

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 ANY STATE, (The report is due before November 1)

Column 1: Enter the owner's Owner number.

Column 2: Enter the NAUPA Property Code. The checklist on Form 496-UP provides the NAUPA property type code to be used.
https://www.ok.gov/treasurer/documents/Verification_Checklistrevised0921016.pdf

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 4.

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

Code 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) is calculated 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 7: Legal Description of Mineral Interest generating the proceeds.

Column: 8: Well Name

Column 9: Owner's percentage of interest as shown on the Division or Transfer Order.

Column 10: 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 the Division Order, or the Transfer Order date, or the Production date

Column 11: Enter the full name (last name first) 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 last known address of record, including the ZIP code. If no address is available, insert "Address Unknown".

Column 12: Owner's Social Security or Federal Employer I.D. number:

Inclusion of Social Security and/or Federal Identification numbers is required (if available) 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.