

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

Note: Form 497-UP-MIR MUST BE COMPLETED WHEN REPORTING ROYALTY OR MINERAL PROCEEDS ORIGINATING FROM MINERAL PROPERTIES LOCATED WITHIN ALL STATES, UNLESS REPORTING IN ELECTRONIC FILE. (The report is due before November 1)

Column 1: Enter the owner's account number.

Column 2: Enter the NAUPA Property Code. The checklist on Form 496-UP provides the NAUPA property type code to be used.

Column 3: Enter the amount due owner since June 30.

Column 4: 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 July 1, enter the amount of the increase over the amount listed in Column 3.

Columns 5(a) and 5(b): Use column 5(b) to indicate the actual amount withheld for oil and gas income taxes, or reported in error according to the code in column 5(a).

Codes for Column 5(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 6: For each item, the sum of the amounts in column 3 and 4, less the amount in Column 5(b) must be entered in Column 6. This amount must be remitted to the Oklahoma State Treasurer.

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 AND STATE IN WHICH THE PROPERTY IS LOCATED INCLUDED IN THIS COLUMN.

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

Column 9: 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 10: 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 11: 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.