



## UNCLAIMED PROPERTY HOLDER REPORTING REMINDER

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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 30, 2018, should be reported and remitted by no later than Tuesday, October 31, 2018.

### **Important Reporting Information**

- **Online Reporting is 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. The application can be found here: [UPA Holder Reporting Application](#).
- **Manual Reports Can be Easily Created Electronically** – For reports where only a nominal amount of properties need to be reported, businesses are now required to create their report using HRS Pro's "Create Manual Report" option. This is fast, easy, and replicates the previous process of filling in UP-1 and UP-2 forms. Visit [Conduent's HRS Pro\\*](#) website, register as a new user, and follow the instructions to create a manual file. When logged into your account, you can access an FAQ section that supports this tool. Once an electronic report is created, simply select the option to create a NAUPA file, log into the UPA's reporting application, upload the file, and make your payment. **Important: Forms UP-1 and UP-2 are no longer necessary.**
- **Negative Reports are no longer 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. Negative reports, beginning in report year 2018, are not required. 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 [www.missingmoney.com](http://www.missingmoney.com) web address in all correspondence to owners. **Do not refer property owners to the UPA before Nov. 1.**

### **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](#)

\* - The NJ UPA does not provide technical or "How to" support for Conduent's HRS Pro application.