor: _____ Title: _____

Signature: _____ Date: _____

Mail Completed Forms To: South Dakota State Treasurer
 Unclaimed Property Division
 500 E Capitol Ave, STE 212
 Pierre, SD 57501

Email to: holders@sdtreasurer.gov
 Phone: 605-773-3379
 FAX: 605-773-3115

INSTRUCTIONS

(See Holder's Manual for complete reporting instructions)

NATURE OF UNCLAIMED PROPERTY

The Uniform Unclaimed Property Act of 1981 in general requires businesses and others to review their records each year to determine whether they hold any funds, securities or other property that have been unclaimed for the required abandonment period, and to make an annual report of their findings.

WHO MUST REPORT

BANKING AND FINANCIAL ORGANIZATIONS including any bank, trust company, savings bank, private banker, savings and loan association, credit union and investment company, whether state or federally chartered, must report.

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 of two or more individuals, whether or not for profit (including all insurance companies), must report.

UTILITIES owned or operated for public use, any plant, equipment, property, franchise, or licensee for the transmission of communications or the production, storage, transmission, sale, delivery, or furnishing of electricity, water, steam, or gas.

OTHER LEGAL ENTITIES including county and city governments, political subdivisions, public authorities, public corporations, estates, trusts or any other legal or commercial entity, include nonprofit organizations.

All holders including business associations, banking and financial organizations, utilities and other legal entities are responsible for filing reports on behalf of their branches, divisions or other affiliated entities.

PENALTIES: A person who fails to pay or deliver property within the time prescribed shall pay interest at the maximum rate permitted under SDCL-43-41 B-35 from the date the property should have been paid or delivered.

WHEN TO FILE

ALL HOLDERS (except life insurance companies); This form and the Report of Unclaimed Property are due before November 1 of each year, and must include all property that has gone unclaimed for the required dormancy period, as of the preceding June 30.

The state will publish the names of the owners not later than the following February. The owners may then make claim for the property directly from the state. For all property the holder shall file this form and the Report of Unclaimed Property FORM.

LIFE INSURERS: Life insurance companies must report before May 1 of each year and property that has gone unclaimed for the required abandoned period as of the preceding December 31. The holder shall file this form and the Report of Unclaimed Property Form before May 1.

EARLY REPORTING: Any person who has possession of property which will become reportable in the future may, with the prior approval of the State Treasurer, report and deliver such property prior to the date required for reporting.

WHAT TO REPORT

GENERAL: Any debt or obligation which has gone unpaid or security that has remained undelivered for the required abandonment period after the date the owner should have received it or was entitled to claim it.

Please refer to the Holders Manual for the types of properties which are reportable. All such property that you owe to a South Dakota resident or corporation must be reported and if you are a South Dakota corporation, or are a resident of South Dakota, you must also report all property for which you have no last known address of the owner, and all property where the last known address of the owner is in any foreign country.

NOTE EXCEPTIONS: By federal law, traveler's checks, money orders and similar instruments are reported to state of issuance regardless of corporate domicile, unless the state of issuance has no applicable law.

HOW TO REPORT

Use the following instructions to complete this form.

HOLDER NAME AND ADDRESS: Complete the name and address of the reporting holder of unclaimed property.

STATE AND DATE OF INCORPORATION: List the date the business incorporated in its home state. If unincorporated, list the year the business began operations.

CONTACT PERSON: List the name and information of the person most familiar with the details of the report. This person will be contacted, should any question arise concerning the report.

- List complete mailing address
- Contact person's telephone
- Contact person's email address

VERIFICATION FOR PERIOD ENDED: List June 30 of the present year, or if the report is late or is a supplement, the year for which the report is being filed. (Life insurers: December 31 of the previous year).

PROPERTY TYPES: Examine your books and records to determine whether you have held any of the types of property listed for the required abandonment period. (Note that you are a "Holder" of such property even if you have taken it into income at some point in the past.) List these items on the report form. Include the amount reported for each category in the appropriate space on this form.

VERIFICATION: The report must be signed by an authorized individual. If the report is made by a partnership, it must be signed by one of the partners; if made by an unincorporated *association* or by a private corporation, it must be signed by an officer; if made by a public corporation, it must be signed by its chief fiscal officer.

Verification on this form must include the number of pages and total of the report remittance due before November 1 (May 1 for life insurers).

ADDITIONAL INFORMATION AND FORMS

If you have questions regarding your reporting obligations or in need of additional forms, please contact:

South Dakota State Treasurer	Phone: (605)773-3378
Unclaimed Property Division	FAX: (605)773-3115
500 East Capitol Ave, STE 212	Email:
Pierre, SD 57501	holders@sdtreasurer.gov