



STATE OF CONNECTICUT
OFFICE OF THE STATE TREASURER
Unclaimed Property Division

State of Connecticut Deadline for filing reports:

**WITHIN 90 DAYS AFTER PRESUMPTION of ABANDONMENT DATE
of DECEMBER 31, 2016 or BEFORE MARCH 31, 2017**

Holder Instructions for Negative Reporting

- If your Company is incorporated in Connecticut, is a Connecticut licensed business, or physically located in Connecticut, you **MUST** file every year even if your Company has no property to report. If you have nothing to report, you must file what is called a “Negative Report”.
- If your Company is not incorporated in Connecticut, or is not a Connecticut licensed business, or does not write any business in Connecticut, your Company does not need to submit a negative report.

Filing the Negative Report

- Send a letter on Company letterhead with the name and address of the Company, federal tax identification number, the calendar year of the report, and a statement that your Company has no property to report for this year. The letter must be signed by an officer of the Company and their signature properly notarized.
- Some electronic unclaimed property software programs allow for paper negative reports and may be submitted as long as they are properly signed and notarized.
- You may use Connecticut’s coversheet from the website (bullet #2) putting “zero” or “none” in the amount field and having the form properly signed and notarized.
- **ELECTRONIC COPIES OF THE NEGATIVE REPORT CANNOT BE ACCEPTED BY CONNECTICUT.**
- Connecticut requires that all “negative reports” be originally signed by an officer of the company and properly notarized.