



UNCLAIMED PROPERTY  
PROFESSIONALS ORGANIZATION

## State Unclaimed Property Administrators Survey

September 2018

**Has there been a change in the website URL where the due diligence and reporting information is provided? If yes, please provide details.**

- Montana: <https://mtrevenue.gov/property/unclaimed-property-holders/>
- Utah: <https://mycash.utah.gov/app/faq-report>

**Has the holder instruction manual or handbook been updated within the last three months?**

- States responding “yes”:
  - Arkansas
  - Georgia
  - Kentucky
  - Montana
  - South Dakota
  - Utah
  - Vermont
  - Virginia
  - Wisconsin
- States responding “no,” but indicating that it be updated prior to the next reporting due date:
  - Connecticut
  - Delaware
  - Michigan
  - New York
  - Tennessee
  - Texas

**Are there any new website features that you want holders to be aware of? If yes, please provide details.**

- Arkansas
  - Online reporting is required.
- Colorado
  - You don't need to mail in disks anymore. Colorado allows businesses to file their unclaimed property reports directly to us through our online portal!
  - ACH instructions are now at <https://colorado.findyourunclaimedproperty.com/app/remitting-guidelines>. We also have a separate email for holder questions, [Holders@state.co.us](mailto:Holders@state.co.us).
- Delaware
  - New manual online reporting on our website.
- Kentucky
  - We want holders to keep checking on our website. We hope to have an import tool ready to use before the Nov. 1 reporting deadline.
- Louisiana
  - We have added a manual reporting option for holders to enter their data in lieu of uploading a NAUPA file. This feature is targeted to small holders who may not wish to purchase reporting software. We are phasing out paper reports. For 2018, we will continue to accept paper for less than 25 items, but this will be last year for paper reports.
- Michigan
  - Once we go to KAPS (October 2018), holders will be able to report and remit electronically.
- New York
  - Self-audit checklist (survey) online: <http://www.osc.state.ny.us/ouf/reporters/voluntary.htm>. New online holder reporting application.
- North Dakota
  - Electronic reporting required for 2018.
- South Carolina
  - South Carolina now requires negative reports be submitted via our website. Holders with only a few properties may also opt to create and submit a report on our website.
- South Dakota
  - Reporting portal has added the option to create your report online.
- Tennessee
  - We have a new holder reporting portal that is mandatory for holders to use. There is a link from our website to get to it. New Law Changes page lists new reporting deadline changing from a May1 deadline to Nov 1 beginning in 2019
- Utah
  - New manual online reporting. No HDE files allowed.

**Are there any changes in the due diligence threshold? If yes, please provide details.**

- Arkansas
  - Act 622 amended periods for providing notice. The effective date of the Act is 8/1/2017. As such, holders will be expected to comply on 2018 filings.

**Are there any changes to the timing of the notices? If yes, please provide details.**

- Arkansas
  - Act 622 amended periods for providing notice. The effective date of the Act is 8/1/2017. As such, holders will be expected to comply on 2018 filings.
- Tennessee
  - 60-180 days

**Are there any changes to the language of the notices? If yes, please provide details.**

- Tennessee
  - See 66-29-128 & 66-29-129

**Are there any changes to the required due diligence methods, i.e. letter, e-mail? If yes, please provide details.**

- Arkansas
  - Securities and sdb's must be sent by letter.
- Tennessee
  - See 66-29-128 & 66-29-129.

**Are there any changes to the aggregate amount?**

- All states responding reported "No"

**Are there any changes to the report file type that your state accepts? If yes, please provide details.**

- Arkansas
  - Arkansas requires all holder reports to be submitted electronically in a NAUPA-formatted file using certain options. Please refer to reporting booklet.
- Colorado
  - Colorado no longer accepts reports with HDE encryption. Your NAUPA file may be in the .txt, .hrs or .rpt format. Paper reports will no longer be accepted.
- Louisiana
  - Louisiana no longer accepts HDE files. Also, Louisiana no longer corrects incomplete data or incorrect codes in a holder's NAUPA files. NAUPA files with errors will be rejected and must be corrected by the holder.
- South Dakota
  - We cannot accept HDE files.
- Wisconsin
  - Reports must be filed electronically. Reports on paper or CD will not be accepted.
- Michigan
  - Still NAUPA standard but we will no longer be able to accept HDE files.
- Utah
  - NO HDE files.

**Are there any new forms or information that is required to file a report? If yes, please provide details.**

- Colorado
  - Colorado does not accept paper reports.
- Tennessee
  - Must report through our new holder reporting portal

**Are there any report formatting changes? If yes, please provide details.**

- Louisiana
  - Louisiana no longer accepts HDE files. Also, Louisiana no longer corrects incomplete data or incorrect codes in a holder's NAUPA files. NAUPA files with errors will be rejected and must be corrected by the holder.

**Are there any new timing requirements? If yes, please provide details.**

- Delaware
  - See Escheat Manual.
- Tennessee
  - The reporting deadline has changed from May 1 to Nov 1 beginning in 2019. See new law changes #1 Public Chapter 822.

