



New Jersey Unclaimed Property Reporting Reminder

The State of New Jersey, Unclaimed Property Administration (UPA) wants to remind all businesses of their annual unclaimed personal property reporting obligations. Property deemed abandoned as of June 30, 2016 should be reported and remitted by no later than Friday, Oct. 31, 2016. Please save this email to use as a reference tool when creating and submitting your 2016 report.

Important Information

- **Online Reporting is Now Required** - In an effort to modernize our reporting system, the UPA implemented an Online Holder Reporting system that allows the business community to create an account, submit annual reports, and remit unclaimed property funds to the State. While most Holders have taken advantage of this improvement over the past two years, the UPA now requires all Holders who provide their annual report in electronic format (.txt or .hde) to use this reporting option starting in report year 2015. Below is a link to the Holder Reporting Application. It is also located on the [UPA home page](#).



- **Negative Reports are Required** – All Negative Reports (reports with no property) must be submitted using the Online Holder Reporting application. All businesses that are either incorporated in New Jersey or have a business presence in New Jersey are required to file negative reports if there is no property to report or remit that given year. This provides the UPA with a confirmation that Holders did their due diligence in reviewing their books to ensure there are no unclaimed property obligations.

- **Unclaimed Property Resources:**
 - [UPA Website](#) (bookmark for future reference)
 - [Frequently Asked Questions](#)
 - [ACH Wire Instructions](#)
 - [Broker Reporting Instructions](#)
 - [Mutual Fund Reporting Instructions](#)
 - [Dividend Reinvestment Plan \(DRP\) Instructions](#)
 - [Stock Delivery Instructions](#)

Important Holder Reporting Dates

- Reports containing personal property must be postmarked **before Nov. 1** covering the previous reporting cycle (July 1 thru June 30)
- Reports containing insurance property must be postmarked **before May 1** covering the previous reporting cycle (Jan. 1 thru Dec. 31).
- Unclaimed safe deposit general reporting requirements must be sent to this office **before Nov. 1**, of each year as of the proceeding June 30.

Due Diligence Reminder

If the amount of the unclaimed property is \$50 or more, the holder shall send a *certified mail with return receipt requested* (R.S.46:30B-50) to the apparent owner at the last known address. This notice should inform the owner that the holder is in possession of unclaimed property that will be turned over to the State Treasurer unless the owner claims it from the holder before the report is filed. This notice to apparent owners should be mailed *not more than 120 days nor less than 60 days before filing the report*. All Holders are strongly advised to add the www.missingmoney.com website address along with the mailing address in your correspondence to owners including the due diligence letters. Do not refer property owners to the UPA before Nov. 1.

Safekeeping Note

This office will not accept delivery of safekeeping contents by mail or in person from a holder. You must not send the actual safekeeping contents. Safekeeping contents will only be accepted after representatives from our office have reviewed the report and contents at your location. This office will contact you prior to the inspection.

Questions on safe deposit box reporting, e-mail: unclaimedreportinquiries@treas.nj.gov