



STATE OF NEW YORK  
OFFICE OF THE STATE COMPTROLLER

## AUTOMATED CLEARING HOUSE (ACH) TRANSFER INSTRUCTIONS

### ELECTRONIC FUND TRANSFER

Please use the following banking information when sending an ACH credit payment to the New York State Office of Unclaimed Funds. If you are unfamiliar with making payments using ACH, you should contact your bank and they will be able to guide you through the transaction.

<i><b>BANK</b></i>	<i>JP MORGAN CHASE</i>
<i><b>ROUTING NUMBER</b></i>	<i>021000021</i>
<i><b>NAME</b></i>	<i>SNY BUREAU OF ABANDONED PROPERTY</i>
<i><b>ACCOUNT NUMBER</b></i>	<i>573801479</i>

In addition, the following information must be supplied in the addenda record of the transaction:

- 1) Payment Type** - The available payment types are FINAL, ADDTL, AUDIT, and ESTIM.
  - FINAL represents a single payment for a final report.
  - ADDTL represents an additional remittance on a previously filed report and payment.
  - AUDIT represents payment as result of an audit.
  - ESTIM represents an estimated payment in anticipation of a later filing.
- 2) LS** - If the payment is to be applied to more than one report include LS. Otherwise, do not include LS.
- 3) Number of Reports in LS** – Use only if LS is applicable – how many reports are covered by the payment?
- 4) Contact Name** - The contact is the person who is most able to answer questions about the payment.
- 5) Contact Phone Number** – The contact number must be formatted as shown in the examples below.

**Example 1:** FINAL; LS 21; John Doe; 518 555-5555

A lump sum payment covering 21 final reports. John Doe will be contacted if questions on this payment arise.

**Example 2:** ADDTL; Jane Doe; 518 999-9999

An additional remittance to a single report. Jane Doe will be contacted if questions on this payment arise.

Please direct any questions relative to this process to Christie Johnston, (518) 549-2383 or the Reports Processing Unit [NYSRPU@osc.ny.gov](mailto:NYSRPU@osc.ny.gov).