

(November 18, 2019)

## **Securities Registration & Deposit Instructions**

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 Missouri, Unclaimed Property. The required evidence depends on the type of security and how it will be delivered to the State. Two days prior to delivery, you MUST E-mail an intent to deliver to our custodian – see instructions below.

### **All Book Entry eligible shares MUST be delivered through DTC, DRS or DWAC (if not DTC participant) as follows:**

DTC #	901	Reference: State of Missouri
Agent Bank #	26500	Acct # 132737

Two business days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, and the delivering party's DTC participant number. Please email the list to [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com) & [securities@treasurer.mo.gov](mailto:securities@treasurer.mo.gov)

### **Register and deliver Physical Certificates ONLY if unable to deliver through DTC, DRS or DWAC:**

Hare & Co/ Acct # 132737

FEIN # 13-6062916

The Depository Trust Company

570 Washington Blvd – 5th Fl

Jersey City, NJ 07310

Attn. BNY Mellon/ Branch Deposit Department/Account # 132737 – State of Missouri  
Unclaimed Property

Please note: Physical certificates will be returned if DTC, DWAC, or DRS eligible.

Two days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, certificate #s and the delivering party's information. Please email the list to [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com) & [securities@treasurer.mo.gov](mailto:securities@treasurer.mo.gov).

### **Open-End Mutual Funds**

Mutual Fund Accounts held for the State of Missouri Unclaimed Property, must be opened in advance. Avenu will provide the account numbers for all mutual funds to be transferred into the state's account. Please contact Avenu at [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com) to

(November 18, 2019)

obtain the account numbers 3 business days prior to attempting delivery.

Please send interested party statements for Open-End Mutual Fund accounts to the following:

Avenu Insights & Analytics  
C/O Custody Department  
100 Hancock Street, 10th Floor  
Quincy, MA 02171

**A confirmation statement showing the 'State of Missouri Unclaimed Property' as the owner of the shares must accompany your Report of Unclaimed Property, in order for your report to be complete.**

**Dividend Reinvestments Plans (DRP) & Closed-End Funds**

Close accounts and forward whole shares via DTC (See DTC instructions above). Fractional shares must be sold at the owner level and money applied to each individual owner. Please include the original check with your Report of Unclaimed Property.

**For Foreign Securities**

Please contact our securities custodian for instructions:  
Avenu Insights & Analytics  
Email: [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com)

**For Federal Reserve Securities**

Please deliver as follows:  
Federal Reserve Bank of New York  
ABA#0210-0001-8  
Bk of NYC/CUST  
Account # 132737 – State of Missouri Unclaimed Property

**Book Entry & Brokerage Account Statements**

Please mail all statements to the below address and include a copy of the statement with your report.

State of Missouri Unclaimed Property  
c/o Avenu Insights & Analytics  
Attn. Custody Department  
100 Hancock St, 10th floor  
North Quincy, MA 02171