



NORTH CAROLINA
DEPARTMENT OF STATE TREASURER
UNCLAIMED PROPERTY / ESCHEATS DIVISION

JANET COWELL
TREASURER

SHIRLEY S. FOWLER
ADMINISTRATOR

REPORTING SECURITIES

July 1, 2011

To ensure that securities are properly registered, please follow the instructions below when reporting stocks and/or mutual funds. **Reporting forms ASD-159 and an ASD-215 or ASD-21**, which contains owner detail, must be completed and submitted to our office in addition to the information sent to Custodians. **Do not send these forms to Mellon Bank, Mac & Co., or ACS.** Reporting forms may be obtained from either our website or by contacting our office.

Securities held for the State of North Carolina in it's name and/or prior nominee names, should be changed to Raleigh & Co. for stock and closed end mutual funds, or Mac & Co. for open end mutual funds.

REGISTRATION OF STOCK

If possible, stock should be delivered via DTC to our custodian, Mellon Security Trust Company (Agent Bank # 26017), DTC Participant # 0954, Reference: Raleigh & Co./Account Number AUZF0283702.

Two days prior to actual delivery, please email the Excel spreadsheet to Affiliated Computer Services – UPCH.Custody@acs-inc.com.

Dividends should not be aggregated. Dividends should be listed by owner, regardless of the amount due.

If stock cannot be delivered via DTC or DWAC, stock may be registered in Book Entry Shares/ Direct Registration Shares (DRS) as follows:

Raleigh & Co
Tax ID # 43-2016043
Affiliated Computer Services
A Xerox Company
100 Hancock Street, 10th Floor
Quincy MA 02171

When Book Entry / DRS shares are registered to Raleigh & Co, please ensure that interested party statements are sent to Affiliated Computer Services at the address above.

Physical certificates should only be sent for stocks which can not be sent via DTC or DWAC. Please email an excel spreadsheet in advance detailing all certificates being delivered to UPCH.Custody@acs-inc.com

Physical certificates must be registered in the name of **Raleigh & Co.**

Raleigh & Co.- Account # AUZF0283702 Tax ID # 43-2016043
BNY Mellon Securities Trust Company
One Wall St. 3rd Floor, Receive Window C, New York, NY 10005
Attention: Mike Visone

Dividend Reinvestment Plans (DRP) fractional shares should be sold and money applied to each individual owner. Do not total fractions for all owners and sell. Once fractions are sold, whole shares should be delivered per the above instructions.

REGISTRATION OF MUTUAL FUNDS

Open End Mutual Fund accounts held for North Carolina should be registered in the name of **Mac & Co.**

ACS will provide account numbers for all mutual funds that will be transferred to the state's account. Please contact Marsela Strakosha at 617-371-9914 to obtain account numbers 48 hours prior to attempting delivery.

If the fund chooses to establish a new account number and register Mutual Funds as indicated below, please ensure to provide a detailed list 48 hours in advance at upch.custody@acs-inc.com. The list should contain the CUSIP #, name of the fund, share amount, and account number at the fund.

Mac & Co. – Account # AUZF0283702

State of North Carolina
Mutual Fund Operations
P.O. Box 3198
Pittsburgh, PA 15230-3198
Tax ID: 25-1536944

Note: It is important that the registration reference the account number AUZF0283702. This identifies the fund as belonging to the State of North Carolina.

Closed End Mutual Fund accounts held for the State of North Carolina should be registered in the name of **Raleigh & Co., c/o Affiliated Computer Services, A Xerox Company 100 Hancock Street, 10th Floor, Quincy MA 02171.**

When funds are registered to Mac & Co. or Raleigh & Co., please ensure that interested party statements are sent to **Affiliated Computer Services, A Xerox Company 100 Hancock Street, 10th Floor, Quincy MA 02171.** Attn: Mutual Fund Operations.

Two days prior to actual transfer and/or delivery, a detailed list of the Mutual Funds should be faxed to **Affiliated Computer Services, A Xerox Company 100 Hancock Street, 10th Floor, Quincy MA 02171** at 617-722-9660 **Attention: Custody Department** or emailed to UPCH.Custody@acs-inc.com.

If you have any questions or if we may be of any assistance, please contact Jeffery Miles at 919-508-5935 or e-mail him at: Jeffery.Miles@nctreasurer.com.