



UNCLAIMED PROPERTY HOLDER REPORTING REMINDER

The State of New Jersey's Unclaimed Property Administration (UPA) would like to remind all businesses with an operating presence in the State of New Jersey of their obligation to report abandoned or unclaimed funds to the UPA. Property deemed abandoned as of June 30th, should be reported and remitted no later than October 31st for Personal Property. Life Insurance Property deemed abandoned as of December 31st, should be remitted no later than April 30th.

Important Reporting Information

- **Online Reporting Required** – The UPA [Online Holder Reporting application](#) allows the business community to create an account, submit annual reports, and remit unclaimed property funds to the State. The UPA requires all Holders to utilize the online system.
- **Manual Reports Can be Easily Created Electronically** – The UPA does not accept paper reports. You can create a report by data entering your property details through the 'Manual Report' feature on our Holder Reporting Application.
- **Negative Reports Not Required** – A negative report is an annual report submission made by the Holder even though the Holder is not reporting or remitting any unclaimed property for that report year. Filing a negative report is recommended if you typically report unclaimed property to New Jersey. A negative report filing acts as a confirmation that you reviewed your accounting for unclaimed property but did not identify any for that report year. The UPA only accepts negative reports through our Online Holder Reporting application.

Due Diligence Reminder

If the amount of the unclaimed property is \$50 or more, the holder shall send a *certified letter 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 [UPA's Online Property Search and Claim Submission](#) website in all correspondence to owners. **Do not refer property owners to the UPA before November 1.**

Unclaimed Property Resources:

[UPA Website](#) (bookmark for future reference)

[Frequently Asked Questions](#)

[Wire Instructions](#)

[Broker Reporting Instructions](#)

[Stock Delivery Instructions](#)