



**WEST VIRGINIA SECRETARY OF STATE**

**MAC WARNER**

**ADMINISTRATIVE LAW DIVISION**

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Office of West Virginia  
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Treasurer TITLE-SERIES: 112-05  
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No  
RULE NAME: Enforcement of the Uniform Unclaimed Property  
Act and the Unknown and Unlocatable Interest  
Owners Act

CITE STATUTORY AUTHORITY: §36-8-28, §37B-2-7

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) HB 4110

Section §64-9-24(a) Passed On 3/9/2024 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

May 1, 2024

This rule shall terminate and have no further force or effect from the following date:

August 01, 2029

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

**Yes**

**James G Fuerhoff -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**

TITLE 112  
LEGISLATIVE RULE  
STATE TREASURER'S OFFICE

SERIES 5  
ENFORCEMENT OF THE  
UNIFORM UNCLAIMED PROPERTY ACT AND THE  
UNKNOWN AND UNLOCATABLE INTEREST OWNERS ACT

**§112-5-1. General.**

1.1. Scope. -- This rule implements the provisions of West Virginia Code §36-8-1, et seq., relating to the Uniform Unclaimed Property Act, and the provisions of West Virginia Code §37B-2-1, et seq., relating to the Unknown and Unlocatable Interest Owners Act.

1.2. Authority. -- W. Va. Code §36-8-28; W.Va. Code §37B-2-7.

1.3. Filing Date. -- April 4, 2024

1.4. Effective Date. -- May 1, 2024

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2029.

**§112-5-2. Definitions.**

2.1. For the purposes of this rule, the definitions and use of terms contained in W. Va. Code §36-8-1 et seq., have the same use and meaning as prescribed to them by the Code, unless a different meaning is clearly required by the context. Additionally, for purposes of this rule, the following definitions apply:

2.1.1. "Act" means the Uniform Unclaimed Property Act, W. Va. Code §36-8-1, et seq., and the rules promulgated under the Act.

2.1.2. "Dormancy Charge" means any charge deducted by a holder from property subject to the Act, which is imposed solely by virtue of the inactivity of that property.

2.1.3. "Due Diligence" means the notice that a holder must provide to an owner pursuant to § 36-8-7(e).

2.1.4. "Indication of Interest in Property" occurs when the owner takes any action described in §36-8-2(c) or (d) of the Act which prevents a presumption of abandonment.

2.1.5. "Last Activity Date" means the last verifiable date of owner authorized activity or contact with the property being remitted to the administrator.

2.1.6. "NCIC" means the National Crime Information Center.

2.1.7. "Non-freely transferable security" means a security that cannot be delivered to the administrator by the Depository Trust Clearing Corporation or similar custodian of securities providing post-trade clearing and settlement services to financial markets or cannot be delivered because there is no agent to effect transfer. The term includes a worthless security.

2.1.8. "Safe Deposit Box" means any safe, vault, safekeeping repository, or collateral deposit box held by a financial institution.

2.1.9. "Stock or other equity interest in a business association or financial organization" for purposes of the presumptions of abandonment set forth in W. Va. Code §36-8-2(a)(3) means any dividends, interest, unmatured bond principal, shares of stock, unexchanged stock of successor corporation, other certificates of ownership, underlying shares, U.S. government securities, mutual fund shares, matured or redeemed bond principal, and dividend reinvestment plans.

2.1.10. "UUIO Act" means the Unknown and Unlocatable Interest Owners Act, codified in W. Va. Code §37B-2-1, et seq.

2.1.11. "UUIO holder" means a person or entity obligated under the UUIO Act to hold reserved interests for the account of, or deliver or pay to, an owner.

2.1.12. "UUIO owner" means an unknown or unlocatable interest owner as defined in West Virginia Code §37B-1-3.

### **§112-5-3. Presumption of Abandonment.**

3.1. Activities which do not prevent the presumption of abandonment, include, but are not limited to, automatic postings to accounts, computer system conversion dates, and non-return of mail, unless otherwise provided in the Act.

### **§112-5-4. Safe Deposit Boxes.**

4.1. The contents of safe deposit boxes, or proceeds resulting from the sale of the property permitted by law, which are unclaimed for more than five years after expiration of the lease or rental period on the boxes are presumed abandoned. At least two employees of the holder shall open and inventory the boxes. Property held in safe deposit boxes must be reported in accordance with the West Virginia State Treasurer's Office safe deposit box, safekeeping, and other tangible property guidelines.

