

STATE OF NEW JERSEY  
UNCLAIMED PROPERTY ADMINISTRATION (UPA)  
**MUTUAL FUNDS REPORTING INSTRUCTIONS**

**Note:** All Mutual Fund shares must be liquidated and the cash proceeds reported for each Property Record.

**Instructions:**

- The correct property type code for the liquidated Mutual Fund shares is SC16; the same code is to be used for Mutual Fund dividends.
- Separate reports must be filed for each mutual fund within a fund family. Separate reports must also be filed for each class (i.e.: separate reports for "Growth Fund A", "Growth Fund B", and for "Growth Fund C".) Properties included in the report must apply to the same mutual fund. The report may include multiple owners and properties.
- Each property record must contain the **family name** and the **fund name**. If you report via Electronic Media place this information in field number 45 – PROP-DESCRIPTION (position 551-600) found in the Electronic Media Specs. If you are reporting on the UP-2 form place the comment in the DESCRIPTION box. Abbreviations are acceptable as long as the issue is clearly identified.
- The owner's social security number is mandatory for all records.
- All property records must have the C.U.S.I.P #. If you report via Electronic Media place this information in the field number 45 – PROP-DESCRIPTION (position 551-600).
- The number of shares liquidated and the price per share at time of liquidation must be included in the Property Description field. Do not enter shares liquidated in field number 36 PROP-NUMBER-SHARES.
- The Property Records must be reported in the Cash Basis. Do not report shares and then remit cash.
- Do not disturb previously reported shares already registered in our nominee name, Neary Penco.

If you have any questions regarding this process, please email the Reporting Section at [unclaimedreports@treas.nj.gov](mailto:unclaimedreports@treas.nj.gov)