

# **NAUPA STANDARD FORMAT**

The National Association of Unclaimed Property Administrators ("NAUPA") is an organization of all fifty states dedicated to developing uniform laws and the protection of the owners of unclaimed property. The Florida Department of Financial Services (Department) requires that all reports to be submitted in the new NAUPA standard format for the electronic filing of unclaimed property information. This standard format was created for states and holders to exchange unclaimed property data in a consistent, structured manner. The current NAUPA standard format (NAUPA 2) was adopted in July of 2002 and became effective in November of 2003.

## **REPORTING MEDIA**

Holders reporting/remitting unclaimed property to the Florida Division of Unclaimed Property must submit an electronic file through the Division's Holder Reporting Online System.

## **STANDARDS**

Holders need to conform to the following standards for the electronic file created in the NAUPA format:

- The file must be in non-delimited ASCII format with no imbedded control characters or hexadecimal values, etc.
- Each record will be separated by a Carriage-Return and Line-Feed (CR/LF)
- All numeric fields (type code N) must be right-justified, zero filled, with decimal points assumed. No decimal points are actually entered.
- All character fields (type code C) must be left-justified, space filled.

## **RECORD TYPE DESCRIPTIONS**

The NAUPA standard for reporting unclaimed property is based upon six (6) record types:

1. Holder Records
2. Property Records
3. Property Additional Owners
4. Reserved
5. Securities Additional Information
6. Tangible Property Information
7. Reserved
8. Reserved
9. Summary Information

The records are based upon a 625-byte record layout developed by NAUPA. The first byte of each record contains a TR-CODE that denotes the type of record, and the subsequent 624 bytes are used to store the fields for that particular record. The TR-CODE will be a number between 1 and 9. This number will indicate the type of record as indicated below:

If TR-CODE

- = 1, then it is a HOLDER record.
- = 2, then it is a PROPERTY record.
- = 3, then it is a PROPADD record.
- = 5, then it is a SECURITY record.
- = 6, then it is a TANGIBLE record.
- = 9, then it is a SUMINFO record

TR-CODES 4, 7, and 8 are reserved for future use.

Holders using the new NAUPA standard must use the file layouts as shown in the remainder of this document. The fields are comprehensive in nature, meaning some fields are not used by all states and some fields may only be used by one state.

Each state will load the fields that it needs in their respective states. In the **Mandatory – Required – Optional** column of each record type layout, it will state that it is a mandatory, required or optional.

If the field is marked:

- **“mandatory” or “M”**, information must be supplied in order to process the file correctly or the file will be rejected.
- **“required” or “R”**, you must supply the information if you know it, i.e., the information is usually required by law or regulation
- **“optional” or “O”**, the information is desired and will be used if supplied.

## **MULTIPLE HOLDER REPORTS**

Since the PROPERTY, PROPADD, SECURITIES, TANGIBLE and SUMINFO do not contain fields to link them with a certain holder record, using a single file for multiple Holder Reports requires some special handling. If multiple Holder Reports are put on a file, the Holder record must be the first record in the file, and the SUMINFO record must be the last record in each Holder Report. All PROPERTY, PROPADD, SECURITY and TANGIBLE records located between the HOLDER and SUMINFO records will be assumed to belong to that HOLDER record. The HOLDER record for the second Holder Report must be the first record after the SUMINFO record for the previous Holder Report. The same criteria will hold true for subsequent Holder Reports.

## **FIELD DEFINITIONS AND SPECIFICATIONS**

This section provides definitions of the various fields which make up each record type. The Department requests that a holder provide as much information as possible about the property and owner. This will assist the Department in its attempt to locate the owner and in ensuring the Department pays the correct owner of the property.

## **HOLDER RECORD – FIELD DEFINITION/SPECIFICATIONS**

There will always be at least one HOLDER record with each report. The information in the HOLDER record relates to the institution reporting the property. All subsequent PROPERTY, PROPADD, SECURITY, TANGIBLE and the SUMINFO records are attributed to this holder's report.

Field #	Field ID	Description
1	TR-CODE	This field must contain "1" to denote that the record is a HOLDER record.
2	HOLDER-TAXID	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) - Enter the nine-digit tax identification number assigned to you by the Federal Government. If you are not familiar with your FEIN, contact your payroll, accounting, or tax department. Do not include any hyphens in the FEIN.

3	HOLDER-TAXID-EXT	If any other departments or branches of your organization file unclaimed property reports using the same FEIN listed on your report, please contact the Florida Unclaimed Property Reporting Section at (850) 4135522 to receive a FEIN Suffix Number. The suffix will be used to identify the correct reporting department/branch as recorded in the Unclaimed Property database. If your business files only one report, the default is "0001".
4	HOLDER-RPT-YEAR	Enter the four-digit year for which the property is being reported. <i>Example: For the report period ending December 31, 2010, the holder report year would be "2010". For the report period ending December 31, 2011, the holder report year would be "2011".</i>
5	HOLDER-RPT-TYPE	Remittance Report: This field must always be populated with "R" to denote that this is an remittance report, i.e., money and/or property are being remitted at this time as required by Florida Statutes.
6	HOLDER-RPT-NUMBER	If this is the first report filed by the holder for the report year, this should be "01." If the holder (under the same FEIN and extension) files multiple reports during the year, this number should be increased by 1 for each additional report.
7	HOLDER-RPT-FORMAT	This field must always contain a "R" for Revised NAUPA format. No other values are acceptable.
8	HOLDER-SIC-CODE	<b>Not Applicable to the State of Florida.</b>
9	HOLDER-INCORPORATED-STATE	Enter the two-character postal abbreviation of the state in which the company is incorporated. Savings and loan associations, banks, and credit unions should enter the state in which they were chartered.
	HOLDER-INCORPORATED-DATE	Enter the date on which the company was incorporated or licensed to do business. Savings and loan associations, banks, and credit unions should enter the date their organization was chartered.
10(a)	HOLDER-INC-DATE-CCYY	"CC" equals the 2-digit century and "YY" equals the 2-digit year.
10(b)	HOLDER-INC-DATE-MM	"MM" equals the 2-digit numerical month.
10(c)	HOLDER-INC-DATE-DD	"DD" equals the 2-digit day.
11	HOLDER-NAME	Enter the name of the company or institution for which you are reporting. Punctuation should never be used under any circumstances (periods, commas, apostrophes, etc.) If the name of the company starts with the word "the," place "the" at the end. For example: "The Smith Company" should read "Smith Company The". Do not abbreviate the first word of the company name, e.g., American vs. Amer. National vs. Natl. Also, do not use numeric values in the holder name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is a part of a company logo or registered trademark such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.

12	HOLDER-CITY	Enter the name of the city where the corporate headquarters is located or the primary place of business is located for the FEIN noted above.
13	HOLDER-COUNTY	Enter the name of the county where the corporate headquarters is located or the primary place of business is located for the FEIN noted above.
14	HOLDER-STATE	Enter the name of the state where the corporate headquarters is located or primary place of business is located for the FEIN noted above. Enter the valid two-character postal abbreviation of the holder's state.
	HOLDER-CONTACT1-	Enter the name, address, phone number, and phone extension (if applicable), of the person responsible for the report. This person should also be able to answer questions concerning the contents of the report, i.e., the person who created the report. This person will be contacted by the states concerning questions about the report.
15(a)	HOLDER-CONTACT1-NAME	Enter the report contact person's name in the order of first, middle, and last.
15(b)	HOLDER-CONTACT1-ADDR1	Enter the mailing address
15(c)	HOLDER-CONTACT1-ADDR2	
15(d)	HOLDER-CONTACT1-ADDR3	
15(e)	HOLDER-CONTACT1-CITY	Enter the city. Do not use commas. If the address is outside the United States, list the province, etc. here.
15(f)	HOLDER-CONTACT1-STATE	Enter the two-character state postal abbreviation.

