



JOHN CHIANG
California State Controller

Notice to Holders
NEW SECURITIES SUMMARY (SS-1) FORM
April 2011

This notice is to inform you of the *NEW* Securities Summary (SS-1) form (Rev. 03/11) available on our website at http://www.sco.ca.gov/upd_form_rptg.html. The redesigned SS-1 form incorporates several changes requested by Holders and will make reporting security issues easier.

Please take note of the following changes:

- **Every cell on the new SS-1 form has edit capabilities**
 - + Allows for use of copy, cut, and paste functionality within the Microsoft Excel document
- **Formatting changes regarding the following information on the SS-1 form**
 - + These changes allow for more efficient processing of the Holder Remit Report

Report ID	Contact Phone
Holder Name	Contact Email
Holder FEIN	Report Due
Remitter Name	Reporting for Year
Contact Name	
- **NEW column for Report ID**
 - + The Report ID number is located on the Holder Remit Reminder Letter (14F form) you receive from the SCO
 - + Include the Report ID (i.e. STATE CA 123456) on the SS-1 form. This accelerates the reconciliation of your remittance to the Holder Remit Report submitted to the California State Controller's Unclaimed Property Division
- **NEW columns for non-transferable and certificated shares**
 - + Issues deemed non-transferable that will not be remitted are to be listed in the column "Non-Transferable Shares"
 - + Issues remitted in certificate form are to be listed in the column "Certificate Shares"

The *NEW* SS-1 form **must be completed and attached to the Holder Remit Report** for all reported securities (Note: "securities" includes mutual funds). When transferring securities electronically, e-mail the SS-1 at least 48 hours prior to transfer to: ucpdtcss1@sco.ca.gov and calif.statemail@wellsfargoadvisors.com.

Information pertaining to reporting instructions and forms can be found on our website in the Unclaimed Property Holder Handbook at www.sco.ca.gov. For any questions involving the remittance of securities please contact us at updsecrecon@sco.ca.gov.