



# State of New Hampshire

## Treasury ~ Abandoned Property Division

### Reporting and Remitting Securities

### Instructions for Transfer

**NOTE:** DTC (Depository Trust Corporation) delivery or transfer of assets is **strongly encouraged** as the most efficient and cost effective method of reporting/remitting securities.

The following information reflects changes from prior years and ***must*** be utilized to assure compliance in reporting on or after July 18, 2016.

All holders must continue to report to the State of New Hampshire and include complete identifying information for the apparent owners and the properties transferred to the custodian including copies of certificate or statement where applicable.

### STOCKS

#### **Book Entry / DTC:**

For positions being transferred via DTC delivery or book entry use the following information and procedure:

- **DTC participant account # 901**
- **Old Man & Co. / Account # 822471**
- **Agent Bank # 26500**

Forward a list of items being transferred to our custodian **Xerox Business Services**, Quincy, MA at least 24-48 hours prior to transfer. Send to: **Jimmy Lee** at fax # (617) 722-9660. Be sure to include issue name, cusip #, number of shares and your depository number.

**NOTE: If this step is not completed, the transfer will be rejected and returned to the holder.**

#### **Physical Certificates:**

Whenever physical share certificates are delivered, the stock must be registered to the State of New Hampshire's nominee account. For registration of shares use the following information and procedure:

- Nominee: "**Old Man & Co.**"
- State of NH-Account # **822471**
- Nominee FEIN: **33-1059616**
- **The Depository Trust Company**  
570 Washington Blvd – 5<sup>th</sup> Floor  
Jersey City, NJ 07310  
Attn: BNY Mellon/Branch Deposit Department

Forward a list of items being transferred to our custodian **Xerox Business Services**, Quincy, MA at least 24-48 hours prior to transfer. Send to: **Jimmy Lee** at fax # (617) 722-9660. Be sure to include issue name, cusip #, number of shares and your depository number.

**DRPS** (Dividend Reinvestment Plan Shares):

- Nominee: **“Old Man & Co.”**
- State of NH-Account # **822471**
- Nominee FEIN: **33-1059616**  
**Xerox Business Services**  
100 Hancock Street, 10<sup>th</sup> Floor  
Quincy, MA 02171

**Federal Reserve Securities:**

- Federal Reserve Bank of New York
- ABA 0210-0001-8
- BK of NYC/Trust Account Number: **822471**
- Account Name: **State of New Hampshire**
- Account Contact: Jimmy Lee 617-371-9963

**MUTUAL FUNDS**

**Mutual Funds-** When reporting Mutual Funds, please be sure to include the complete Fund name, the FEIN Number, and the CUSIP Number for the Fund or the stock. Mutual Fund shares must be delivered to an account with the below registration, **and a statement showing the shares in the State’s name must accompany your Report of Unclaimed Property for your report to be considered in compliance.**

**Open End Mutual Fund** accounts held for the State of New Hampshire must be registered in the name of **Mac & Co.** Xerox will provide account numbers for all mutual funds that will be transferred to the state’s account. Please contact **Xerox** at [UPCH.Custody@xerox.com](mailto:UPCH.Custody@xerox.com) to obtain account numbers 3 to 4 business days prior to attempting delivery.

**Closed End Mutual Fund/DRP (Dividend Reinvestment Plans)** accounts held for the State of New Hampshire should be registered in the name of **Old Man & Co, c/o Xerox Business Services, 100 Hancock Street 10<sup>th</sup> Floor, Quincy MA 02171 Tax ID: 33-1059616.**

When funds are registered to Mac & Co. or State of New Hampshire, please ensure that interested party statements are sent to Xerox Business Services at 100 Hancock Street 10<sup>th</sup> Floor, Quincy MA 02171, Attn: Mutual Fund Operations.

**Foreign Securities** please contact [UPCH.Custody@xerox.com](mailto:UPCH.Custody@xerox.com) to receive foreign security delivery instructions.