



STATE OF NEW JERSEY  
UNCLAIMED PROPERTY ADMINISTRATION (UPA)  
**INSTRUCTIONS FOR BROKER REPORTING**

ALL Stock Securities should be registered to:

NAME: **Neary Penco** (UPA's Nominee Name)  
TAX ID: **23-6660388**  
ADDRESS: **NJ Department of the Treasury**  
**Unclaimed Property Administration**  
**PO Box 214**  
**Trenton, NJ 08625-0214**  
**ATTN: Report Section**

**Instructions:**

1. Regular securities that are Depository Trust Company (DTC) eligible should be sent free receipt or Deposit/Withdrawal at Custodian (DWAC) to the Custodial Agent, US Bank. DTC and DWAC Instructions are included in the Holder Packet.
2. Always register securities with the P.O. Box 214, Trenton, NJ 08625-0214 address and not the physical address.
3. To ensure accurate account credit, a list of the securities **must** be e-mailed to either Sue Massey or Shaun Tillman at US Bank. When emailing Ms. Massey or Ms. Tillman, you are required to copy the [unclaimedreports@treas.nj.gov](mailto:unclaimedreports@treas.nj.gov) email address. The list also may be faxed to US Bank at (866) 528-4866 to the attention of either Ms. Massey or Ms. Tillman. If a list is not provided, US Bank has instructions from the UPA to deny the free receipt. This could result in your securities decaying.
4. The e-mailed (or faxed) list must match the list that accompanies the Unclaimed Property report.
5. If a reported security is non-transferable because the stock is in the owner's name, it must be reported as Property Type Code SC30 and the physical certificate included with the report.
6. If a reported security is undeliverable to the State of New Jersey for any reason, the owner record must be coded as Property Type Code SC29.

7. All the delivered and undelivered shares and cash must equal the amount that has been reported.
8. Mutual Fund shares must be liquidated and the cash proceeds remitted and reported (see Mutual Fund instructions).
9. Do not liquidate equity securities (non-mutual funds).
10. Do not sell foreign securities.
11. Property type codes SC01 (dividends) and SC09 (fractions) must be reported as separate items. Dividends are not to be reported as an aggregate.
12. Every security delivered must have a CUSIP number. This is an essential key identifier.
13. Book entry items are reported as Property Type Code SC08.
14. Underlying shares Property Type Code SC12 should be used only if the owner is in possession of the original certificate.

**Note:** If you have any questions about any of these instructions, please email the UPA at [unclaimedreports@treas.nj.gov](mailto:unclaimedreports@treas.nj.gov)

**DTC Delivery Instructions:**

BANK NAME: US

Bank PARTICIPATING ID: 2803

INSTITUTIONAL ID: 12278

REFERENCE ACCT#: 56-7750-00

ADDRESS: EX-PA-WBSP  
50 South 16th St.  
Philadelphia, PA 19102

ATTN:	Sue Massey		Shaun Tillman
PHONE:	(215) 761-9341	OR	(215) 761-9355
EMAIL:	<a href="mailto:sue.massey@usbank.com">sue.massey@usbank.com</a>		<a href="mailto:shaun.tillman@usbank.com">shaun.tillman@usbank.com</a>
FAX:	(866) 528-4866		