4.2. The administrator may offer property recovered from safe deposit boxes for public sale.

4.3. When there is a valid lien or a contract between the holder and owner, within one year after the property has been claimed by the owner and the holder can be located, the administrator may reimburse the holder from the Unclaimed Property Fund for an amount not to exceed \$150, inclusive of all charges incurred including opening the safe deposit box, unpaid rent, and storage charges.

### **§112-5-5. Dormancy Charges and Other Deductions.**

5.1. When dormancy charges, withheld tax or other amounts are deducted from an owner's entitlements, the holder shall report the value or amount of each item of property prior to deduction and the amount of the deduction in the remittance report filed with the administrator.

### **§112-5-6. Reporting and Due Diligence.**

6.1. A person holding property presumed abandoned and subject to the Act shall file a report with the administrator concerning the property. A holder shall file the report before the first day of November of each year for the period of July 1 through June 30, except a life insurance company which shall file its report before the first day of May of each year for the period of January 1 through December 31. The report shall be verified for accuracy and include, when known or readily ascertainable:

6.1.1. The name, social security number or taxpayer identification number, email address, best mailing address, date of birth, date of death (if applicable), driver's license number, and driver's license state of each person appearing from the records of the holder to be the apparent owner of any property presumed abandoned under the Act with an aggregate value of \$50 or more;

6.1.2. In case of unclaimed funds of life insurance companies due beneficiaries from a life or endowment insurance policy or annuity held by life insurance companies:

6.1.2.a. The insured or annuitant's name, social security number or taxpayer identification number, date of birth, date of death (if attainable through commercially reasonable means); and

6.1.2.b. Each beneficiary's name, email address, best mailing address, social security number or taxpayer identification number, date of birth, date of death (if applicable), driver's license number, driver's license state, and relationship to the insured or annuitant: *Provided*, That the information described in this subdivision must be reported regardless of whether the owner is alive or deceased.

6.1.3. In case of other property subject to transfer upon the death of the owner, including but not limited to an Individual Retirement Account or demand, savings or time deposit that is payable on death:

6.1.3.a. The apparent owner's name, social security number or taxpayer identification number, date of birth, date of death (if applicable); and

6.1.3.b. Each beneficiary's name, email address, best mailing address, social security number or taxpayer identification number, date of birth, date of death (if applicable), driver's license number, driver's license state, and relationship to the apparent owner: *Provided*, That the information described in this subdivision must be reported regardless of whether the apparent owner is alive or deceased.

6.1.4. In the case of the contents of a safe deposit box or other safekeeping depository or in the case of other personal property, a description of the property and any identifying or safekeeping box number for each item of property together with:

6.1.4.a. An itemized breakdown of each safe deposit box opening charge, unpaid rent and storage charges for which the holder requests reimbursement;

6.1.4.b. The date of the owner's last indication of interest in the property according to the records of the holder; and

6.1.4.c. In the case of an interest-bearing demand, savings or time deposit, the annual interest rate at the time the property was paid to the administrator.

6.1.5. In the case of a reserved interest subject to the UUIO Act, the county and legal description of the property where the reserved interest is located, and if applicable, the well name, and any known well number.

6.2. Performance of due diligence is a first class mailing to owners as required by W. Va. Code §36-8-7(e). A holder is required to make a due diligence mailing to owners whose property, prior to deducting allowable dormancy charges, has an aggregate value of \$50 or more, or is included in a safe deposit box. However, if the holder has in its records an address for the apparent owner that its records disclose as inaccurate or if the claim is barred by the statute of limitations, the holder is not required to make the due diligence mailing. The due diligence letter shall contain:

6.2.1. The steps required by the owner to claim the property;

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6.2.2. The steps required by the owner to have the holder reactivate the account and continue to maintain the property for the owner;

6.2.3. A statement that if the owner does not take the steps set forth either in subdivisions 6.2.1. or 6.2.2. of this subsection, the property will be remitted to the State;

6.2.4. A statement that, the State is only a custodian for property presumed abandoned and remitted to the State, and that the owner or his or her heirs do not lose their rights to the property and may file a claim for the property with the State;

6.2.5. A date, not less than fifteen (15) business days prior to the date the holder will remit the property to the State, by which the owner must contact the holder; and

6.2.6. The name, address, and telephone number of the person to contact at the holder.

6.3. The administrator shall consider a report received and filed when it has been received in a complete, accurate, and correct form including any required remittance to the administrator's Unclaimed Property Division.

