# **Reporting and Delivery of Securities Property**

When reporting securities, please remember that your report is not complete until you provide evidence of the property being transferred into the ownership of the State of Montana. The required evidence depends on the type of security and how it will be delivered to our custodian on behalf of the state.

## **Stock Remittances**

### Two days prior to delivery, you are required to fax an intent to deliver to:

- (1) Conduent State & Local Solutions Inc (617) 722-9660, Attn: Custody Department, and
- (2) Montana Department of Revenue Unclaimed Property (406) 444-7997, Attn: Miscellaneous Tax Unit

#### Your fax must include:

- CUSIP numbers
- · delivering party's DTC numbers
- number of shares
- certificate numbers and registration (for physical certificates)
- issue names
- copy of statement (for DRS/Book Shares)

### **Direct Transfer**

(All eligible shares must be deposited through DTC or DWAC if not a DTC participant)

Nominee:

Glory of the West & Co.

FEIN: 83-0367507 DTC Participant: 0901 Agent Bank: 26500 Account: 822441

# Book Entry Shares/Direct Registration Shares (DRS)/Dividend Reinvestment Shares (DRP) & Closed-End Funds

Nominee: Address:

Glory of the West & Co. Conduent State & Local

Solutions Inc

FEIN: 83-0367507 100 Hancock Street, 10th Floor

Quincy, MA 02171

Note: Dividend Reinvestment Plans (DRP) & Closed-End funds please close the accounts and forward whole shares via DTC. Fractional shares must be sold at the owner level and the proceeds applied to each individual owner with a check for the total proceeds delivered with your report. You are required to include a confirmation with your Report of Unclaimed Property stating that Glory of the West & Co. is the owner of the shares. Please also fax a copy of the confirmation to the State of Montana, (406) 444-7997.

## **Physical Certificates**

(non-DTC eligible shares only)

Nominee: Address:

Glory of the West & Co. The Depository Trust Company FEIN: 83-0367507 570 Washington Blvd - 5th Floor

Jersey City, NJ 07310

ATTN: BNY Mellon/Branch Deposit

Department

Note: Send the original certificate to custodian at the above address; send a photocopy of the certificate with your report--please do not deliver the original certificate to the State of Montana with your report. Send only one certificate for each security position reported.

## **Mutual Funds**

(Include complete fund names, FEINs and CUSIP numbers. Please set up account so dividends are reinvested.)

## Send interested party statements Register funds as follows:

to:

Conduent State & Local Solutions Inc

Attn: Custody Department 100 Hancock St, 10th floor

Quincy, MA 02171

MAC & CO

**Mutual Fund Operation** 

PO Box 3198

Pittsburgh, PA 15230-3198

Account: 822441 FEIN: 23-6019000

Note: You are required to include a statement with your Report of Unclaimed Property listing the shares in the state's name. Please fax a copy of this statement to Conduent State & Local Solutions Inc (617) 722-9660.

Open End Mutual Funds – Contact Conduent at <a href="https://www.upch.com"><u>UPCH.Custody@Conduent.com</u></a> to obtain account numbers 3-4 business days prior to attempting delivery.

## **Worthless Securities**

Do not report worthless, non-transferrable or restricted securities.