15(g)	HOLDER-CONTACT1-ZIP	Enter the 5- or 9-character zip code. If you use only the first five positions, space fill the remaining four positions, i.e., do NOT use zeros to fill the remaining positions. Do not include any hyphens in the zip code.
15(h)	HOLDER-CONTACT1-COUNTRY	Enter the 3-letter country abbreviation, e.g., USA.
15(i)(1)	HOLDER-CONTACT1-TEL-AC	Enter the area code.
15(i)(2)	HOLDER-CONTACT1-TEL-NBR	Enter the 7-digit telephone number.
15(i)(3)	HOLDER-CONTACT1-TEL-EXTENSION	Enter the telephone extension. Space fill if not applicable. Do NOT zero fill.
15(j)	HOLDER-CONTACT1-EMAIL	Enter the email address for Contact 1.
	HOLDER-CONTACT2-	Enter the name, address, phone number and extension (if applicable), of the person responsible for claims. This person will be contacted by the states or potential owners concerning questions about the claims.
16(a)	HOLDER-CONTACT2-NAME	Enter the claim contact person's name, in the order of first, middle, and last.
16(b)	HOLDER-CONTACT2-ADDR1	Enter the mailing address

16(c)	HOLDER-CONTACT2-ADDR2	
16(d)	HOLDER-CONTACT2-ADDR3	
16(e)	HOLDER-CONTACT2-CITY	Enter the city. Do not use commas. If the address is outside the United States, list the province, etc. here.
16(f)	HOLDER-CONTACT2-STATE	Enter the 2-character state postal abbreviation.
16(g)	HOLDER-CONTACT2-ZIP	Enter the 5- or 9-character zip code. If you use only the first five positions, space fill the remaining four positions, i.e., do NOT use zeros to fill the remaining positions. Do not include any hyphens in the zip code.
16(h)	HOLDER-CONTACT2-COUNTRY	Enter the 3-letter country abbreviation, e.g., USA.
16(i)(1)	HOLDER-CONTACT2-TEL-AC	Enter the area code.
16(i)(2)	HOLDER-CONTACT2-TEL-NBR	Enter the 7-digit telephone number.
16(i)(3)	HOLDER-CONTACT2-TEL-EXTENSION	Enter the telephone extension. Space fill if not applicable. Do NOT zero fill.
16(j)	HOLDER-CONTACT2-EMAIL	Enter the email address for Contact 2.
17(1)	HOLDER-FAX-AC	Enter the area code.
17(2)	HOLDER-FAX-NBR	Enter the 7-digit fax number.
18	HOLDER-NAICS CODE	Enter the six-digit NAICS Association (NAICS) code that indicates the primary business activity of the holder. A listing of acceptable values can be found at <a href="http://www.census.gov/epcd/www/naics.html">http://www.census.gov/epcd/www/naics.html</a> .
19	FILLER	Space fill.

## PROPERTY RECORD – FIELD DEFINITION/SPECIFICATIONS

There is one PROPERTY record for each piece of property. The PROPERTY record contains information about the piece of property and about the Primary Property Owner (if known). Each piece of property will have a separate PROPERTY record. If an owner has multiple pieces of property, there will be a separate PROPERTY record for each piece of property.

Field #	Field ID	Description
1	TR-CODE	This field must contain "2" to denote that the record is a PROPERTY record.
2	PROP-SEQUENCE-NUMBER	The sequence number for each record should be unique. The first property record for a holder should be "000001" for the PROP-SEQUENCE-NUMBER, and the sequence number should be incremented by 1 as other property records are added. If the Holder Report includes an AGGREGATE record, then the AGGREGATE record should be the first property record within a property type. The data in this field should be right aligned and zero filled.
3	PROP-OWNER-TYPE	Enter "P" to denote primary owner information.

4	PROP-NAME-ID	Enter "C" to identify the name on this record as being a business name. Otherwise, fill in blanks if this is an individual's name on this record.
5	PROP-OWNER-NAME-LAST	Enter the owner's last name or the company name if it is a business. If the owner is a business, enter the business name exactly as adopted, except where the first word is "The." In this case, "The" should be placed at the end. For example: "The Smith Company" should be entered as "Smith Company The." Punctuation should never be used under any circumstances (periods, commas, apostrophes, etc.) Do not abbreviate the first word of the company name, e.g., American vs. Amer, National vs. Natl. Also, do not use numeric values in the name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is a part of a company logo or registered trademark such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.  If the owner/owners are unknown, enter "UNKNOWN." If the owner record is an aggregate, enter in this field "AGGREGATE." Florida Statutes, provides that items reportable to Florida under \$50 may be reported in an "AGGREGATE".
6	PROP-OWNER-NAME-FIRST	Enter the owner's first name. <b>Punctuation must never be used under any circumstances (periods, commas, apostrophes, etc.)</b>
7	PROP-OWNER-NAME-MIDDLE	Enter the owner's middle name. <b><u>Punctuation must never be used under any circumstances (periods, commas, apostrophes, etc.)</u></b>
8	PROP-OWNER-NAME-PREFIX	Enter the owner's prefix such as M/M (for Mr. and Mrs.). <b><u>Punctuation must never be used under any circumstances (periods, commas, apostrophes, etc.)</u></b>
9	PROP-OWNER-NAME-SUFFIX	Enter the owner's suffix such as Jr, Sr, III. <b><u>Punctuation must never be used under any circumstances (periods, commas, apostrophes, etc.)</u></b>
10	PROP-OWNER-NAME-TITLE	Enter the owner's title such as Dr, Pvt, Rev. <b><u>Punctuation must never be used under any circumstances (periods, commas, apostrophes, etc.)</u></b>
	PROP-OWNER-ADDRESS	Enter the owner's last-known address. You must list the last-known address even if the mail has been returned by the post office. When establishing whether the claimant is the rightful owner, confirmation of this address is very important. If the owner's street address is unknown, space fill. DO NOT fill with "UNKNOWN" or "ADDRESS UNKNOWN."
11(a)	PROP-OWNER-ADDRESS1	
11(b)	PROP-OWNER-ADDRESS2	
11(c)	PROP-OWNER-ADDRESS3	
12	PROP-OWNER-CITY	Enter the city of the last-known address of the owner. If the owner's last-known city is not in the United States, list the province, etc. If the owner's city is unknown, space fill. DO NOT fill with "unknown" or "city unknown."

13	PROP-OWNER-COUNTY	Enter the county name of the owner's last-known address, or the holder's branch location, or principal place of business in the reporting state. If the county name is unknown, space fill.
14	PROP-OWNER-STATE	Enter the standard two-character postal abbreviation of the owner's state of last-known address. If the owner's last-known address is not in the United States, blank fill.
15	PROP-OWNER-ZIP	Enter the owner's five or nine character zip code. If five digits are used, blank fill the remaining four digits. Do not include any hyphens in the zip code.
16	PROP-OWNER-COUNTRY	Enter the country of the last-known address of the owner.
17	PROP-OWNER-TAXID	Enter the owner's social security number (SSN) or the company's federal employer identification number (FEIN). When establishing ownership, the SSN/FEIN is very important. This number will not be released as public information but will be used for identification purposes. Do not include any hyphens in the FEIN or SSN.
18	PROP-OWNER-TAXID-EXT	Enter the owner's SSN or FEIN extension, if applicable.
	PROP-OWNER-DATE-OF-BIRTH	Enter the owner's date of birth.
19(a)	PROP-OWNER-DOB-CCYY	"CC" equals the 2-digit century and "YY" equals the 2-digit year.
19(b)	PROP-OWNER-DOB-MM	"MM" equals the 2-digit numerical month.
19(c)	PROP-OWNER-DOB-DD	"DD" equals the 2-digit day.

	PROP-STARTING-TRANSACTION-DATE	<p><b>This field is required.</b> The PROP-STARTING-TRANSACTION-DATE (<b>also known as the date of last transaction, or last activity date</b>) is the date on which the last deposit or withdrawal occurred, the date the mail was returned or the date on which the property became payable, redeemable, dormant, or returnable (e.g., issue date of a check).</p> <p>If you are reporting property with periodic payments such as dividends, oil and gas royalties, or commission checks, enter the beginning date on which the amounts were payable. Total all amounts due the owner during the applicable time period and list the payments as one account on the owner record.</p>
20(a)	PROP-ST-TRANS-DATE-CCYY	"CC" equals the 2-digit century and "YY" equals the 2-digit year. If your records reflect a month and/or year only, enter the available information and use "01"s for the unknown data (e.g., 20000601 or 20000101.)

