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The Office of Unclaimed Funds reminds you to check for monies held by your insurance company 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 VII and §1316. 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. Find additional details in the [Insurance Companies](#) 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 for a newly updated handbook, coming soon!

Reporting Timeline:

May 1	Publish an alphabetical list of owner names and addresses in a newspaper distributed in the county of the policyholder's last known address.
May 10	Send us a copy of the newspaper as proof of your publication.
June 10	Send a notice by first class mail to all owners with a valid address.
July 10	Send a notice by certified mail to owners with over \$1,000 who did not respond to the first letter.
September 10	Submit your final report, including policy and owner details, remittance and Verification and Checklist (VCL) (form 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 new [Online Holder Reporting](#) web application for up to 25 accounts on our secure website. Don't 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 August 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.
- **Preliminary and negative reports are NOT required.**
- **Multiple Entitlement Accounts**
 - Indicate the relationship each owner has to each account.
 - Use the Account Title in the NYCD and HDT formats or relationship codes in [NAUPA](#) format.
 - For example, "John Jones Insured Mary Jones Beneficiary" or "John Jones (IN), Mary Jones (BF)." Incomplete relationship data usually requires follow-up contacts with the reporting organization and increases the risk of incorrect claims payments in the future.

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

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