



JOHN CHIANG
California State Controller
Notice to Holders
UFS-1 Form Signature
February 2, 2010

The purpose of this notice is to inform you that California Code of Civil Procedure (CCP) Section 1530(e) requires that all unclaimed property reports be verified by an individual, a partner, an officer, or an employee authorized by the holder. For reports to be properly verified, the California State Controller's Office requires an original signature on all Universal Holder Face Sheets (UFS-1). All UFS-1s must contain an original signature. Reports with UFS-1 forms that do not contain an original signature may be subject to interest at a rate of 12% per annum from the date the property should have been reported or remitted as prescribed by CCP Section 1577.

Reporting Agents submitting multiple reports at one time will be allowed to submit a transmittal letter with an original signature that lists all reports being submitted. The transmittal letter must contain an original signature of the person who meets the criteria under CCP Section 1530 (e) and the following verification language:

Verification If made by an individual shall be verified by the individual; if made by a partnership, by a partner; if made by an unincorporated association or private corporation, by an officer; if made by a public corporation, by its chief fiscal officer or other employee authorized by the holder (CCP Section 1530(e)).

The undersigned, _____ declares, under penalty of perjury, that, to the best of (his) (her) knowledge and belief, the following reports contain a full, true, and complete report of unclaimed property which is presumed unclaimed under the provisions of Part 3, Title 10, Chapter 7, Code of Civil Procedure, commencing with Section 1500, and Title 2, California Administrative Code, Sections 1150 et seq. ***The Undersigned also confirms that all properties not listed on the Remit Report, which were initially included on the Notice Report, were due to contact by the apparent owner, or the property being reactivated or returned to the rightful owner. Properties not included on the Notice Report cannot be listed on the Remit Report and must be reported on a Supplemental Notice Report.***

The individual UFS-1s can then be submitted with stamped signatures. Multiple reports submitted by Reporting agents that do not meet this criterion may be subject to interest at a rate of 12% per annum from the date the property should have been reported or remitted as prescribed by CCP Section 1577.

For complete reporting instructions and forms, go to our website at www.sco.ca.gov. To receive automatic updates related to reporting unclaimed property, the website also features an option to subscribe to our e-mail list.

If you have any questions please call the Unclaimed Property Reporting Unit at (916) 464-6284 or email ucpreporting@sco.ca.gov. You may also email the Holder Outreach Unit at updholderoutreach@sco.ca.gov.