20(b)	PROP-ST-TRANS-DATE-MM	"MM" equals the 2-digit numerical month. If your records reflect a month and/or year only, enter the available information and use "01"s for the unknown data (e.g., 20000601 or 20000101.)
20(c)	PROP-ST-TRANS-DATE-DD	"DD" equals the 2-digit day.
	PROP-ENDING-TRANSACTION-DATE	<p>If you are reporting property with periodic payments such as dividends, oil and gas royalties, or commission checks, enter the ending date of the payments in the PROP-ENDING-TRANSACTION-DATE field. Total all amounts due the owner during the applicable time period and list the payments as one account on the owner record.</p> <p>Enter in this field the date of the last periodic payment. <b>This field is only used if the property reported is from periodic payments.</b></p>
21(a)	PROP-EN-TRANS-DATE-CCYY	"CC" equals the 2-digit century and "YY" equals the 2-digit year. If your records reflect a month and/or year only, enter the available information and use "01"s for the unknown data (e.g., 20000601 or 20000101.)
21(b)	PROP-EN-TRANS-DATE-MM	"MM" equals the 2-digit numerical month. If your records reflect a month and/or year only, enter the available information and use "01"s for the unknown data (e.g., 20000601 or 20000101.)
21(c)	PROP-EN-TRANS-DATE-DD	"DD" equals the 2-digit day.
22	PROP-PROPERTY-TYPE	The property type code distinguishes one property type from another. All codes are four characters. Refer to the Appendix D for the appropriate code.
23	PROP-AMOUNT-REPORTED	Enter the amount due the owner before any deductions, such as taxes, were subtracted. The amount reported is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered. <i>Examples: \$253 = 0000025300, \$253.73 = 0000025373</i>
24	PROP-DEDUCTION-TYPE	Enter the code which describes the reason for the deduction in the gross amount due the owner. Refer to Appendix E for the deduction codes.
25	PROP-DEDUCTION-AMOUNT	Enter the amount of the deduction to be subtracted from the gross amount due the owner. The amount deducted is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter as a negative. <i>Examples: \$253 = 0000025300, \$253.73 = 0000025373.</i>
26	PROP-AMOUNT-ADVERTISED	<b>Not Applicable to the State of Florida.</b>
27	PROP-ADDITION-TYPE	<b>Not Applicable to the State of Florida.</b>
28	PROP-ADDITION-AMOUNT	<b>Not Applicable to the State of Florida.</b>
29	PROP-DELETION-TYPE	<b>Not Applicable to the State of Florida.</b>
30	PROP-DELETION-AMOUNT	<b>Not Applicable to the State of Florida.</b>



31	PROP-AMOUNT-REMITTED	Enter the net amount due each owner. The amount entered is the amount to be paid to the state. (DO NOT list a negative amount. Owners with negative amounts must not be reported.) <i>Examples: \$253 = 0000025300, \$253.73 = 0000025373</i>
32	PROP-INTEREST-FLAG	If the property is interest-bearing, the PROP-INTEREST-FLAG should be "Y." Otherwise, the FLAG will indicate "N."
33	PROP-INTEREST-RATE	If the PROP-INTEREST-FLAG indicator is set to "Y," this field should be populated with the current interest rate being earned on this account. The interest rate is a seven digit, zero filled field, with four decimal places assumed. The decimal is not actually entered. <i>Examples: 5.00% would be entered as 0050000, 10.25% would be entered as 0102500, 2.375% would be entered as 0023750.</i> <b>Note:</b> Questions concerning the interest fields should be directed to the reporting state.
34	PROP-STOCK-ISSUE-NAME	<b>Mandatory if reporting securities.</b> Enter the name of the security issue which is due the owner. DO NOT enter more than one issue per owner record. (For example, brokers must provide one property record for each issue held in an owner's account.) Make sure to indicate the type of stock if it is other than common.  If the issue name is longer than the allowed field, please use the SECURITIES record type to include the entire security name.  <i>When reporting stock where the owner has different issues and these issues will be due the owner, there should be a property record for each issue that will be due that owner. For example: Paul Smith had an account with XYZ broker. In the account, Mr. Smith owned 12 shares of ABC Office Supply Common, 4 shares of ABC Office Supply \$2.75 Preferred, and 20 shares of Afterschool Snack Company Common. There should be three property records for Mr. Smith.</i>
35	PROP-STOCK-CUSIP	<b><u>Mandatory if reporting securities.</u></b> Enter the CUSIP number of the security issue named in number 34 above which is due the owner, i.e., this is what you will be remitting to the state.
36	PROP-NUMBER-OF-SHARES	Enter the number of shares which is due the owner, i.e., this is the total number of shares due the owner for this issue. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered. <i>Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.7334 = 000015437334</i>
37	PROP-ADD-SHARES	<b>Not Applicable to the State of Florida.</b>
38	PROP-DEL-SHARES	Enter the number of shares which have been deleted from the number of shares due the owner in the PROP-NUMBER-OF-SHARES field.

39	PROP-REM-SHARES	Enter the number of shares which is being remitted for the owner, i.e., the total number of shares remitted for the owner for this issue. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered. <i>Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.7334 = 000015437334</i>
40	PROP-UNEXCHANGED-ISSUE-NAME	Enter the name of the security issue which is still in the possession of the owner.
41	PROP-UNEXCHANGED-CUSIP	Enter the CUSIP number of the security issue which is still in the possession of the owner.
42	PROP-UNEXCHANGED-SHARES	Enter the number of shares which are still in the possession of the owner. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered. <i>Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.7334 = 000015437334</i>
43	PROP-ACCT-NUMBER	Always enter the insurance policy or account number in this field. Substitute the owner number if reporting mineral proceeds. Substitute the box number if reporting safe deposit box contents. Substitute the GF number if an escrow account.
44	PROP-CHECK-NUMBER	Provide the check number if reporting cashier's checks or any other outstanding checks.
45	PROP-DESCRIPTION	Any additional information that will assist in identifying the owner of the property should be listed in the property description field. Information (such as the purchaser of a cashier's check, lease name of a mineral interest, or beneficiary to an insurance policy) should be listed in the property description. If you are reporting insurance-related property, please specify "L" for life insurance, "PC" for property and casualty insurance, or "AH" for accident and health insurance.  If you are reporting an aggregate amount, list the number of properties which were combined for the aggregate entry, e.g., 15-AC01, 10-AC02, 45-CK01.
46	PROP-RELATIONSHIP-CODE	The PROP-RELATIONSHIP-CODE indicates who must claim the property. Refer to the Appendix A for relationship codes.
47	PROP-OWNER-TYPE-CODE	The PROP-OWNER-TYPE-CODE indicates the type of owner. Refer to the Appendix B for Owner codes.
48	FILLER	Space fill.

## PROPADD RECORD – FIELD DESCRIPTION/SPECIFICATION

The PROPADD record contains information about additional owners of property recorded in the PROPERTY record. If there is more than one owner of a piece of property, each additional owner for the property will have a PROPADD record. PROPADD records must be contained within the same HOLDER / SUMINFO record set.

**SPECIAL NOTE to holders reporting unclaimed property due or owing under any life or endowment insurance policy or annuity contract:** Section 717.117(1)(b), Florida Statutes, provides that “For unclaimed funds which have a value of \$50 or more held or owing under any life or endowment insurance policy or annuity contract, the full name, taxpayer identification number or social security number, date of birth, if known, and last known address of the insured or annuitant and of the beneficiary according to records of the insurance company holding or owing the funds” and must be included in the report submitted to the Department. This information is in addition to the owner information provided by the holder on the electronic file.

If you are reporting in electronic format, the information must be reported as shown below.

