

Excel File Format Instructions

Use these instructions to complete your report in the approved Microsoft Excel file format. Do not alter the design of the Excel template in any way.

Formatting Standards:

- Enter all data as text format – don't change format to date, currency, number, etc.
- Omit hyphens from social security numbers, names, account id numbers, and FEIN numbers – don't use punctuation, you can use space and decimal for currency;
- Don't freeze panes;
- Use "Paste Values" any time that you copy/paste;
- Don't use formulas;

You may upload your file following these [instructions](#) or save the spreadsheet to a CD, DVD or USB drive and mail it to our office along with your [Verification and Checklist](#) and remittance.

Field Descriptions Notes:

Enter the appropriate information in each field according to the Report Detail Record Field Descriptions section of the [Handbook](#). Additional information is provided below for fields that are named differently or that need additional information:

Excel name	Description or notes
prop type	Property Type
reccount	Record Count - sequential starting with 1
mult ownr	Multiple Owner. Place an "X" in this field if the item has more than one listed owner.
acct id	Identifying data used by the reporting organization for the property ie Cert #, Customer Account #, Policy #, Check #
acct title	The names and relationships of all owners and beneficiaries as reflected on the records of the reporting organization.
activ date	Use MMDDYY format
init amt	Keep in text format. Decimal points may be used but not \$
esc amt	Keep in text format. Decimal points may be used but not \$
rem indic	Use this removal indicator if you need to take something off the report. R for items reported in error or P for items that were returned to owner.
sec discr	Description of the security, as used by the financial community
cusip no	9-digit number assigned to the security being reported by CUSIP
cusip expan	An extension number used by certain stock exchanges
no shares	Number of shares
transfer	Method of transfer
class	Leave blank
pay	Leave blank
unique	Leave blank
year	Leave blank
rpt no	Leave blank
rpt type	Leave blank
fein	Reporting company's FEIN repeated in each record

Email NYSRPU@osc.state.ny.us if you have any questions.