



**Form IPNR-IF A (E) - ADDENDUM TO FINAL 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)) and its Addendum at the close of business of the previous June 30 to inform the unclaimed or presumed abandoned property held. **All holders are required to file the Final Report (Form IPNR-IF (E)) and Addendum (Form IPNR-IF A (E)) and mail or deliver the property to the OCFI not later than December 10 each year. \***

**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:

**ACCOUNT BALANCES DUE**

AC01 CHECKING ACCOUNTS  
AC02 SAVINGS ACCOUNTS  
AC03 MATURE CD SAVE CERT  
AC04 CHRISTMAS CLUB ACCT  
AC05 SECURED FUND DEPOSIT  
AC06 SECURITY DEPOSIT  
AC07 UNIDENTIFIED DEPOSIT  
AC08 SUSPENSE ACCOUNTS  
AC09 DEMAND DEPOSITS  
AC99 AGGREGATE CK. ACCOUNTS

**CHECKS**

CK01 CASHIERS CHECKS  
CK02 CERTIFIED CHECKS  
CK03 REGISTERED CHECKS  
CK04 TREASURERS CHECKS  
CK05 DRAFTS  
CK06 WARRANTS  
CK07 MONEY ORDERS  
CK08 TRAVELERS CHECKS  
CK09 FOREIGN EXCHANGE CKS  
CK10 EXPENSE CHECKS  
CK11 PENSION CHECKS  
CK12 CREDIT CHECKS/MEMOS  
CK13 VENDOR CHECKS  
CK14 INCOME OR SURPLUS CK  
CK15 OTHER OFFICIAL CHECK  
CK16 CD INTEREST CHECKS  
CK17 OTHER CHECKS  
CK99 AGGREGATE UNCASHED

**INSURANCE**

IN01 IND POLICY BENEFITS  
IN02 GROUP POLICY BENEFIT

IN03 BENEFICIARY PROCEEDS  
IN04 MATURE POLICY PROC  
IN05 PREMIUM REFUNDS  
IN06 UNIDENTIFIED REMIT  
IN07 OTHER INS PROCEEDS  
IN08 AGENT CREDIT BALANCE  
IN99 AGGREGATE INS PROCEEDS

**MISCELLANEOUS**

MS01 WAGES/PAYROLL/SALARY  
MS02 COMMISSIONS  
MS03 WORKERS COMP BENEFIT  
MS04 PYMNT FOR GOODS/SERV  
MS05 CUSTOMER OVERPAYMENT  
MS06 UNIDENTIFIED REMITTANCES  
MS07 UNREFUNDED OVERCHGES  
MS08 ACCOUNTS PAYABLE  
MS09 CREDIT BALANCE  
MS10 DISCOUNTS DUE  
MS11 REFUNDS DUE  
MS12 UNREDEEMED GIFT CERT  
MS13 LOAN COLLATERAL  
MS14 PENSION/PROFIT SHARE  
MS15 INVOLUNTARY LIQUIDAT  
MS16 OTHER OUTSTANDING CK  
MS17 OTHER PERSONAL PROPE  
MS18 SUSPENSE LIABILITIES  
MS99 AGGREGATE MISC CHECKS

**SECURITIES**

SC01 DIVIDENDS  
SC02 INTEREST  
SC03 PRINCIPAL PAYMENTS  
SC04 EQUITY PAYMENTS  
SC05 PROFITS

SC06 FUNDS PD FOR SHARES  
SC07 STOCK REDEMPTION  
SC08 SHARES RET BY PO  
SC09 CASH/FRACTION SHARES  
SC10 UNEXCHANGED STOCK  
SC11 OTHER OWNERSHIP CERT  
SC12 UNDERLYING SHARES  
SC13 LIQUIDATION/REDEMPT  
SC14 DEBENTURES  
SC15 U S GOVT SECURITIES  
SC16 MUTUAL FUNDS  
SC17 WARRANTS  
SC18 MATURE BOND PRINCIPA  
SC19 DIVIDEND REINVESTMEN  
SC20 CREDIT BALANCE  
SC99 AGGREGATE SECURITIES

**TRUST**

TR01 PAYING AGENT ACCOUNT  
TR02 UNCASHED DIVIDENDS  
TR03 FIDUCIARY FUNDS HELD  
TR04 ESCROW ACCOUNTS  
TR05 TRUST VOUCHERS  
TR99 AGGREGATE TRUST

**UTILITIES**

UT01 UTILITY DEPOSITS  
UT02 MEMBERSHIP FEES  
UT03 REFUNDS OR REBATES  
UT04 CAPITAL CR. DISTRIBUTIONS  
UT99 AGGREGATE UTILITIES

**OTHER PROPERTY**

ZZZZ UNIDENTIFIED PROPERTY / OTHER

**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) and last known address of each owner. If a single item has two or more owners, enter all names and the address beneath them. 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):** Enter the owner's social security number or taxpayer identification number.

**IMPORTANT: All securities listed are to be liquidated by holder prior to remittance to the OCFI.**