

West Virginia State Treasurer Report of Unclaimed Property Form UP 8-8 for Estates

Estate Name	Estate FEIN/SSN:
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Item No.	Property Type Code	Property Description			
Owner Last Name		First Name	Middle Initial	Title	Designate ownership: And\Or\Other _____
Last Known Address		City	State	Zip	
Date of Last Activity	Owner Social Security			Amount Remitted to Treasury \$	

Complete additional information pertaining to the Estate

Relationship to the Deceased _____

Additional information such as if owner is deceased and their beneficiary, etc... _____

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PAGE:	OF:	PAGE TOTAL \$
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IF LAST PAGE, ENTER GRAND TOTAL REMITTED \$
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COMPLETING REPORT FORM UP 8-8 for Estates

The Administrator/trix should review the following instructions for a better understanding of the information that must be included on the property report. Form UP 8-8 provides space for reporting three accounts per page.

- 1 Name of Estate and ID/SSN -- Enter the name of Estate and the nine-digit Estate ID or SSN.
- 2 Item No. -- Number each account consecutively throughout the report. It is not necessary to precede item numbers with zeros. There is space on each page for three accounts, so page 1 will include accounts 1 through 3, page 2 will include accounts 4 through 6, and so on.
- 3 Property Type Code -- This is the code that distinguishes one property type from another. Select the property type code CT03 for Missing Heir Funds.
- 4 Property Description -- Any specific information identifying the property, for example, the account number or check number. Estates are identified as Missing Heir Funds.

NOTE: Please report all the information available for each owner. This information is very important when establishing ownership during the claims process.

- 5 Owner Last Name -- Enter the owner's last name.
- 6 First Name -- Enter the owner's first name.
- 7 Middle Initial -- Enter middle initial.
- 8 Title -- Enter the Owner Title Abbreviation Code, which represents any information designating ownership, such as guardian or trustee. Select from the list of approved codes. Only those specific codes may be used. The title box should be left blank if no codes apply. Mr. or Mrs. should not be entered in this box (see previous step above).

Title Abbreviation Codes

ADM = Administrator
AN = Annuitant
BEN = Beneficiary
EXR = Executor

EXX = Executrix
GRD = Guardian
MN = Minor
TR = Trustee

- 9 Ownership -- Circle AND if withdrawals on the account require (2) signatures or circle OR if withdrawals require (1) signature. Write in ownership designation if not and /or.
- 10 Last Known Address -- enter the owner's last-known address. You must list the last-known address even if the mail has been returned by the post office. Designate next to each address (RPO) if the account has been Returned by the Post Office. If an owner's address is listed in care of another individual, enter the name and street address of that person in the address box. Computer codes and e-mail may also be a person's last known address.
- 11 City -- Enter the city of the owner's last-known address.
- 12 State -- Enter the standard two-character state abbreviation of the owner's last known address.
- 13 Zip Code -- Enter the five or nine-digit zip code. Do not complete this box if the zip code is unknown.
- 14 Date of Last Activity -- Enter the date (MM/DD/YYYY) on which the last deposit or withdrawal was made on the account by the owner, or the date on which the property became payable, redeemable, or returnable (e.g., issue date of check); OR the date documented contact was made with the owner.
- 15 Owner Social Security Number -- Enter the owner's social security number. It is important to have this number when establishing ownership.
- 16 Amount Remitted to Treasury -- Enter the net amount due each owner after additions (e.g., interest,

dividends, etc.) and deductions (dormancy charges) have been calculated.

17 Page Total -- After entering all the accounts on the Report of Unclaimed Property Form UP 8-8, number each page. Enter a page total on each page of the report and a grand total on the last page.

Please provide a copy of the will (if any), appraisal, letter appointing the administrator/trix, and final settlement order showing that the property should be turned over to the state.

Once you complete the report (UP 8-7 and UP 8-8), you must do the following:

1. Complete the affidavit.
2. Have the form notarized.
3. Make check payable to WV State Treasury for the grand total, and
4. Remit check and Forms UP 8-7 and UP 8-8 to:

Office of State Treasurer
Unclaimed Property Division
Post Office Box 3328
Charleston, WV 25333