



JOHN CHIANG
California State Controller
UNCLAIMED PROPERTY DIVISION

Notice to Holders
NEW UNIVERSAL HOLDER FACE SHEET (UFS-1) FORM

October 2012

This notice is to inform you of the *NEW Universal Holder Face Sheet (UFS-1)* (Rev. 05/12) available on our website at http://sco.ca.gov/Files-UPD/form_rptg_ufs-1.pdf. The new UFS-1 form incorporates several changes that will make report processing more efficient. Please take note of the following changes:

- **Supplemental Notice Report Checkbox** (located upper left corner of UFS-1)
 - Properties not included on the Notice Report cannot be listed on the Remit Report and must be reported on a Supplemental Notice Report.
- **Report ID# for Remit Report Only** (located upper right corner of UFS-1)
- **Section E - Holder CEO/CFO**
- **Section I - Transfer Agent** (if applicable)

Reporting instructions and forms can be found on our website in the Unclaimed Property Holder Handbook at http://sco.ca.gov/Files-UPD/guide_rptg_holderhandbook.pdf. If you have questions regarding the new UFS-1 please contact the Reporting Unit at 916-464-6284.