6.3.1. The administrator may return any incomplete or inaccurate report or remittance to the holder for correction.

6.3.2. If the administrator returns a report or remittance to a holder because it is incomplete or inaccurate, the holder shall submit a corrected report or remittance to the administrator within twenty (20) calendar days after the administrator's return of the original report or remittance to the holder.

6.3.3. The administrator may assess interest and penalties against a holder failing to file a report and remittance on or before the time specified in subsection 6.3.2. of this rule.

6.4. A holder shall file the report in:

6.4.1. An electronic format prescribed or provided by the administrator; or

6.4.2. Any other form authorized by administrator.

6.5. A holder discovering unreported property shall file a report immediately upon discovery of the omission. The holder shall identify this property as being reported late and the reason for the omission.

6.6. A holder seeking an extension of time in which to report or remit shall file a request with the administrator for receipt by the administrator a minimum of thirty (30) calendar days prior to the due date. A request for an extension is required even if the report will be negative.

6.6.1. A request by a holder for an extension of time to report or remit shall include a reasonable cause for delaying the report or remittance. Reasonable cause includes, but is not limited to, a natural disaster, criminal activity related to the holder's books and records, or a recent change in the form of ownership of the holder through merger, acquisition or reorganization. Reasonable cause does not include the failure of a holder to perform the due diligence required under subsection 6.2. of this rule.

6.6.2. The administrator shall respond to each request for extension within twenty (20) days after receipt of the request.

6.6.3. The administrator may grant the holder an extension of not less than thirty (30) days and no more than ninety (90) days from the date the report and/or remittance are due.

**§112-5-7. Payment or Delivery.**

7.1. Except as otherwise provided, a holder shall deliver all property subject to the Act to the administrator at the time of filing the report.

7.2. If the property reported to the administrator is virtual currency, pursuant to W. Va. Code § 36-8-8(e) the holder shall liquidate the virtual currency anytime within 30 days of filing the report and remit the proceeds to the administrator. The owner shall have no recourse against either the holder, provided that the holder has acted in accordance with reporting requirements or the administrator for any gain in value after liquidation.

7.3. If the property reported to the administrator is a security, the holder shall transfer ownership of the security to the State of West Virginia or the street name of a financial institution or other intermediary designated by the State of West Virginia prior to delivery of the security to the administrator.

7.4. A holder is not required to deliver to the administrator a security identified as a non-freely transferable security.

7.5. A retirement plan administrator or other responsible fiduciary terminating a retirement plan may, following a diligent search for missing participants, report and remit any unclaimed benefits contemporaneous with the termination of the plan, and is neither required to wait for three years to elapse pursuant to W. Va. Code §36-8-2(17), nor obtain written permission from the administrator for premature reporting under W. Va. Code §36-8-17(b).

7.6. If the property reported to the administrator is subject to the UUIO Act, the property shall be reported, and payment remitted separately as designated by the administrator to the UUIO Fund established by W.Va. Code §37B-2-5.

**§112-5-8. Advertising.**

8.1. In addition to the published notice required in W. Va. Code §36-8-9, the administrator may use other forms of advertising that, in the judgment of the administrator, would be in the best interests of the apparent owners of the unclaimed property.

**§112-5-9. Claims.**

9.1. After property has been paid or delivered to the administrator under W. Va. Code §36-8-8, another state may recover any property subject to W. Va. Code §36-8-4.

9.2. A person, excluding another state, claiming property paid or delivered to the administrator may file a claim form electronically or on a form prescribed and provided by the administrator. In addition to the prescribed form, the claimant shall provide any other evidence the administrator may require in order to allow claim.

9.3. The administrator may waive the requirement to file a claim for property that has a value of less than \$5,000. This waiver applies only to single owner properties with an owner claim type, properties that do not require a W-9, and excludes tangible items. Potential owners will be validated through a data match process to obtain reasonable assurance that they are the rightful owners.

**§112-5-10. Periods of Limitation.**

10.1 The administrator shall commence an action against a holder within ten (10) years after the time the property was first reported or specifically placed in issue.

10.2. A holder which conceals property, willfully or otherwise, does not have the protection of the stated limitations period provided in W. Va. Code §36-8-19.