**TR-CODE 2** will include the owner of the unclaimed property as determined by the insurance company.

**TR-CODE 3** will include the additional information as required by Section 717.117(1)(b), F.S. For these property types there **will always** be two TR-CODE 3 records (one for insured information and one for beneficiary information)

- a. Insured – the TR-CODE 3 record will list the insured’s full name, taxpayer identification number, date of birth, if known, and last known address **and USE the relationship code IN.**
- b. Beneficiary – the TR-CODE 3 record will list the beneficiaries’ full name, taxpayer identification number, date of birth, if known, and last known address **and USE the relationship code BE.**

Field #	Field ID	Description
1	TR-CODE	This field must contain "3" to denote that the record is a PROPADD record.
2	PADD-SEQUENCE-NUMBER	This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.
3	PADD-OWNER-TYPE	This field should contain "A" to denote additional owner information.
4	PADD-OWNER-NAME-LAST	Enter the additional owner's last name or the company name if it is a business.  If the additional owner is a business, enter the business name exactly as adopted, except where the first word is "The." In this case, "The" should be placed at the end. For example: "The Smith Company," should be entered as "Smith Company The." Punctuation should never be used under any circumstance (periods, commas, apostrophes, etc.). Do not abbreviate the first word of the company name, e.g., American vs. Amer, National vs. Natl. Also, do not use numeric values in the name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is a part of a company logo or registered trademark such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.
5	PADD-OWNER-NAME-FIRST	Enter the owner's first name. <b><u>Punctuation must never be used under any circumstance (periods, commas, apostrophes, etc.).</u></b>

6	PADD-OWNER-NAME-MIDDLE	Enter the owner's middle name. <b>Punctuation must never be used under any circumstance (periods, commas, apostrophes, etc.).</b>
7	PADD-OWNER-NAME-PREFIX	Enter the owner's prefix such as M/M (for Mr. and Mrs.). <b><u>Punctuation must never be used under any circumstance (periods, commas, apostrophes, etc.).</u></b>
8	PADD-OWNER-NAME-SUFFIX	Enter the owner's suffix such as Jr, Sr, III. <b>Punctuation must never be used under any circumstance (periods, commas, apostrophes, etc.).</b>
9	PADD-OWNER-NAME-TITLE	Enter the owner's title such as Dr, Pvt, Rev. <b><u>Punctuation must never be used under any circumstance (periods, commas, apostrophes, etc.).</u></b>
	PADD-OWNER-	Enter the owner's last-known address. You must list the last-known address even if the mail has been returned by the post office. When establishing whether the claimant is the rightful owner, confirmation of this address is very important.
10(a)	PADD-OWNER-ADDRESS1	
10(b)	PADD-OWNER-ADDRESS2	
10(c)	PADD-OWNER-ADDRESS3	
11	PADD-OWNER-CITY	Enter the city of the last-known address of the owner. If the owner's last-known city is not in the United States, list the province, etc. If the owner's city is unknown, space fill. DO NOT fill with "unknown" or "city unknown."
12	PADD-OWNER-COUNTY	Enter the county name of the owner's last-known address, or the holder's branch location, or principal place of business in the reporting state. If the county name is unknown, space fill.
13	PADD-OWNER-STATE	Enter the standard 2-character postal abbreviation of the owner's state of last-known address. If the owner's last-known address is not in the United States, fill with blanks.
14	PADD-OWNER-ZIP	Enter the owner's 5- or 9-digit zip code. Do not include any hyphens.
15	PADD-OWNER-COUNTRY	Enter the country of the last-known address of the owner.
16	PADD-OWNER-TAXID	Enter the owner's social security number (SSN) or the company's federal employer identification number (FEIN). When establishing ownership, the SSN/FEIN is very important. This number will not be released as public information but will be used for identification purposes. Do not include any hyphens.
17	PADD-OWNER-TAXID-EXT	Enter the owner's SSN or FEIN extension, if applicable. Do not include any hyphens.
	PADD-OWNER-DATE-OF-BIRTH	Enter the owner's date of birth.
18(a)	PADD-OWNER-DOB-CCYY	"CC" equals the 2-digit century and "YY" equals the 2-digit year.
18(b)	PADD-OWNER-DOB-MM	"MM" equals the 2-digit numerical month.
18(c)	PADD-OWNER-DOB-DD	"DD" equals the 2-digit day.

19	PADD-RELATIONSHIP-CODE	<b>This field must be populated.</b> The PADD-RELATIONSHIP-CODE indicates who must claim the property. Refer to the Appendix A for relationship codes. A valid relationship code for Florida must be provided.
20	PADD-SEQ-NUMBER	Incremented by 1 for each additional owner of the property denoted by the PADD-SEQUENCE-NUMBER. Example, a piece of property has two owners in addition to the primary owner. The record for the first additional owner has a PADD-SEQ-NUMBER of "001." The record for the second additional owner has a PADD-SEQ-NUMBER of "002."
21	PADD-OWNER-TYPE-CODE	The PADD-OWNER-TYPE-CODE indicates the type of owner. Refer to the Appendix B for Owner codes.
22	PADD-NAME-ID	Enter "C" to identify the name on this record as being a business name. Otherwise, fill in blanks if this is an individual's name on this record.
23	FILLER	Space fill.

## SECURITIES RECORD – FIELD DESCRIPTION/SPECIFICATION

If other securities related information exists, there will be one SECURITIES record included after each PROPERTY record.

Field #	Field ID	Description
1	TR-CODE	This field must contain "5" to denote that the record is a SECURITIES record.
2	PROP-SEQUENCE-NUMBER	This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.
3	SECR-SUBISSUE-NAME	Enter the Security Sub-Issue Name, if applicable.
4	SECR-ORIGINAL-SHRS-HELD	This field contains the original shares held by the owner at the time of last activity on the account. This number is used to help determine the proof required for the claimant.
5	SECR-ORIGINAL-REG-NAME	This field records the owner name EXACTLY as shown on the certificate or registration.
6	SECR-DELIVERY-METHOD	This field contains the method used to deliver securities to the State. Valid values are DTC, Physical, Account, and UNT.
7	SECR-CERTIFICATE	This field contains the original certificate number of underlying or unexchanged or RPO'd shares.
8	SECR-SYMBOL	Enter the Symbol if the security is traded on a stock exchange.
9	SECR-DEPOSIT-ACCOUNT	Enter the Account Number the Security is deposited to, if applicable.
10	SECR-MUTL-FAMILY	If the Security is a Mutual Fund, enter the Fund Family Name.
11	FILLER	Space fill.

## TANGIBLE RECORD – FIELD DESCRIPTION/SPECIFICATION

If tangible property information exists, there will be one or more TANGIBLE records included after each PROPERTY record.

Field #	Field ID	Description
1	TR-CODE	This field must contain "6" to denote that the record is a TANGIBLE type property record.
2	PROP-SEQUENCE-NUMBER	This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.
3	TANG-SEQUENCE-NUMBER	Incremented by 1 for each additional piece of tangible property denoted by the TANG-SEQUENCE-NUMBER. For example, an individual property has two pieces of tangible property. The record for the first piece of tangible property has a TANG-SEQUENCE-NUMBER of "001." The record for the second piece of tangible property has a TANG-SEQUENCE-NUMBER of "002."
4	TANG-BOX-NUMBER	The Box Number of the Safe Deposit Box, collateral receipt number if load collateral, or other identifying number for any other type of tangible property.
5	TANG-DESCRIPTION	The description of the tangible property identified by each TANG-SEQUENCE-NUMBER.
6	TANG-UNPAID-RENT	The amount of unpaid rent or storage fees due by the owner at the time the box was opened.
7	TANG-DRILLING-FEES	Charges incurred to drill or open a Safe Deposit Box, unpaid loan balance if loan collateral.
	TANG-OPENED-DATE	The date the Safe Deposit box was opened.
8(a)	TANG-OPENED-DATE-CCYY	"CC" equals the 2-digit century and "YY" equals the 2-digit year.
8(b)	TANG-OPENED-DATE-MM	"MM" equals the 2-digit numerical month.
8(c)	TANG-OPENED-DATE-DD	"DD" equals the 2-digit day.
9	TANG-OPENED-BY	Enter the person who opened the safe deposit box.
	TANG-EXPIRED-DATE	Enter the date the safe deposit box lease expired.
10(a)	TANG-EXPIRED-DATE-CCYY	"CC" equals the 2-digit century and "YY" equals the 2-digit year.
10(b)	TANG-EXPIRED-DATE-MM	"MM" equals the 2-digit numerical month.
10(c)	TANG-EXPIRED-DATE-DD	"DD" equals the 2-digit day.
11	TANG-CATEGORY-TYPE-CODE	If this is used to report tangible property, Refer to Appendix C valid tangible property type codes.
12	FILLER	Space fill.

## SUMINFO RECORD – FIELD DESCRIPTIONS/SPECIFICATION

There will be one SUMINFO record included at the end of each holder report record set. It will contain summary information that will be used for balancing purposes and to verify completeness of records reported.

