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The Office of Unclaimed Funds reminds you to check for monies held by your banking institution that may be considered abandoned property.

Review the [Handbook for Reporters of Unclaimed Funds](#) to see what types of funds are covered under New York State's [Abandoned Property Law \(APL\)](#) Article III. Keep in mind that your company may hold property types covered under different sections of the APL, such as Article V and §1315, which have different reporting dates. Refer to our [Property Type Tables](#) for more information.

Follow the list of steps and tips below if you determine that a report is due. Additional details may be found in the [Banking Institutions](#) section of the Handbook.

What's New:

- You can upload an [Excel formatted](#) report using our Secure File Upload (formerly known as FTP).
- Check our updated [Security Delivery Instructions](#) for a new template when delivering securities to our office.
- Check our website and handbook for these updates and a new design!

Reporting Timeline:

June 30	Determine which accounts are dormant.
August 10	Send a notice by first class mail to all owners with a valid address.
August 31	Publish an alphabetical list of owner names by last name including addresses in a newspaper published in the city or village where the property is payable, except in New York City, where it must be published in the county where it is payable.
September 10	Send a notice by certified mail to owners of over \$1,000 who did not respond to the first letter.
September 10	Send us a copy of the published list as proof of your publication.
November 10	Submit your final report, including account and owner details, remittance and Verification and Checklist (AC2709) .

Reporting Steps:

1. Enter account and owner details using an [approved electronic reporting format](#), and send it to us electronically using our Secure File Upload or by mail on CD, DVD or USB drive. We cannot accept reports by email. Use our [Online Holder Reporting](#) web application for up to 25 accounts on our secure website. Do not send a paper VCL if submitting a report using our Secure File Upload or the Online Holder Reporting, the submission creates one for you!
2. Send your remittance by [electronic payment](#) or check payable to the Comptroller of the State of New York. Transfer securities as described on the [Security Delivery Instructions](#). We will send you an acknowledgment letter as your receipt.

Tips for effective due diligence and reporting:

- Review our [website](#) and [Handbook](#) before starting to prepare your report.
- Send notices early, as a consideration to the owner.
- Submit an [Extension Request Form](#) by October 10th (30 days prior to the report due date) if you need more time to submit your report. You must remit 75% of either the expected value of the report or the amount reported the previous year.
- Include your direct contact information on notices so the owner can contact you, and mark your envelopes with "Response Required."
- Record the Secure File Upload date/time stamp on all pieces of your report so that we can match the details, remittance and any later correspondence. Reports submitted via our Secure File Upload which include an EVCL do not require a paper VCL (AC2709) or a copy of the report on paper or disk. This activity may result in a duplicate report.
- If you prepare reports using third party software, make sure you are using the most current version.
- If you are reporting Office of Foreign Assets Control (OFAC) blocked items to our office, submit these on a separate report. Include the OFAC [sanction program](#) in the property description field.
- **Preliminary and negative reports are NOT required.**
- **Multiple Entitlement Accounts**
 - Indicate the relationship each owner has to each account.
 - Use relationship codes in [NAUPA](#) format or the Account Title in the Excel or NYCD formats.
 - For example, "John Jones Custodian for Mary Jones" or "John Jones (CF), Mary Jones (UG)." Incomplete relationship data usually requires follow-up contacts with the reporting organization and increases the risk of incorrect claim payments.
 - Reporting multiple owner accounts incorrectly can result in incorrect claim payments and/or numerous follow up questions from this office.

[Contact us](#) if you need further assistance.

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