



Holder Outreach Newsletter California Unclaimed Property Program

This newsletter provides a way to keep all businesses, financial organizations and other holders of unclaimed property well informed. It highlights important news, useful information, and changes pertaining to unclaimed property in order to assist holders with California reporting requirements.

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Completing Holder Notice Reports

The first report in California's two report process is known as the Holder Notice Report which is due annually prior to November 1. To ensure that reports will be accurately uploaded and to avoid future interest assessments, please verify the following:

Report "As of" Date

The report "As of" date, used in determining when property becomes reportable, is entered in Section A of the UFS-1 form.

- This date can either be June 30 or the company's fiscal year end date.
- The "As of" date is not the date the report was due, created or submitted.
- A report cannot be completed until the "As of" date is determined.
- To determine if a property is due to be reportable to California add the number of dormancy years required to the properties last transaction date. If the date falls

Free Reporting Software

Free unclaimed property reporting software and video training endorsed by the National Association of Unclaimed Property Administrators (NAUPA), is available at: www.unclaimed.org/reporting/.



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Electronic Remittance Methods

California's State Controller's Office (SCO) accepts four Electronic Funds Transfer (EFT) methods when holders remit unclaimed property. They are:

1. Automated Clearing House (ACH) Debit
2. ACH Credit
3. Fedwire
4. International Funds Transfer (IFT)

ACH Debit and ACH Credit transactions are processed through the National Automated Clearing House Association (NACHA). We recommend the use of ACH Debit or ACH Credit transfers and are available to assist you with setting up an account at updscoeft@sco.ca.gov or (916) 464-6220.

If you have not registered for the EFT program, please complete and return the "Authorization Agreement for Electronic Funds Transfer" form (SCO EFT-1) which can be obtained by accessing our Web site at www.sco.ca.gov. If you have registered, you may submit a completed SCO EFT-1 form if you want to change EFT methods, to change the holder EFT contact person, phone number or address, or to change your account or financial institution.

A free web payment service is available to you when using an ACH Debit account. You may process EFT payments online at <http://www.paycalifornia.com/sco>, in addition to the IVR (phone) process. There are no costs to holders processing ACH Debit payments.

You may make ACH Credit payments via your financial institution. The holder will pay any set up fee for ACH Credit transactions and some financial institutions may charge the holder a monthly fee for the ACH Credit account.

Remittance may be made by Fedwire or IFT; however, the SCO encourages holders to remit unclaimed property through either ACH Debit or ACH Credit. If you choose to remit via Fedwire or IFT and it is your first time using either of these methods, you must contact us. We recommend that you call at least a week prior to remitting the property to request the appropriate form:

- Fedwire: SCO EFT-3, Registration for Remittance by Fedwire
- IFT: SCO EFT-1, Authorization Agreement for Electronic Funds Transfer

Even if you have previously remitted by Fedwire, it is strongly recommended you contact our office prior to remitting in order to ensure your remittance is able to be processed in an accurate and timely manner. The holder bears all costs when remitting by Fedwire or IFT.

Unclaimed Property Laws and Regulations can be found at http://www.sco.ca.gov/upd_rptg.html.

EFT transfers are preferred for all remitted amounts. However, holders may remit a check if the report amount is less than \$20,000.

For additional information you may refer to the "Electronic Funds Transfer Information Guide" located at www.sco.ca.gov. Staff is available to assist you with setting up an ACH Debit or ACH Credit account, answer inquiries regarding the 'paycalifornia' online payment method, and other EFT related inquiries at updscoeft@sco.ca.gov or (916) 464-6220.

Interest Assessment Billings

SCO recently implemented a new system for interest assessment billings. We are currently billing for 2007 and 2008 report years.

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before your "As of" date, it is reportable. For assistance you may refer to the "2010 Property Report Cycle" documents found at our website www.sco.ca.gov.

Social Security Numbers

Social Security Numbers (SSN) are required on both the Holder Notice Report and the Holder Remit Report.

- If SSN are not being provided due to security reasons, holders may password protect the diskette.
- If SSN for owners are not available, a letter stating so must be provided.

Contact Information

The contact information must be correct and consistent on both the UFS-1 form and the diskette.

Do Not Remit Property Early

Property will be remitted later with the Holder Remit Report and should not be included with the Holder Notice Report.

- Property included with the Holder Notice Report will be returned to the holder.
- The due date of remittance will be provided on the Holder Remit Report Reminder Letter, which will be issued once the Holder Notice Report is uploaded.

Diskette

All diskettes should be reviewed by the holder prior to submission to ensure it is not blank or corrupt.

Deadline

The Holder Notice Report must be filed before November 1, (before May 1 for life insurance companies).

Paper Reports

Paper reports can only be submitted when reporting less than 10 properties.

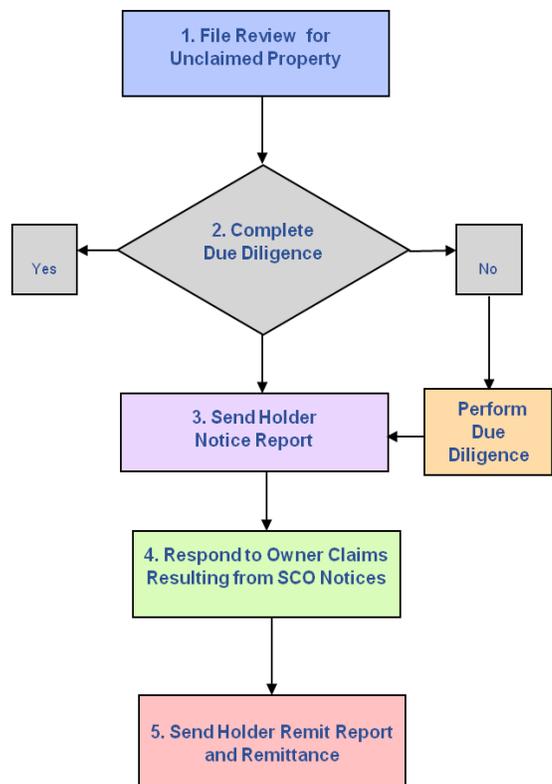
The best way to avoid interest assessments is to report correctly and timely.

New Holder Handbook

A new Unclaimed Property Holder Handbook (Handbook) is available for holders reporting unclaimed property in California. This Handbook will be available at the SCO website starting in July 2010. We hope that you find this new format to be helpful, informative, and user-friendly. The most dramatic change is a shift to one large document that contains all reporting information.

The Handbook follows the California two report process as described in this flowchart.

Unclaimed Property Reporting Process



Important Upcoming Dates

Before November 1: HOLDER NOTICE REPORTS due to the SCO

December 1-15: HOLDER REMIT REPORTS and PROPERTIES due for life insurance companies.

Contact us

California State Controller's Office
Unclaimed Property Division
P.O. Box 942850
Sacramento, California 94250-5873

www.sco.ca.gov

Reporting Assistance: (916) 464-6284

Claims Assistance: (800) 992-4647

We want your input!

Please send us your comments, ideas or concerns to:

updholderoutreach@sco.ca.gov