Field #	Field ID	Description
1	TR-CODE	This field must contain "9" to denote that the record is a SUMINFO record.
2	SUMM-NBR-OF-RECORDS	This field should contain the total of number records reported including the HOLDER, PROPERTY, PROPADD and SUMINFO records. The number of records is a 6-digit field. The quantity recorded is always a whole number, i.e., no decimal positions. The minimum amount of records is two, HOLDER and SUMINFO records. A 2-record file represents a negative (none) report, i.e., no owners reported.
3	SUMM-NBR-OF-PROPERTIES	This field should contain the total number of PROPERTY records. The number of property records is a 6-digit field. The quantity recorded is always a whole number, i.e., no decimal positions.
4	SUMM-AMOUNT-REPORTED	This field should be the sum of the amount in the PROP-AMOUNT-REPORTED field on each PROPERTY record. The amount reported is a 12-digit field with two decimal places assumed. The decimal point is not actually entered. <i>Example: \$1,150,125.26 = 000115012526</i>
5	SUMM-DEDUCTION-AMOUNT	This field should be the sum of the amount in the PROP-DEDUCTION-AMOUNT field on each PROPERTY record. The deducted amount is a 12-digit field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter as a negative. <i>Example: \$1,150,125.26 = 000115012526.</i>
6	SUMM-AMOUNT-ADVERTISED	<b>Not Applicable to the State of Florida.</b>
7	SUMM-ADDITION-AMOUNT	<b>Not Applicable to the State of Florida.</b>
8	SUMM-DELETION-AMOUNT	<b>Not Applicable to the State of Florida.</b>
9	SUMM-AMOUNT-REMITTED	This field should be the sum of the amount in the PROP-AMOUNT-REMITTED field on each PROPERTY record. The amount remitted is a 12-digit field with two decimal places assumed. The decimal point is not actually entered. <i>Example: \$1,150,125.26 = 000115012526</i>
10	SUMM-NBR-OF-SHARES	This field should be the sum of the amount in the PROP-NUMBER-OF-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered. <i>Example: 124256.5984 = 00001242565984</i>
11	SUMM-SHARES-ADD	<b>Not Applicable to the State of Florida.</b>
12	SUMM-SHARES-DEL	This field should be the sum of the amount in the PROP-DEL-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point if not actually entered. <i>Example: 124256.5984 = 00001242565984.</i>

13	SUMM-SHARES-REMITTED	This field should be the sum of the amount in the PROP-REM-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered. <i>Example:</i> <i>124256.5984 = 00001242565984</i>
14	SUMM-NEGATIVE-REPORT	If the report is a Negative report (No cash or shares to report for the reporting period), this field should contain "Y". If this field contains "Y", only the HOLDER (type 1) and the SUMINFO (type 9) records should be included.
15	SUMM-SOFTWARE-VERSION	Enter the version number of the software that created the NAUPA file.
16	SUMM-CREATOR	Enter the company that wrote the software that created the file.
17	SUMM-CREATOR-CONTACT	Enter the name and contact information for the file creator.
18	FILLER	Space fill



## **RECORD LAYOUT INFORMATION TABLES**

The following information relates to the record layouts on the following pages.

Field # - Refers to the instructions.

Field Name - Refers to the name in the instructions.

# of Positions - Field length of the record.

From - Refers to the starting position of the record. Thru - Refers to the ending position of the record.

Type Class - If the field is marked "N" it is a numeric field that must be right-justified, zero filled, with decimal points assumed. No decimal points are actually entered. If the field is marked "C" it is a character field that must be left-justified and space filled.

Mandatory/Required/Optional - If the field is marked "M" for mandatory, the information must be supplied in order to process your diskette or CD-ROM. If not supplied, the disk or CD-ROM will be returned to you to supply the omitted information and is subject to potential fines and interest penalties. If the field is marked "R" for required, the information must be supplied if you know it. If the field is marked "O" for optional, the information is desired and will be used if you supplied it.

## **HOLDER RECORD FORMAT**

<b>Field #</b>	<b>Field Name</b>	<b># of Positions</b>	<b>From-Thru</b>	<b>Type Class</b>	<b>Mandatory Required Optional</b>	<b>Acceptable Values (V) Comments / Edits</b>
1	TR-CODE	1	1-1	N	M	Must equal "1"
2	HOLDER-TAXID	9	2-10	N	M	
3	HOLDER-TAXID-EXT	4	11-14	N	M	
4	HOLDER-RPT-YEAR	4	15-18	C	M	
5	HOLDER-RPT-TYPE	1	19-19	C	M	Must equal R
6	HOLDER-RPT-NUMBER	2	20-21	C	M	
7	HOLDER-RPT-FORMAT	1	22-22	C	M	Must equal R
8	HOLDER-SIC-CODE	4	23-26	N	O	Not applicable to Florida
9	HOLDER-INCORPORATED-STATE	2	27-28	C	M	
10(a)	HOLDER-INC-DATE-CCYY	4	29-32	N	O	
10(b)	HOLDER-INC-DATE-MM	2	33-34	N	O	
10(c)	HOLDER-INC-DATE-DD	2	35-36	N	O	
11	HOLDER-NAME	40	37-76	C	M	
12	HOLDER-CITY	30	77-106	C	M	
13	HOLDER-COUNTY	20	107-126	C	M	
14	HOLDER-STATE	2	127-128	C	M	

Field #	Field Name	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
15(a)	HOLDER-CONTACT1-NAME	40	129-168	C	M	
15(b)	HOLDER-CONTACT1-ADDR1	30	169-198	C	M	
15(c)	HOLDER-CONTACT1-ADDR2	30	199-228	C	M	
15(d)	HOLDER-CONTACT1-ADDR3	30	229-258	C	M	
15(e)	HOLDER-CONTACT1-CITY	30	259-288	C	M	
15(f)	HOLDER-CONTACT1-STATE	2	289-290	C	M	
15(g)	HOLDER-CONTACT1-ZIP	9	291-299	C	M	Left justify, Space fill
15(h)	HOLDER-CONTACT1-COUNTRY	3	300-302	C	M	
15(i)(1)	HOLDER-CONTACT1-TEL-AC	3	303-305	N	M	
15(i)(2)	HOLDER-CONTACT1-TEL-NBR	7	306-312	N	M	
15(i)(3)	HOLDER-CONTACT1-TEL-EXTENSION	4	313-316	C	O	Space Fill
15(j)	HOLDER-CONTACT1-EMAIL	50	317-366	C	R	
16(a)	HOLDER-CONTACT2-NAME	40	367-406	C	O	
16(b)	HOLDER-CONTACT2-ADDR1	30	407-436	C	O	
16(c)	HOLDER-CONTACT2-ADDR2	30	437-466	C	O	
16(d)	HOLDER-CONTACT2-ADDR3	30	467-496	C	O	
16(e)	HOLDER-CONTACT2-CITY	30	497-526	C	O	
16(f)	HOLDER-CONTACT2-STATE	2	527-528	C	O	
16(g)	HOLDER-CONTACT2-ZIP	9	529-537	C	O	Left justify, Space fill
16(h)	HOLDER-CONTACT2-COUNTRY	3	538-540	C	O	
16(i)(1)	HOLDER-CONTACT2-TEL-AC	3	541-543	N	O	
16(i)(2)	HOLDER-CONTACT2-TEL-NBR	7	544-550	N	O	
16(i)(3)	HOLDER-CONTACT2-TEL-EXTENSION	4	551-554	C	O	Space fill

16(j) HOLDER-CONTACT2-EMAIL

50

555-604

C

O

Space fill

Field #	Field Name	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
17(1)	HOLDER-FAX-AC	3	605-607	N	O	
17(2)	HOLDER-FAX-NBR	7	608-614	N	O	
18	HOLDER-NAICS-CODE	6	615-620	C	R	
19	FILLER	5	621-625	C	O	Space fill

