



**Form IPNR-II A (E) - ADDENDUM TO THE INITIAL REPORT ON ABANDONED OR UNCLAIMED MONEY OR OTHER LIQUID GOODS  
AS OF JUNE 30 - INSTRUCTIONS**

**OBLIGATION TO REPORT:** Pursuant to Act 36 of 1989, as amended, known as the "Abandoned or Unclaimed Money and Other Liquid Goods Act", and Section 37(a) of Act 55 of 1933, as amended, known as the "Banking Act", requires financial institutions and other holders to report and remit to the Office of the Commissioner of Financial Institutions (OCFI) of the Commonwealth of Puerto Rico money and other liquid goods unclaimed or presumed abandoned for a period of five (5) years **WHEN TO FILE:** Holders shall file each year, before August 10, an Initial Report (Form IPNR-II (E)) at the close of business of the previous June 30 to inform the unclaimed or presumed abandoned property held. **This is a required attachment to said report. Not later than December 10 each year, holders are required to file a Final Report (Form IPNR-IF (E)) and deliver the property to the OCFI. (Note: Holders not doing business in Puerto Rico are required to file only the Final Report.)**

**COLUMN ENTRIES:**

**COLUMN (1):** Enter the identifying number. That is, the number of the: check, account, policy, certificate, etc.

**COLUMN (2):** Please assign one of following codes to each item listed on the report:

	<b><u>ACCOUNT BALANCES DUE</u></b>	IN03	SC06	
AC01	CHECKING ACCOUNTS	IN04	SC07	
AC02	SAVINGS ACCOUNTS	IN05	SC08	
AC03	MATURE CD SAVE CERT	IN06	SC09	
AC04	CHRISTMAS CLUB ACCT	IN07	SC10	
AC05	SECURED FUND DEPOSIT	IN08	SC11	
AC06	SECURITY DEPOSIT	IN99	SC12	
AC07	UNIDENTIFIED DEPOSIT	<b><u>MISCELLANEOUS</u></b>	SC13	
AC08	SUSPENSE ACCOUNTS	MS01	SC14	
AC09	DEMAND DEPOSITS	MS02	SC15	
AC99	AGGREGATE CK. ACCOUNTS	MS03	SC16	
	<b><u>CHECKS</u></b>	MS04	SC17	
CK01	CASHIERS CHECKS	MS05	SC18	
CK02	CERTIFIED CHECKS	MS06	SC19	
CK03	REGISTERED CHECKS	MS07	SC20	
CK04	TREASURERS CHECKS	MS08	SC99	
CK05	DRAFTS	MS09		
CK06	WARRANTS	MS10		<b><u>TRUST</u></b>
CK07	MONEY ORDERS	MS11	TR01	
CK08	TRAVELERS CHECKS	MS12	TR02	
CK09	FOREIGN EXCHANGE CKS	MS13	TR03	
CK10	EXPENSE CHECKS	MS14	TR04	
CK11	PENSION CHECKS	MS15	TR05	
CK12	CREDIT CHECKS/MEMOS	MS16	TR99	
CK13	VENDOR CHECKS	MS17		<b><u>UTILITIES</u></b>
CK14	INCOME OR SURPLUS CK	MS18	UT01	
CK15	OTHER OFFICIAL CHECK	MS99	UT02	
CK16	CD INTEREST CHECKS	<b><u>SECURITIES</u></b>	UT03	
CK17	OTHER CHECKS	SC01	UT04	
CK99	AGGREGATE UNCASHED	SC02	UT99	
	<b><u>INSURANCE</u></b>	SC03		
IN01	IND POLICY BENEFITS	SC04		<b><u>OTHER PROPERTY</u></b>
IN02	GROUP POLICY BENEFIT	SC05	ZZZZ	

**COLUMN (3):** Enter the amount due owner. That is, the gross amount due to the owner. The OCFI will allocate the advertising expense related to the publication of the public notices required by law from tenants doing business in Puerto Rico (and the only deduction authorized by law) once the Final Report and remittance are received and accepted.

**COLUMN (4):** Enter the date of last transaction, or date property became payable, redeemable, or returnable

**COLUMN (5):** Enter the full name (i.e., surname(s), first, middle or initial) If a single item has two or more owners, enter all names. When reporting certified or cashiers checks, list the name and address of the payee. Money orders and travelers checks require only the identification number.

**COLUMN (6):** Last known address of each owner.

**COLUMN (7):** Enter the owner's social security number or taxpayer identification number.