

**INSTRUCTIONS FOR COMPLETING
REPORT OF UNCLAIMED PROPERTY (FORM 497-UP-MIR-I)**

Note: Form 497-UP-MIR-I IS TO BE COMPLETED ONLY WHEN REPORTING ROYALTY OR MINERAL PROCEEDS ORIGINATING FROM MINERAL PROPERTIES LOCATED WITHIN THE STATE OF OKLAHOMA. (The report is due before November 1)

Column 1: Enter the category of unclaimed property for each item. The checklist on Form 496-UP provides the property type codes to be used.

Column 2: The total amount due owner is the amount of mineral interest proceeds, including but not limited to unclaimed royalty checks, suspended royalty payments, working interest, lease bonuses, and unclaimed lease rentals.

Column 3: If the amount payable to owner has increased as a result of additional royalty payments or has increased in value in some other way since September 1, enter the amount of the increase over the amount listed in Column 2.

Columns 4(a) and 4(b): Use column 4(b) to indicate the actual amount paid to the owner, withheld for oil and gas income taxes, or reported in error according to the code in column 4(a).

Codes for Column 4(a):

“R” for returned to owner (provide the current address for the owner if different from the original report).

“E” for erroneously reported (attach written explanation).

“T” for Oil and Gas income tax withholdings

Column 5: For each item, the sum of the amounts in column 2 and 3, less the amount in Column 4(b), must be entered in Column 5. This amount must be remitted to the Oklahoma State Treasurer.

Column 6: Date to be entered is the date of last contact with owner or, the date funds first became payable to the owner which could include Division Order or Transfer Order date, Production date, or Pooling Order date if pooled on or before June 30, 1984.

Column 7: Enter the legal description of the property as it appears on the deed. (Quarter Section, Township and Range)

ALL LEGAL DESCRIPTIONS MUST HAVE THE COUNTY NAME IN WHICH THE PROPERTY IS LOCATED INCLUDED IN THIS COLUMN. (IF THE LEGAL DESCRIPTION HAS BEEN REPORTED PREVIOUSLY, DO NOT REPORT IT AGAIN UNLESS THERE IS A NEW OWNER.)

Column 8: Owner's percentage of interest as shown on the Division or Transfer Order.

Column 9: Enter the full name (last name first) and last known address of each owner. List last name, full first name, and full middle name, if available. Be sure to include information which would aid in identification, such as Jr., Sr., Miss, Mrs., etc., after the middle name (e.g., Smith, Jane Ann Mrs.).

List the complete address, including the ZIP CODE. If no address is available, insert "Address Unknown".

Column 10: Owner's Social Security or Federal Employer I.D. number.

Inclusion of social security and/or federal identification numbers is required on Unclaimed Property forms filed with the Oklahoma State Treasurer for identification purposes and are deemed part of the confidential files and records of the Oklahoma State Treasurer.

Column 2, 3, 4, & 5: Total each column at bottom of each page. On the last page, enter that page total and, underneath, the grand total for the report.

NOTE: Report and remittance are due Nov. 1.

ADDITIONAL INFORMATION AND FORMS: Direct inquiries regarding reporting obligations and requests for additional forms to the address listed below; however, you may photocopy as many additional forms as needed to complete your report.

**OKLAHOMA STATE TREASURER
UNCLAIMED PROPERTY DIVISION
4545 NORTH LINCOLN BLVD., SUITE 106
OKLAHOMA CITY, OKLAHOMA 73105-3413**