## PROPERTY RECORD FORMAT

Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
1	TR-CODE	1	1-1	N	M	Must equal "2"
2	PROP-SEQUENCE-NUMBER	6	2-7	N	M	(V) = 000001-999999
3	PROP-OWNER-TYPE	1	8-8	C	M	Must equal "P"
4	PROP-NAME-ID	1	9-9	C	M	Must equal "C" if a company or blank if an individual
5	PROP-OWNER-NAME-LAST	40	10-49	C	M	
6	PROP-OWNER-NAME-FIRST	30	50-79	C	R	
7	PROP-OWNER-NAME-MIDDLE	10	80-89	C	R	
8	PROP-OWNER-NAME-PREFIX	10	90-99	C	R	
9	PROP-OWNER-NAME-SUFFIX	10	100-109	C	R	
10	PROP-OWNER-NAME-TITLE	6	110-115	C	R	
11(a)	PROP-OWNER-ADDRESS1	30	116-145	C	R	
11(b)	PROP-OWNER-ADDRESS2	30	146-175	C	R	
11(c)	PROP-OWNER-ADDRESS3	30	176-205	C	R	
12	PROP-OWNER-CITY	30	206-235	C	R	
13	PROP-OWNER-COUNTY	20	236-255	C	O	
14	PROP-OWNER-STATE	2	256-257	C	R	
15	PROP-OWNER-ZIP	9	258-266	C	R	
16	PROP-OWNER-COUNTRY	3	267-269	C	R	
17	PROP-OWNER-TAXID	9	270-278	N	R	
18	PROP-OWNER-TAXID-EXT	2	279-280	C	O	
19(a)	PROP-OWNER-DOB-CCYY	4	281-284	N	R	

Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
19(b)	PROP-OWNER-DOB-MM	2	285-286	N	R	
19(c)	PROP-OWNER-DOB-DD	2	287-288	N	R	
20(a)	PROP-ST-TRANS-DATE-CCYY	4	289-292	N	M	
20(b)	PROP-ST-TRANS-DATE-MM	2	293-294	N	M	
20(c)	PROP-ST-TRANS-DATE-DD	2	295-296	N	M	
21(a)	PROP-EN-TRANS-DATE-CCYY	4	297-300	N	O	
21(b)	PROP-EN-TRANS-DATE-MM	2	301-302	N	O	
21(c)	PROP-EN-TRANS-DATE-DD	2	303-304	N	O	
22	PROP-PROPERTY-TYPE	4	305-308	C	M	Appendix D
23	PROP-AMOUNT-REPORTED	10	309-318	N	M	
24	PROP-DEDUCTION-TYPE	2	319-320	C	R	If reporting an IRA. Appendix E
25	PROP-DEDUCTION-AMOUNT	10	321-330	N	R	If reporting an IRA.
26	PROP-AMOUNT-ADVERTISED	10	331-340	N	O	Not applicable to Florida
27	PROP-ADDITION-TYPE	2	341-342	C	O	Not applicable to Florida
28	PROP-ADDITION-AMOUNT	10	343-352	N	O	Not applicable to Florida
29	PROP-DELETION-TYPE	2	353-354	C	O	Not applicable to Florida
30	PROP-DELETION-AMOUNT	10	355-364	N	O	Not applicable to Florida
31	PROP-AMOUNT-REMITTED	10	365-374	N	M	If Cash
32	PROP-INTEREST-FLAG	1	375-375	C	O	
33	PROP-INTEREST-RATE	7	376-382	N	O	
34	PROP-STOCK-ISSUE-NAME	25	383-407	C	M	If reporting securities
35	PROP-STOCK-CUSIP	9	408-416	C	M	If reporting securities
36	PROP-NUMBER-OF-SHARES	12	417-428	N	M	If reporting securities
37	PROP-ADD-SHARES	12	429-440	N	O	Not applicable to Florida
38	PROP-DEL-SHARES	12	441-452	N	R	If reporting an IRA.
39	PROP-REM-SHARES	12	453-464	N	M	If reporting securities
40	PROP-UNEXCHANGED-ISSUE-NAME	25	465-489	C	R	
41	PROP-UNEXCHANGED-CUSIP	9	490-498	C	R	
42	PROP-UNEXCHANGED-SHARES	12	499-510	N	R	
43	PROP-ACCT-NUMBER	20	511-530	C	R	

Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
44	PROP-CHECK-NUMBER	20	531-550	C	R	
45	PROP-DESCRIPTION	50	551-600	C	O	
46	PROP-RELATIONSHIP-CODE	2	601-602	C	O	Appendix A
47	PROP-OWNER-TYPE-CODE	2	603-604	C	O	Appendix B
48	FILLER	21	605-625	C	O	Space fill

## ADDITIONAL OWNER RECORD FORMAT

Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
1	TR-CODE	1	1-1	N	M	Must equal "3"
2	PADD-SEQUENCE-NUMBER	6	2-7	N	M	
3	PADD-OWNER-TYPE	1	8-8	C	M	Must equal "A"
4	PADD-OWNER-NAME-LAST	40	9-48	C	M	
5	PADD-OWNER-NAME-FIRST	30	49-78	C	R	
6	PADD-OWNER-NAME-MIDDLE	10	79-88	C	R	
7	PADD-OWNER-NAME-PREFIX	10	89-98	C	R	
8	PADD-OWNER-NAME-SUFFIX	10	99-108	C	R	
9	PADD-OWNER-NAME-TITLE	6	109-114	C	R	
10(a)	PADD-OWNER-ADDRESS1	30	115-144	C	R	
10(b)	PADD-OWNER-ADDRESS2	30	145-174	C	R	
10(c)	PADD-OWNER-ADDRESS3	30	174-204	C	R	
11	PADD-OWNER-CITY	30	205-234	C	R	
12	PADD-OWNER-COUNTY	20	235-254	C	O	
13	PADD-OWNER-STATE	2	255-256	C	R	
14	PADD-OWNER-ZIP	9	257-265	C	R	
15	PADD-OWNER-COUNTRY	3	266-268	C	R	
16	PADD-OWNER-TAXID	9	269-277	C	R	
17	PADD-OWNER-TAXID-EXT	2	278-279	C	O	
18(a)	PADD-OWNER-DOB-CCYY	4	280-283	N	R	
18(b)	PADD-OWNER-DOB-MM	2	284-285	N	R	

Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
18(c)	PADD-OWNER-DOB-DD	2	286-287	N	R	
19	PADD-RELATIONSHIP-CODE	2	288-289	C	M	Appendix A
20	PADD-SEQ-NUMBER	3	290-292	N	M	Initial (V) = 1, Increment by 1 for each owner on the same property
21	PADD-OWNER-TYPE-CODE	2	293-294	C	O	Appendix B
22	PADD-NAME-ID	1	295-295	C	O	
23	FILLER	330	296-625	C	O	Space fill

## SECURITIES INFO RECORD FORMAT

Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
1	TR-CODE	1	1-1	N	M	Must equal "5"
2	PROP-SEQUENCE-NUMBER	6	2-7	N	M	
3	SECR-SUBISSUE-NAME	150	8-157	C	O	
4	SECR-ORIGINAL-SHRS-HELD	12	158-169	N	O	
5	SECR-ORIGINAL-REG-NAME	70	170-239	C	O	Exact registration name
6	SECR-DELIVERY-METHOD	10	240-249	C	M	
7	SECR-CERTIFICATE	20	250-269	C	R	Original Certificate Number
8	SECR-SYMBOL	10	270-279	C	O	
9	SECR-DEPOSIT-ACCOUNT	20	280-299	C	O	
10	SECR-MUTL-FAMILY	50	300-349	C	O	
11	FILLER	276	350-625	C	O	Space fill

## TANGIBLE PROPERTY RECORD FORMAT

Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
1	TR-CODE	1	1-1	N	M	Must equal "6"
2	PROP-SEQUENCE-NUMBER	6	2-7	N	M	
3	TANG-SEQUENCE-NUMBER	3	8-10	N	M	
4	TANG-BOX-NUMBER	25	11-35	N	M	
5	TANG-DESCRIPTION	125	36-160	N	M	
6	TANG-UNPAID-RENT	12	161-172	N	O	
7	TANG-DRILLING-FEES	12	173-184	N	O	
8(a)	TANG-OPENED-DATE-CCYY	4	185-188	N	M	
8(b)	TANG-OPENED-DATE-MM	2	189-190	N	M	
8(c)	TANG-OPENED-DATE-DD	2	191-192	N	M	
9	TANG-OPENED-BY	25	193-217	C	O	
10(a)	TANG-EXPIRED-DATE-CCYY	4	218-221	N	O	
10(b)	TANG-EXPIRED-DATE-MM	2	222-223	N	O	
10(c)	TANG-EXPIRED-DATE-DD	2	224-225	N	O	
11	TANG-CATEGORY-TYPE-CODE	4	226-229	C	R	Appendix C
12	FILLER	396	230-625	C	O	Space fill