10.3. The period of limitation with respect to property specifically identified in a report filed by a holder is limited to those individual properties specifically identified and reported and does not extend to individual properties which are not disclosed by the holder, even if the individual properties are of the same type of properties specifically identified and reported.

10.4. The initiation of an examination by the administrator constitutes an “action” for purposes of section 10.1. and tolls the running of any statute of limitations for purposes of enforcement.

**§112-5-11. Requests For Reports and Examination of Records.**

11.1. The administrator may contract with a vendor to conduct unclaimed property audits pursuant to W.Va. Code § 36-8-20. Audits shall be conducted offsite virtually through electronic means. However, audits may be conducted onsite in-person if technical limitations exist which the audit vendor finds to make an offsite examination impracticable.

**§112-5-12. Disposition/Reporting of Property Held by Law Enforcement Agencies.**

12.1. Stolen property, as defined in W. Va. Code §36-8A-1 (e) and (g), includes only those items that would not afterward be subject to W. Va. Code §62-1A-1, et seq.

12.1.1. A law enforcement agency shall check all unclaimed property subject to W. Va. Code §36-8A-1 seq., with any distinguishable serial numbers or other verifiable identification through the NCIC system prior to delivery of the property to the administrator. The administrator shall immediately return any unclaimed property not cleared through NCIC to the submitting law enforcement agency.

12.1.2. A law enforcement agency failing to clear stolen property through NCIC as required by this rule is responsible and liable for any damages or injuries caused by the failure to clear the property.

12.2. A law enforcement agency shall tender its report of unclaimed stolen property to the administrator any time after the six (6) month period prescribed in W. Va. Code §36-8A-1(g)(1). The administrator shall prescribe the report form.

12.3. A law enforcement agency or other holder shall not deliver a controlled substance to the administrator.

12.4. Within thirty (30) days of the receipt of an unclaimed stolen property report, the administrator shall send a written response to the law enforcement agency submitting the report, either authorizing the requested disposition of each item or requiring the items to be delivered to the administrator, unless impracticable.

12.5. The administrator may, and shall in the case of firearms and ammunition, authorize disposal of any item prior to delivery to the administrator, if he or she considers the probable cost of the delivery and sale will exceed the proceeds of the sale.

12.6. A political subdivision may submit decommissioned firearms and ammunition to the administrator for sale.

**§112-5-13. Descent and Distribution.**

13.1. If there is no taker under the provisions of W. Va. Code §42-1-3c, the intestate estate passes to the state. Any personal property passes to the administrator for disposition by public sale in accordance with W. Va. Code §36-8-12. The administrator shall deposit the proceeds of the sale of the personal property to the credit of the general revenue fund.

**§112-5-14. Military Medal or Decoration.**

14.1. The administrator may not sell a medal or decoration awarded for military service in the armed forces of the United States.

14.2. The administrator with the consent of the respective organization may deliver a medal or decoration to be held in custody for the owner, to:

14.2.1. a military veterans organization qualified under the Internal Revenue Code 26 U.S.C. Section 501(c)(19);

14.2.2. The agency that awarded the medal or decoration; or

14.2.3. The West Virginia Department of Arts, Culture and History or any other government entity.

14.3. Upon delivery pursuant to section 14.2, the administrator is not responsible for safekeeping the medal or decoration.

**§112-5-15. Unknown and Unlocatable Interest Owners Reserved Interests.**

15.1. The Act and the UUIO Act are to be read in conjunction with each other and not in conflict. In the event of a conflict, the administrator shall establish the controlling provision. The procedures and requirements of this rule apply to properties, holders, and owners subject to the UUIO Act, unless otherwise specified in this section.

15.2. Reserved interests are presumed abandoned and reportable under the Act when a UUIO holder has not paid the UUIO owner and is unable to identify or locate the UUIO owner.

15.3. To resolve the conflict between the due diligence and reporting requirements of W.Va. Code §37B-2-4 and W.Va. Code §36-8-7(e), the administrator hereby establishes that UUIO holders shall follow the due diligence and reporting procedures and requirements of section 6 of this rule with respect to all properties subject to the UUIO Act. The holder must report and remit payment separately from any Unclaimed Property report filed under W.Va. Code §36-8-7(e).

15.4. A UUIO owner shall file a claim according to the procedures and requirements of section 9 of this rule.

15.5. The reserved interest of an unknown and unlocatable interest owner reportable under the Act will be advertised in the same manner required in W.Va. Code §36-8-9.