

## Reporting and Delivery of Securities Property

**Please note\*\* - Virginia requires that security property be reported and delivered in the same asset form as it is held by the rightful owner. A summary of securities delivered by cusip # is required in the report.**

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 Commonwealth. The required evidence depends on the type of security and how it will be delivered to the Commonwealth. Two days prior to delivery, you MUST fax an intent to deliver to our custodian – see instructions below.

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**All DTC eligible shares MUST be deposited through DTC as follows: (do not deliver DRP shares via DTC)**

<b>Nominee Name:</b> Old Dominion & Co. FEIN# 75-3121674	DTC Participant # 901 Agent Bank # 26500 Account # 822476
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**Register Dividend Reinvestment Plan Shares, Book Entry Shares or Direct Registration Shares as follows:**

<b>Nominee Name:</b> Old Dominion & Co. FEIN# 75-3121674	c/o Conduent State and Local Solutions 100 Hancock St, 10 <sup>th</sup> floor North Quincy, MA 02171
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**A confirmation statement showing Old Dominion & Co as the owner of the shares must accompany your Report of Unclaimed Property for your report to be considered complete.**

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**Register and deliver Physical Certificates as follows:**

Certificates must be registered as shown below. **A photocopy of the certificate should be delivered with your report and the original certificate sent to our custodian.** Please be advised that certificates registered incorrectly will be returned to you for re-registration and your report will be considered incomplete. **Only one certificate must be delivered for each security position reported.**

<b>Register in Nominee Name:</b> Old Dominion & Co. FEIN# 75-3121674	<b>Deliver Certificates to:</b> The Depository Trust Company 570 Washington Blvd – 5 <sup>th</sup> floor Jersey City, NJ 07310 Attn. BNY Mellon Branch Deposit Department
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**For ALL stock remittances, Two days prior to actual delivery:**

**Fax an intent to deliver list of the securities to Conduent State and Local Solutions at (617)722-9660, attn. Loretta Pengo and to the Division of Unclaimed Property at (804)786-4653, attn. Records/Receipts. An alternate intent to deliver notification method is to e-mail an Excel spreadsheet with the required information to [upch.custody@Conduent.com](mailto:upch.custody@Conduent.com). The information provided should include cusip numbers, number of shares, issue names and if a physical certificate, a certificate number and registration for each security to be delivered; if a DTC delivery, the delivering party's DTC #; and if a Dividend Reinvestment account and/or DRS account, the account number and TIN for the issuer plus a copy of the statement for each account.**

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**Report securities for owners with the last known addresses outside Virginia directly to the state of the owners' last known address. Virginia will not accept reciprocal reporting of securities.**

**Worthless Securities - Virginia no longer requires a report for worthless securities. If the security returns to a position of value, it must then be reported based on the last activity date in effect when it would have originally been reported.**

## Non Transferrable Securities

Please provide a reason for each security's non-transferable status. Contact Loreta Pengo at Conduent ([loreta.pengo@Conduent.com](mailto:loreta.pengo@Conduent.com) or 617-371-9934) to confirm that the shares cannot be transferred. Non Transferrable Securities should be put into the Holder's house account for the Commonwealth of Virginia with the below registration:

**Old Dominion & CO**  
**Conduent State and Local Solutions**  
**100 Hancock St, 10<sup>th</sup> floor**  
**North Quincy, MA 02171**  
**TAX ID: 75-3121674**

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## MUTUAL FUNDS

### **OPEN END MUTUAL FUND**

Accounts held for the State must be registered in the name of Mac & Co. Conduent will provide account numbers for all mutual funds transferred to the state's account. Contact Conduent at [UPCH.Custody@conduent.com](mailto:UPCH.Custody@conduent.com) to obtain account numbers **3 - 4 business days prior to attempting delivery.**

A statement showing the shares in the State's nominee name (MAC & CO) must accompany your Report of Unclaimed Property for your report to be considered complete.

**Closed-end funds should be put in the account for the Commonwealth of Virginia with the below registration:**

**Old Dominion & CO**  
**Conduent Unclaimed Property Clearinghouse**  
**100 Hancock St, 10<sup>th</sup> floor**  
**North Quincy, MA 02171**  
**TAX ID: 75-3121674**

**CUSIP numbers are required for all mutual funds delivered to the Commonwealth.**