

## Reporting and Delivery of Securities Property

**Please note: The State of Kansas requires that all security property be reported and delivered in the same asset form as it is held by the rightful owner.**

*When reporting securities; remember that your report is not complete until you provide evidence of the property being transferred into the ownership of the State. The required evidence depends on the type of security and how it will be delivered to our custodian on behalf of the State. Please see specific instructions below.*

**Two days prior to delivery, you MUST fax an intent to deliver to our custodian – see instructions below.**

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**All DTC eligible shares MUST be deposited through DTC or DWAC (if not DTC participant) as follows:**

<b>Nominee Name:</b>	DTC Participant # 0954
State of Kansas	Agent Bank # 26017
FEIN# 48-6029925	Account # AUZF7000002

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Register **Book Entry Shares/** Direct Registration Shares (**DRS**) as follows:

<b>Nominee Name:</b>	
State of Kansas	c/o ACS Unclaimed Property Clearinghouse
FEIN# 48-6029925	100 Hancock Street 10 <sup>th</sup> floor
Account # AUZF7000002	Quincy, MA 02171

**A confirmation statement showing State of Kansas as the owner of the shares must accompany your Report of Unclaimed Property for your report to be considered complete.**

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Register and deliver **Physical Certificates ONLY** for non-DTC eligible shares as follows:

Certificates must be registered as shown below, the original certificate sent to our custodian at the address listed below and a **photocopy of the certificate should be delivered with your report – DO NOT deliver the original certificate to the State of Kansas with your report.** Please be advised that certificates registered incorrectly will be returned to you for re-registration and your report will be considered incomplete. **Only one certificate must be delivered for each security position reported.**

<b>Nominee Name:</b>	Mellon Security Trust Company
State of Kansas	ATTN. Mike Visone
FEIN# 48-6029925	One Wall Street
Account # AUZF7000002	3 <sup>rd</sup> Floor Receive Window
	New York, NY 10005

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**Worthless Securities** – State of Kansas no longer requires a report for worthless securities. If the security returns to a position of value, it must then be reported based on the last activity date in effect when it would have originally been reported.

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**Mutual Funds-** When reporting Mutual Funds, be sure to include the complete Fund name, the FEIN Number, and the CUSIP Number for the Fund or the stock. Mutual Fund Shares must be delivered to an account with the below registration, and **a statement showing the shares in the State's name must accompany your Report of Unclaimed Property for your report to be considered complete.**

**Open End Mutual Fund** accounts held for the State of Kansas should be registered in the name of **Mac & Co.**

ACS will provide account numbers for all mutual funds that will be transferred to the state's account. Please contact Marsela Strakosha at 617-371-9914 to obtain account numbers 48 hrs prior to attempting delivery.

If the fund chooses to establish new account number and register Mutual Funds as indicated below, please ensure to provide a detailed list 48hrs in advance at [upch.custody@acs-inc.com](mailto:upch.custody@acs-inc.com). The list should contain, cusip#, name of the fund, Share amount, and account number at the fund.

**Mac & Co. – Account # AUZF7000002**  
**State of Kansas**  
Mutual Fund Operations  
P.O. Box 3198  
Pittsburgh, PA 15230-3198  
Tax ID: 23-6019000

**Note: It is important that the registration reference the account number AUZF7000002. This is what identifies the fund as belonging to the State of Kansas.**

**Closed End Mutual Fund/DRP (Dividend Reinvestment Plans)** accounts held for the State of Kansas should be registered in the name of **State of Kansas, c/o ACS Unclaimed Property Clearinghouse, 100 Hancock Street 10<sup>th</sup> Floor, Quincy MA 02171**

When funds are registered to Mac & Co. or State of Kansas, please ensure that interested party statements are sent to ACS Unclaimed Property Clearinghouse at 100 Hancock Street 10<sup>th</sup> Floor, Quincy MA 02171, Attn: Mutual Fund Operations.

**For ALL stock remittances, two days prior to actual delivery:**

**Fax an intent to deliver list of the securities to ACS Unclaimed Property Clearinghouse at (617) 722-9660, Attn: Report/Remit.**

**For questions please call Marsela Strakosha with ACS at (617)371-9914.** This list should include cusip numbers, number of shares, issue names and delivering party's DTC #. If physical certificates are being reported, a certificate number and registration for each security to be delivered should be included. If statement (DRS/Book Shares) a copy of the statement should be faxed to ACS Unclaimed Property Clearinghouse at (617)722-9660.