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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](#).

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

June 30	Determine which accounts are dormant.
August 10	Send a letter by first class mail to all owners with a valid address.
August 31	Publish an alphabetical list of owner names and 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 certified letter to owners with over \$1,000 that didn't respond to the first letter.
September 10	Send us a copy of the newspaper as proof of your publication.
November 10	Submit your final report, including account and owner details, remittance and Verification and Checklist (AC2709) .

Enter account and owner details in our free electronic reporting software ([NYCD](#)) or in [NAUPA format](#) and send to us using CD, DVD or FTP. We don't accept reports by email.

Send your remittance by [electronic payment](#) or [check](#). Transfer securities as described on the [Securities Delivery Instructions](#).

Tips for effective due diligence and reporting:

- Conduct mailings early, before the publication deadline, as a consideration to the owner.
- Check the [OUF website](#) before starting to prepare your report.

- Include your direct contact information on letters so the owner can contact you and mark your envelopes with “Response Required.”
- Pay special attention to accounts with more than one owner - make sure to indicate the relationship each owner has to the account. Use the Account Title in the NYCD format and relationship codes in [NAUPA](#) format. For example, "John Jones Custodian for Mary Jones" or "John Jones (CF), Mary Jones (UG)."
- Record the FTP date/time stamp on your AC2709 so that we can match the electronic files later.
- Preliminary and negative reports are not required. We’ll send you an acknowledgement letter as your receipt.

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

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