

# Securities Registration and Deposit Instructions

(Last Updated: 10/11/2023)

## DTC Eligible Shares

All DTC eligible shares MUST be delivered through DTC as follows:

DTC #: 0235  
Account #: 31946272  
Registration: Wyoming State Treasurer, Unclaimed Property Division

Please send notification of delivery to [upreports@wyo.gov](mailto:upreports@wyo.gov) and include name of the security, number of shares, cusip and symbol.

## Non-DTC Eligible Shares

For all other securities that are not DTC eligible, including Book Entry shares, DRS or when a physical certificate is required, register the shares as follows:

Wyoming State Treasurer  
Unclaimed Property Division  
122 West 25th St., STE E300  
Cheyenne, WY 82002  
FEIN: 83-0208667

**Note:** Wyoming no longer requires physical certificates.

## Mutual Funds

When possible, mutual fund shares are required to be transferred into our RBC Wealth Management account:

DTC #: 0235  
Account #: 31946272  
Registration: Wyoming State Treasurer, Unclaimed Property Division

Mutual funds may be delivered through ACATS. Fund numbers will not be provided.

Please send notification of delivery to [upreports@wyo.gov](mailto:upreports@wyo.gov) and include name of the security, number of shares, cusip and symbol.

If the shares are not able to be transferred to the Wyoming State Treasurer's Unclaimed Property Division account at RBC, please include the Fund Number, Account Number and where the mutual fund shares are being held.

Please register as follows:

Wyoming State Treasurer  
Unclaimed Property Division  
122 West 25th St., STE E300  
Cheyenne, WY 82002  
FEIN: 83-0208667

Please send ongoing statements for mutual fund accounts to:

Wyoming State Treasurer  
Unclaimed Property Division  
122 West 25th St., STE E300  
Cheyenne, WY 82002

## **General rules for reporting securities**

### **Overview**

Only remit securities for Wyoming owners.  
Do not remit fractional shares of stock. Liquidate fractional shares and remit the proceeds.  
Dividends must be paid in cash only.  
Securities-related property cannot be reported in the aggregate.

### **DRP Accounts**

Dividend Reinvestment Plan (DRP) accounts should be closed and full shares delivered. Sell fractional shares and apply the proceeds to individual owners when reporting.

### **Low-Value (commonly referred to as “Worthless”) Securities**

Do not report securities whose cost of liquidation and/or delivery would exceed the value of the security on the date a report is due. Do not report these securities or transfer them to the Wyoming State Treasurer, Unclaimed Property Division.

Holder should maintain these accounts and if a security gains value sufficient to exceed the cost of liquidation and/or delivery, it should be reported and remitted during the next reporting period.

Please send ongoing statements for Low-Value accounts to:

Wyoming State Treasurer  
Unclaimed Property Division  
122 West 25th St., STE E300  
Cheyenne, WY 82002

## **Non-Transferable Securities**

If securities are non-transferable but have value, they should be moved to an account on the books at the broker/agent and registered to: Wyoming State Treasurer, Unclaimed Property Division. The same account should be used year after year: do not open multiple accounts in the State's name.

Please send ongoing statements for Non-Transferable Securities to:

Wyoming State Treasurer  
Unclaimed Property Division  
122 West 25th St., STE E300  
Cheyenne, WY 82002

## **Need Assistance?**

**Please contact the Unclaimed Property Division at:**

[www.mycash.wyo.gov](http://www.mycash.wyo.gov)

307-777-5590

[upreports@wyo.gov](mailto:upreports@wyo.gov)