

# 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) Xerox Business Services, LLC - (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)**

**Nominee:**

Glory of the West & Co.  
FEIN: 83-0367507

**Address:**

Xerox Business Services, LLC  
100 Hancock Street, 10th Floor  
Quincy, MA 02171

Note: 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:**

Glory of the West & Co.  
FEIN: 83-0367507

**Address:**

The Depository Trust Company  
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**

**to:**

Xerox Business Services, LLC  
Attn: Custody Department  
100 Hancock St, 10th floor  
Quincy, MA 02171

**Register funds as follows:**

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 Xerox Business Services, LLC (617) 722-9660.

Open End Mutual Funds – Contact Xerox at [UPCH.Custody@Xerox.com](mailto:UPCH.Custody@Xerox.com) to obtain account numbers 3-4 business days prior to attempting delivery.

---

# Worthless Securities

All securities, including worthless securities that remain unclaimed for a period of five years are required to be reported to the State of Montana and transmitted to our custodian, Xerox Business Services, LLC. Please follow the instructions outlined above