**Are there trends in reporting that you are seeing that holders should be doing more of, change or avoid in how they report? If yes, please provide details.**

- Arkansas
  - Some common areas of concern have been when holders submit a report without a payment or incorrect payment or when holders submit a payment without a report. We hope that by limiting the methods of reporting, holders may be able to more accurately reconcile their filings.
- Michigan
  - We hope and expect holders to provide as much identifying, verifying information as possible. Without all information, claimants sometimes are referred back to holders for verification purposes. Also, holders with nothing to report will be able to submit a zero/negative report online (in our new system).
- Montana
  - Electronic filed. Payment should be mailed with payment voucher. No need to fill out UCH-1 form when submission is online.
- New York
  - We're seeing more errors in how multiple owners accounts are being reported. Often the account title or relationship code is missing or incorrect which causes problems downstream in claims.
- Wisconsin
  - In Wisconsin, holder reports can post automatically, making property available for claimants in as little as three days. Holder reports must be correct when submitted, as we may no longer have the property for you to file a claim for refund.

**Has there been an address or key contact change for report submittal? If yes, please provide details.**

- Montana
  - New contact is Anna Walker: (406) 444-6917.

**Are there any changes in the forms of remittance that you accept? If yes, please provide details.**

- Colorado
  - Checks are still accepted but please write the EIN on the front of the check in order to facilitate matching with reports.
- Kentucky
  - Watch our website. We hope to have the import tool ready by Nov. 1 and will be able to process ACH payments.
- New York
  - New security delivery instructions:  
<http://www.osc.state.ny.us/ouf/reporters/securities.htm>
- South Carolina
  - ACH/Wire are the preferred method of payment. Checks will be accepted but must be accompanied by a Submission Confirmation form (available on our website).
- Tennessee
  - Must use our new holder reporting portal.
- Wisconsin
  - ACH payment methods preferred. See Wisconsin Holder Report Guide for details. WIRE payments are no longer accepted.

**Are there any changes in the instructions for accepting EFT (or not) and/or ACH remittances? If yes, please provide details.**

- Kentucky
  - Watch our website. We hope to have the import tool ready by Nov. 1 and will be able to process ACH payments.
- Michigan
  - CEPAS has changed its company ID, so holders will need to update their information with a new number provided on the CEPAS (payment) website.
- New York
  - no changes, just added to web:  
<http://www.osc.state.ny.us/ouf/reporters/files/achtransfer.pdf>
- Tennessee
  - Must make payment through our new holder reporting portal.
- Wisconsin
  - WIRE payments are not accepted. Please use ACH Debit (instructions in holder guide).

**If online filing is required, is EFT payment due at the time of filing? If yes, please provide details.**

- Delaware
  - Payment needs to be remitted at the time of filing.
- Michigan
  - If a holder chooses to file online, the only way they can remit electronically is immediately following the submission.
- Tennessee
  - Both are required through our new holder reporting portal. Payment can be made at a different time and with a different user.
- Virginia
  - Payment of any type is accepted and should be issued within two days of submitting your electronic file.
- Wisconsin

**Has there been an address change for remittance submittal? If yes, please provide details.**

- Arkansas
  - Address change was made in 2015.  
Mail must be sent to the following address:  
Arkansas Auditor of State  
Unclaimed Property Division  
1401 W. Capitol Ave., Ste. 325  
Little Rock, AR 72201

**Are there any other changes that holders need to be aware of?**

- Kentucky
  - Kentucky is not requiring Negative Reporting this year. New RUPPA laws are in effect for 2019 reporting season.
- Maryland
  - Always use our web portal and send confirmation of payment instructions.
- Michigan
  - We will ensure that any new information holders will need will be clearly posted on our new system/website (October 1, 2018).
- New York
  - Reduced reach-back period for voluntary compliance:  
<http://www.osc.state.ny.us/ouf/reporters/voluntary.htm> New Online Holder Reporting: <https://www.osc.state.ny.us/ouf/reporters/erp.htm>
- Utah
  - Worthless shares are no longer reportable; DRPs must be sold and proceeds delivered to the state; New landing site for reporting  
<https://mycash.utah.gov/app/submit-a-report>
- Tennessee
  - Reporting deadline changed from a May 1 deadline to Nov 1 beginning in 2019. The first November 1 date will be a transitional date to include 18 months of reporting (Jan 1, 2018 - June 30, 2019). Going forward, it will cover the preceding fiscal year.

- Virginia
  - If a NAUPA file is submitted for the report data, and the remittance is submitted via ACH or wire transfer, then the AP-1 form can be submitted as a scanned document (after being signed and scanned) to [Report.Remit@trs.virginia.gov](mailto:Report.Remit@trs.virginia.gov). If you are reporting large numbers of tangible properties, and your software supports doing so electronically, you may now report tangible items in this manner. In the past we required paper reports for tangible reports. You should still set up the tangible reports as a separate report.
- Wisconsin
  - Unclaimed Property has been at the Wisconsin Department of Revenue for five years. However, holders continue to send paper reports to the Office of State Treasurer. Please note: DOR ONLY accepts e-filed holder reports, and our P.O. Box is 8982. The old P.O. Box associated with the Treasurer's Office has been closed.