

OUF Excel FTP (UFILE) Instructions

1. Open your web browser and enter the following: <https://ouf.osc.state.ny.us/ouf/ap?0>
2. Enter the user name and password provided in the email, then click **Submit**.

Login

User ID (Required)

Password(Required)

Submit

Login to Unclaimed Funds, to submit completed Abandoned Property Reports and create/submit VCLs electronically. To request a username and password, contact us at NYSRPU@osc.ny.gov. If you have a username and password that was obtained prior to August 2009, you will need to contact us as the login credentials have changed.

3. On the Online Holder Reporting screen select Upload Excel File, click on the Browse button to select your Report (.xlsx or .xls) file, select Reporter Class. Click Next.

Upload Excel File

File Name (Required). Maximum file size is 5MB

Reporter Class*

Banks

Instructions to upload/verify files

1. You can submit Excel spreadsheets in the exact format described in the Excel File Format Instructions.
2. [Excel File Format Instructions](#)
3. [Excel Template for Unclaimed Funds Report](#)
4. Click the "Browse" button to select the file you want to upload from your PC.

Note : Single REPORT files larger than 5 MB must be [mailed in](#) with an [AC2709, Verification and Checklist form](#).

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

4. Enter information about the organization who is reporting the unclaimed funds, including contact information for where we can direct any questions. Select Report Preview

Contact Information

Enter Holder Information

Holder Name *	Tax ID*
<input type="text"/>	<input type="text"/>
Incorporated State*	Incorporated Date (mm/dd/yyyy)
NEW YORK <input type="button" value="v"/>	<input type="text"/> <input type="button" value="17"/>

Enter Contact Person's Information

First Name*	Last Name*	
<input type="text"/>	<input type="text"/>	
Address*	City*	
<input type="text"/>	<input type="text"/>	
<input type="text"/>		
State*	Postal Code*	Country*
NEW YORK <input type="button" value="v"/>	<input type="text"/>	UNITED STATES <input type="button" value="v"/>
Province/Region		
<input type="text"/>		
Phone Number*	Ext.	Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>

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5. Use the Report Preview Screen to verify the account information is correct. Click on Submit or Cancel (see 6).

1. Holder Information > 2. Properties > 3. Report Preview > 4. Report Summary

Please review and verify all information.

Holder Information

Holder Name The Bank
Contact Name Denny Crane
Phone Number 6175551234
Email nysrpu@osc.ny.gov
Address 500 Boylston St New York NY, 10001 US

Properties


Type	Initial Amount	Amount Remitted	Shares
1A	\$0.00	\$365.52	0.0000
2B	\$0.00	\$357.00	0.0000
2C	\$0.00	\$6,500.00	0.0000
1C	\$0.00	\$1,527.50	0.0000
Totals:	\$0.00	\$8,750.02	0.0000

This report of abandoned property is made pursuant to the Abandoned Property Law. To the best of my knowledge and belief, such report is a true and complete statement of all abandoned property held by or owing by the said organization.

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6. When you click on SUBMIT you will receive the successful upload screen like the example below and may print this page as a receipt. If you select CANCEL, nothing will be uploaded and you will be returned to the upload screen. If you have any need to ever submit documentation by mail please **copy the Date/Time Stamp information located at the top of the screen onto the upper left corner the documentation to ensure we can associate it with your report.**

1. Holder Information > 2. Properties > 3. Report Preview > 4. Report Summary

An electronic VCL(s) has been filed for this report(s). You do NOT need to submit a hard copy. File Name uploaded to Office of Unclaimed Fund is : ABND.NYCD1.D060519.T091524.UFILTEST.f .
 Please print  out this page as a receipt for this submission.

Reminder, your report is not complete until you remit the related cash or securities. Follow the below instructions:

- [Electronic Funds Transfer](#)
- [Security Delivery Instructions](#)
- [Mail Checks](#)

Holder Information

Holder Name	The Bank
Contact Name	Denny Crane
Phone Number	6175551234
Email	nysrpu@osc.ny.gov
Address	500 Boylston St New York NY, 10001 US

Properties

Type	Initial Amount	Amount Remitted	Shares
1A	\$0.00	\$365.52	0.0000
2B	\$0.00	\$357.00	0.0000
2C	\$0.00	\$6,500.00	0.0000
1C	\$0.00	\$1,527.50	0.0000
Totals:	\$0.00	\$8,750.02	0.0000

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If you have any questions about using this site, please direct your inquiry to the following:
NYSRPU@osc.ny.gov

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