OFFICE OF THE STATE TREASURER

Unclaimed Property

STATE OF MAINE

Holder Report Forms & Instructions

What's Inside

Getting Started 2
Legal Notification Time Line 2
Report Info Sample 3
Property Codes 4, 5
Relationship Codes 6
Sample Owner Notification Letter 7
Electronic Filing 8
Report Form 10
Instructions for Securities 10
Instructions for Safe Deposit Boxes 11
Reporting for Other States 12
Frequently Asked Questions 13
Glossary of Terms 14
Checklist 15

As State Treasurer, I thank you for your help in returning unclaimed property to its rightful owner in Maine. Your report of unclaimed property is the first and most important step to finding the owners. We are always trying to find new ways to make filing your annual report as easy as possible. In this booklet, I hope you will find helpful instructions and useful forms to guide you through this process.

Please check the table of contents on the left for a quick reference to specific types of unclaimed property your business may be holding. Most reports are due November 1, but there are some steps that must begin a few months before that. Once you have filed your report, my office catalogs those assets and publishes the list on the web for all to search. Owners or heirs can search for lost accounts that were forgotten or misplaced and even file a claim electronically.

This year, our office returned more than $15 million back to rightful owners. Without your diligence, record keeping, and reporting to us, that would not have been possible. Thank you for your continued effort. If you have any questions, please feel free to contact us.

Terry Hayes
Maine State Treasurer

File Electronically - See Page 8
www.maine.gov/unclaimed