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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 Section 1316](#). Keep in mind that your company may hold property types covered under different sections of the APL, such as Article V and Section 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.

**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 letter by first class mail to all owners with a valid address.
July 10	Send a certified letter 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 <a href="#">Verification and Checklist (AC2709)</a> .

**Reporting Steps:**

1. Enter account and owner details using an [approved electronic reporting format](#), and send it to us using FTP, CD, DVD or USB drive. We cannot accept reports by email.
2. Try our new [Online Holder Reporting](#) web application. This application allows you to enter information on our secure website.
3. Send your remittance by [electronic payment](#) or check payable to the Comptroller of the State of New York. Transfer securities as described on the [Securities Delivery Instructions](#).

## Tips for effective due diligence and reporting:

- Review our [website](#) and [Handbook](#) before starting to prepare your report.
- Conduct mailings early, as a consideration to the owner.
- Submit an [Extension Request Form](#), if you need more time to submit your report, with a remittance of 75% of either the expected value of the report or the amount reported the previous year. Request an extension by August 10<sup>th</sup>, 30 days prior to the report due date. Payments must be received by the original due date.
- Include your direct contact information on letters, so the owner can contact you and mark your envelopes with “Response Required.”
- Record the FTP date/time stamp on all pieces of your report so that we can match the details, remittance, VCL (AC2709), and any correspondence later. Reports submitted via FTP/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. We will send you an acknowledgement letter as your receipt.
- 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 format or relationship codes in [NAUPA](#) format.
  - For example, "John Jones Custodian for Mary Jones" or "John Jones (CF), Mary Jones (UG)." 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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