

Holder Alerts (updated November 2018)

- **DUE DATES:** Holder reports for Calendar year 2018 must be delivered and received within 90 days of the December 31, 2018 presumption of abandonment date, but no later than Friday, March 29, 2019. March 31st is a Sunday and March 30 is a Saturday. Holder reports must be received - not postmarked - by the deadline.
- **DELIVERY of HOLDER REPORTS:** Checks and reports should be delivered directly to our lockbox location. (This PO Box is a lockbox at Webster Bank and not a “true” Post Office box with the United States Postal Service. Our lockbox accepts overnight deliveries.) (See the “Reporting and Delivery of Cash Property” bullet (#13) under the “Forms and Instructions” tab). Reports are deemed “Received” on the date they are delivered to the lockbox.
 - **NOTE:** If you are issuing a wire or an ACH, include a copy of the transmittal. This transmittal serves as proof of delivery for the bank.
- **CONTACT INFORMATION:** Please be sure the contact person listed on the holder report has valid contact information (including phone number) and is the person our office may contact concerning the information reported. This should **not** be a generic unclaimed property reporting number; our office needs a valid contact person to discuss problems with the reports.
- **ELECTRONIC FILINGS:** All holder reports must be submitted in National Association of Unclaimed Property Administrators (NAUPA) format. Excel templates must be uploaded into the applicable software and finalized. (“hde” files must be copied onto a CD ROM or Flash Drive and delivered to our office.) Files sent in Word, Excel or Adobe formats are not acceptable.
 - **NOTES:** a) Holder reports do **not** automatically transmit once loaded into HRS Pro or any software program. NAUPA files must be copied to CD ROM or Flash Drive and mailed with the originally signed and notarized holder report coversheet, and check to our lockbox address. Reports are not considered complete unless you include this NAUPA file on a CD ROM or Flash Drive. If the report is not received in the proper format, your company may be subject to a late filing penalty.
 - b) Connecticut **does not participate** in the Eagle/UPExchange initiative for automatic delivery. NAUPA files must be copied to CD ROM or Flash Drive and delivered with the Holder Report.
 - c) Be sure that the NAUPA file is actually loaded on the CD ROM or Flash Drive before mailing. Check your CD – **it must not be blank.**

- **ORIGINAL COVERSHEETS AND SIGNATURES:** All coversheets, no matter what system is utilized must have originally signed and notarized signatures. Reports submitted without signature and notary will not be considered filed, and may be deemed late. California jurats are okay in place of signing the coversheet with a notary for companies physically located in California.
- **PASSWORDS:** If your company requires a password to open the holder report, email the password to our office. Be certain the name of the company, the company tax ID, and the amount of money paid on the report(s) is included in your email. Email passwords to: cathy.kristof@ct.gov.
- **SECURITIES DELIVERY:** Prior to delivery of securities, be sure to follow procedures and submit a “pre-approval” listing for approval and review by UCP staff prior to inclusion on your holder report and delivery to our DTC account. The Treasurer’s Office has the authority to refuse delivery of securities that have no value, are worthless, or cannot be delivered. [*CGS Section 3-65a (f) The Treasurer may decline to receive any property the value of which is less than the cost of giving notice or holding sale, or may postpone taking possession until a sufficient sum accumulates.*]
- **MILITARY AND SERVICE MEDALS:** In conjunction with the Department of Veteran’s Affairs, we have a requirement for reporting and redemption of military and service medals. See details under “Reporting and Delivery of Safe Deposit Box Contents” bullet under the “Forms and Instructions” tab. [See CGS Section 3-65a (k)]
- **OUT OF STATE PROPERTY:** Connecticut requests that all property be reported to the state in which the owner’s last address is known. Out of country property may be reported to Connecticut if the holder is located in Connecticut. If an address is not known, but the holder is located in Connecticut, it also can be reported to Connecticut.
- **ROTH IRA’s:** At this time Roth IRA’s may not escheat in Connecticut because there is no mandatory distribution date to trigger the dormancy period.
- **HEALTH SAVING ACCOUNTS (HSA):** At this time, Health Savings Accounts may not escheat in Connecticut because there is no maturity date to trigger the dormancy period. Property should be returned to the original format (such as a savings account) and escheated from that mechanism.
- **FAILURE TO COMPLY OR LATE FILING:** Failure to comply with Connecticut unclaimed property statutes and UCP delivery instructions may result in a 15% per annum penalty as mandated under CGS Section 3-65b.