## SUMMARY RECORD FORMAT

Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
1	TR-CODE	1	1-1	N	M	Must equal "9"
2	SUMM-NBR-OF-RECORDS	6	2-7	N	M	
3	SUMM-NBR-OF-PROPERTIES	6	8-13	N	M	
4	SUMM-AMOUNT-REPORTED	12	14-25	N	M	
5	SUMM-DEDUCTION-AMOUNT	12	26-37	N	R	If reporting an IRA.
6	SUMM-AMOUNT-ADVERTISED	12	38-49	N	O	Not applicable to Florida
7	SUMM-ADDITION-AMOUNT	12	50-61	N	O	Not applicable to Florida



Field #	Field ID	# of Positions	From-Thru	Type Class	Mandatory Required Optional	Acceptable Values (V) Comments / Edits
8	SUMM-DELETION-AMOUNT	12	62-73	N	O	Not applicable to Florida
9	SUMM-AMOUNT-REMITTED	12	74-85	N	M	
10	SUMM-NBR-OF-SHARES	14	86-99	N	M	
11	SUMM-SHARES-ADD	14	100-113	N	O	Not applicable to Florida
12	SUMM-SHARES-DEL	14	114-127	N	R	If reporting an IRA
13	SUMM-SHARES-REMITTED	14	128-141	N	M	
14	SUMM-NEGATIVE-REPORT	1	142-142	C	O	Y or space
15	SUMM-SOFTWARE-VERSION	20	143-162	C	M	
16	SUMM-CREATOR	20	163-182	C	M	
17	SUMM-CREATOR-CONTACT	70	183-252	C	M	
18	FILLER	373	253-625	C	O	Space fill

## CODES

The following listings are codes accepted by Florida in reporting unclaimed property to Florida.

APPENDIX A - Relationship Codes TABLE		
For Field 19 on the PROPADD Record and Field 46 on the PROPERTY Record		
Code	Short Description	Definition
AD	Administrator	The person appointed by the court to administer the assets and liabilities of a decedent.
AG	Agent For	A person who is authorized to act for another (the agent's principal).
AF	Attorney For	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 the client.
AN	(And) Unspecified Joint Relationship	A designation for tenancy in common.
BF	Beneficiary	Any person or entity (like a charity) designated to receive assets from, by way of example, an estate, a trust, or an insurance policy, or any instrument in which there is distribution.
CN	Conservator	A guardian and protector appointed by a court to protect and manage the assets or financial affairs of a person or a business.
CF	Custodian	A person who is in possession of a property or documents.

APPENDIX A - Relationship Codes TABLE		
For Field 19 on the PROPADD Record and Field 46 on the PROPERTY Record		
Code	Short Description	Definition
ES	Estate	The property of a decedent, prior to distribution, or assets managed by a conservator or guardian.
EX	Executor or Executrix	The person appointed to administer the estate of a person who has died leaving a will which nominates that person.
FB	For Benefit Of	Property may be held by a person or entity for the benefit of another person who is entitled to the property.
GR	Guardian	A person who has been appointed to manage the assets of another person.
HE	Heir	Commonly referred to as anyone entitled to receive property of a decedent. decedent.)
IN	Insured	The person or entity who is covered by an insurer under the terms of an insurance policy.
JT	Joint Tenancy	Ownership by two or more persons in which each owns an undivided interest in the whole, and a right of survivorship is presumed.
TC	Tenancy in Common	This type of property is owned by at least two people with no rights of survivorship afforded to any of the account holders. Generally, the 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.
JE	Tenants by the Entireties	Joint ownership of property only by spouses where, upon the death of one, the property goes to the survivor.
OR	(Or) Unspecified Joint Relationship	A designation where any person on the account may obtain all of the property.
OT	Other Relationship	Relationship other than specified in this list. <b>Additional details should be submitted with the property.</b>
PD	Payable On Death	An account is payable on death to the person specified upon the death of the owner of the account.
PA	Payee	The one named on a check or promissory note to receive payment. <b>NOTE: Only use this code when there is only one payee on a check or promissory note. If there is more than one payee, you must use a relationship code which describes the relationship of the payees on the check. For example: If the payees on a check are John Doe &amp; Jane Doe, then the AN relationship code must be used for both owners.</b>
PO	Power of Attorney	A written document signed by a person called the principal giving another person the power to act for the principal. There are both general powers of attorney which give the authorized party broad authority and special powers of attorney that are limited in scope. To be recognized, a power of attorney must conform to requirements of law.
RE	Remitter	Used primarily on official checks. The Remitter is the person who purchased the official check. This relationship is different from the reporting entity who remits the unclaimed property to the Department.
SO	Sole Owner	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.
TE	Trustee	A person or entity who holds the assets (corpus) of a trust for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust.

<b>APPENDIX A - Relationship Codes TABLE</b>		
<b>For Field 19 on the PROPADD Record and Field 46 on the PROPERTY Record</b>		
<b>Code</b>	<b>Short Description</b>	<b>Definition</b>
UG	Uniform Gifts to Minors Act	The designated custodian has the right to act on behalf of the minor. Regardless of whether the minor has reached the age of majority, the account should be coded with the UG relation. The custodian on the account must be coded as CF.
UT	Uniform Transfer to Minors Act	The designated custodian has the right to act on behalf of the minor. Regardless of whether the minor has reached the age of majority, the account should be coded with the UT relation. The custodian on the account must be coded as CF.
UN	Unknown	The owner's relationship to the property is not known.
UF	Usufruct	Usufruct is a right to use 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 exclusion of the underlying property owner. The usufructuary has the full right to use the property but cannot dispose of nor destroy the property.

<b>APPENDIX B – OWNERSHIP TYPE CODES TABLE</b>		
<b>For Field 47 on the PROPERTY Record and 21 on the PROPADD Record</b>		
	<b>Short Description</b>	<b>Definition</b>
AP	Aggregate Property	This property represents a group of properties that have been aggregated together, usually because of small values.
OT	All Owners except Aggregate or Unknown	This property represents individual property records that are not reported as aggregate or unknown, and typically used when an owner is kn
UN	Unknown Owner (no name available)	This property represents individual property records in which the original owner's name is unknown.

<b>APPENDIX C – TANGIBLE PROPERTY TYPE CODES TABLE</b>	
<b>For Field 11 on the TANGIBLE Record</b>	
SB01	Jewelry
SB02	Watches
SB03	Coins
SB04	Stock Certificates
SB05	Other Bonds
SB06	Personal I.D. Documents
SB07	Miscellaneous Other Items
SB08	Numismatic Bills
SB09	Foreign Bills
SB10	Foreign Coins
SB11	Checks, CD's, Travelers Checks
SB12	U.S. Savings Bonds
SB13	U.S. Gold
SB14	Foreign Gold
SB15	Cashier's Check, Face Value Monies

## APPENDIX D – FLORIDA PROPERTY CODE AND DORMANCY TABLE

For Field 22 on the PROPERTY Record

PROPERTY TYPE	DORMANCY PERIOD (YEARS)	PROPERTY CODE	STATUTORY REFERENCE
<b>GENERAL</b>			
Checking Accounts	5	AC01	717.106
Savings Accounts	5	AC02	717.106
Matured CD's or Savings Certificates	5	AC03	717.106
Christmas Club Accounts	5	AC04	717.106
Deposit to Secure Funds	5	AC05	717.106
Security Deposits	5	AC06	717.102
Unidentified Deposits	5	AC07	717.106
Suspense Accounts	5	AC08	717.106
Cashier's Checks	5	CK01	717.105
Certified Checks	5	CK02	717.105
Registered Checks	5	CK03	717.105
Treasurer's Checks	5	CK04	717.105
Bank Drafts	5	CK05	717.105
Warrants	5	CK06	717.102
Money Orders	7	CK07	717.104(2)
Traveler's Checks	15	CK08	717.104(1)
Foreign Exchange Checks	5	CK09	717.105
Expense Checks	5	CK10	717.102
Pension Checks	5	CK11	717.112
Credit Memo or Credit Checks	5	CK12	717.1045(4)
Vendor Checks	5	CK13	717.102
Checks Written Off	5	CK14	717.102
Other O/S Official Checks	5	CK15	717.102
CD Interest Payments/Checks	5	CK16	717.106
Educational Savings Account – Cash	5	CS01	717.112(1)
Educational Savings Account – Mutual Funds	5	CS02	717.112(1)
Educational Savings Account – Securities	5	CS03	717.112(1)
Health Savings Account	5	HS01	717.112(1)
Health Savings Account Investment	5	HS02	717.112(1)
Net Revenue Interests	5	MI01	717.102
Royalties	5	MI02	717.102
Overriding Royalties	5	MI03	717.102
Production Payments	5	MI04	717.102
Working Interests	5	MI05	717.102
Bonuses-Royalties	5	MI06	717.102
Delay Rentals	5	MI07	717.102
Shut-In Royalties	5	MI08	717.102
Minimum Royalties	5	MI09	717.102
Wages, Payroll, Salary	1	MS01	717.115
Commissions	1	MS02	717.115
Worker Comp Benefits	5	MS03	717.102
Payment Goods & Services	5	MS04	717.102
Customer Overpayments	5	MS05	717.102
Unidentified Remittances	5	MS06	717.102

