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The Office of Unclaimed Funds reminds you to check for monies held by your 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 V, V-A and Section 1315](#).

Follow the list of steps and tips below if you determine that a report is due. Find additional details in the [General Corporations](#) and/or [Brokers and Dealers](#) sections of the Handbook.

**Reporting Steps Timeline:**

December 10	Send a letter by first class mail to all owners with a valid address.
January 10	Send a certified letter to owners with over \$1,000 who did not respond to the first letter.
March 10	Submit your final report, including account and owner details, remittance and <a href="#">Verification and Checklist (VCL) (AC2709)</a> .

Enter account and owner details using an [approved electronic reporting method](#), and send it to us using FTP, CD, DVD or USB drive. We cannot accept reports by email.

Try our new [Online Holder Reporting](#) web application. This new application allows you to enter information on our secure website.

Send your remittance by [electronic payment](#) or check payable to the Comptroller of the State of New York. Transfer securities as per the [Securities Delivery Instructions](#). Check these instructions again on the day you send securities, as they are subject to change.

If you prepare reports using a third party service provider software, make sure you are using the most current version. Failure to do so will result in reports with errors.

**Tips for effective due diligence and reporting:**

- Save time - check our [website](#) and [Handbook](#) before starting to prepare your report.
- Conduct mailings early, as a consideration to the owner.

- If you need more time to submit your report, request an extension by February 10<sup>th</sup>, 30 days prior to the report due date. Submit an [Extension Request Form](#) with a remittance of 75% of either the expected value of the report or the amount reported the previous year. Payments must be received by the original due date.
- Include your contact information on letters so the owner can contact you directly 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 all pieces of your report so that we can match the details, remittance, VCL (AC2709), and any related correspondence.
- Reports submitted via FTP do not require a paper VCL (AC2709) or a copy of the report on paper or disk. This may result in a duplicate report.
- We will send you an acknowledgement letter as your receipt.
- **Preliminary and negative reports are NOT required.**

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

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