Un-refunded Overcharges	5	MS07	717.102
Accounts Payable	5	MS08	717.102
Credit Balances on Accts Receivable	5	MS09	717.102
Discounts Due	5	MS10	717.102
Refunds	5	MS11	717.102
Gift Certificates/Cards	5	MS12	717.1045(4)
Unclaimed Loan Collateral-Cash	5	MS13	717.106
Pension, Profit Sharing Plans	5	MS14	717.112
Voluntary or Involuntary Dissolution or Liquidation	6 months	MS15	717.111
Miscellaneous Checks	5	MS16	717.102
Miscellaneous Intangible Property	5	MS17	717.102
Suspense Liabilities	5	MS18	717.102
<b>FINANCIAL INSTITUTIONS (TANGIBLE PROPERTY)</b>			
Contents of Safe Deposit Boxes	3	SD01	717.116
Contents of Safekeeping Repository	3	SD02	717.116
Other Tangible Property	3	SD03	717.116
Unclaimed Loan Collateral – NonCash	3	SD04	717.116
<b>INSURANCE COMPANIES</b>			
Demutualization Cash	2	DM01	717.1071
Demutualization Stock	2	DM02	717.1071
Individual Policy Benefits or Claim Payments	5	IN01	717.107
Group Policy Benefits or Claim Payments	5	IN02	717.107
Death Benefits Due Beneficiaries	5	IN03	717.107
Proceeds from Matured Policy, Endowments, or Annuities	5	IN04	717.107
Premium Refunds on Individual	5	IN05	717.107
Unidentified Remittances	5	IN06	717.107
Other Amounts Due under Policy Terms	5	IN07	717.107
Agent Credit Balances	5	IN08	717.107
Matured Life-Limiting Age	2	IN09	717.107
<b>SECURITIES RELATED</b>			
Unclaimed Dividends	3	SC01	717.1101
Registered Bond Interest – State and Local Government	1	SC02	717.112(5)
Equity Payments	3	SC04	717.1101
Profits	3	SC05	717.1101(4)
Funds Paid Toward Shares or Interest	3	SC06	717.1101
Bearer Bond Principal – State and Local Government	1	SC07	717.112(5)
Shares of Stock & Underlying Shares	3	SC08	717.1101
Cash in Lieu of Fractional Shares	3	SC09	717.1101
Un-exchanged Stock of Successor Corp.	3	SC10	717.1101
Other Certificates of Stock	3	SC11	717.1101
Stock Redemption Funds	3	SC13	717.1101
Bonds (physical bonds and debentures)	3	SC14	717.1101
US Government Securities	1	SC15	717.112(5)
Mutual Fund Shares	3	SC16	717.1101
Stock Warrants	3	SC17	717.1101
Registered Bond Principal –State and Local Government	1	SC18	717.112(5)

Dividend Reinvestment Plans	3	SC19	717.1101
Credit Balances	3	SC20	717.1101(4)
Bearer Bond Principal – Corporate	3	SC21	717.1101
Bearer Bond Interest – State and Local Government	1	SC22	717.112(5)
Bearer Bond Interest – Corporate	3	SC23	717.1101
Registered Bond Principal – Corporate	3	SC24	717.1101
Registered Bond Interest – Corporate	3	SC25	717.1101
<b>FIDUCIARIES</b>			
IRA – Cash (Traditional IRA, SEP IRA, SARSEP IRA, and SIMPLE IRA)	5	IR01	717.112
IRA –Mutual Funds (Traditional IRA, SEP IRA, SARSEP IRA, and SIMPLE IRA)	5	IR02	717.112
IRA – Securities (Traditional IRA, SEP IRA, SARSEP IRA, and SIMPLE IRA)	5	IR03	717.112
IRA – Cash (Roth IRA)	5	IR05	717.112
IRA –Mutual Funds (Roth IRA)	5	IR06	717.112
IRA – Securities (Roth IRA)	5	IR07	717.112
Paying Agent Accounts	5	TR01	717.112
Undelivered or Un-cashed Dividends	5	TR02	717.112
Fiduciary Funds	5	TR03	717.112
Escrow Funds	5	TR04	717.112
Trust Vouchers	5	TR06	717.112
Properties Held Under Trust Instruments	2	TR10	717.1125
<b>UTILITY COMPANIES</b>			
Membership Fees	5	UT02	717.102
Refunds or Rebates	5	UT03	717.102
Utility Deposits	1	UT01	717.108

<b>***COURTS AND GOVERNMENTAL AGENCIES - Including any court, government or governmental subdivision or agency, public corporation or public authority</b>			
Statutory references are to the provisions which give rise to the deposit of funds into the registry of the court (what should be entered in the “property description” field). The Department is authorized by section 717.113, F.S., to take custody of all intangible property held for the owner by any court, government, or governmental subdivision or agency, public corporation, or public authority once the property is presumed unclaimed.	1 Year Dormancy Period unless otherwise expressly provided by statute		717.112(5) and 717.113
<b>OUT OF STATE COURTS</b>			
Escrow Funds	1	CT01	717.112(4) and 717.113
Condemnation Awards	1	CT02	717.113
Missing Heir Funds	1	CT03	717.113
Suspense Accounts	1	CT04	717.113
Deposit Made with Court	1	CT05	717.113
<b>MISCELLANEOUS FLORIDA STATUTORY PROVISIONS</b>			
Guardianship Funds following Death of Ward	1	CT06	744.534
Missing, Unknown, or Unlocatable Beneficiary Determined by Court Order to be Entitled to Estate Proceeds Held by Personal Representative	1	CT07	733.816

Proceeds from Estate of Person Determined by Court Order to have No Surviving Beneficiaries	1	CT08	732.107
Alimony and Child Support Default Bonds	1	CT09	61.18
Chattel Mortgage Payments into the Court Registry	1	CT10	698.03
Cash Deposits or Bonds filed with the Court to Contest an Assessment or a Denial of a refund	1	CT11	72.011
Contested Tax, Tax Certificate, or Assessment Lien Payments into the Court Registry	1	CT12	173.07
Eminent Domain Payments into the Court Registry	1	CT13	73.111, 74.051
Final Judgments and Decree Payments into the Court Registry	1	CT14	55.141
Garnishment Payments into the Court Registry	1	CT15	77.22, 77.082
Real Estate Reserve Proceeds Payments into the Court Registry	1	CT16	475.711
Mobile Home Bonds or Payments into the Court Registry	1	CT17	713.785
Motor Vehicle Bonds or Payments into the Court Registry	1	CT18	713.585
Sale of Partitioned Property Payments into the Court Registry	1	CT19	64.071
Vehicle or Vessel Bonds or Payments into the Court Registry	1	CT20	713.78
Rent Payments into the Court Registry	1	CT21	83.232, 83.60
Mobile Home Park Payments into the Court Registry	1	CT22	723.063
Statutory Liens, Sale Without Proceedings Payments into the Court Registry	1	CT23	85.031
Surplus Proceeds from Judicial Foreclosure	1	CT24	45.032
Tax Certificates, Tax Deeds	1	CT25	197.473, 197.582
Construction Lien Bonds or Payments into the Court Registry	1	CT26	713.24
Unauthorized Insurer Bonds or Payments into the Court Registry	1	CT27	626.908
Restitutions	1	CT28	775.089
Lost Property Sold by Law Enforcement Agency	1	MO97	705.103
Health and Human Services Care and Maintenance Unclaimed Trust Funds	1	MO98	402.17

APPENDIX E – DEDUCTION AND WITHHOLDING CODE	
For Field 24 on the PROPERTY Record	
TW	Income Tax Withheld
SW	Service Charge