



California State Controller Malia M. Cohen Unclaimed Property Division

Holder Reimbursement Requests

If a holder reimburses an owner or reinstates an owner's account for property already escheated to the State of California, the State Controller will reimburse the holder after loading the report and reconciling it to the remittance received. Review the [Unclaimed Property Holder Handbook](#) and [California Code of Civil Procedure section 1560](#) for details beyond this guide.

Before Reimbursing an Owner

- Search for the property on the Controller's website. If the property is listed, make a note of the property ID number and notify CAHCR@sco.ca.gov to avoid a duplicate return.

Complete the Holder's Claim for Reimbursement Form

- An officer of the company must sign the [HCR-1](#). Otherwise, include a letter authorizing another representative to claim on behalf of the company.
- The [HCR-1](#) must be notarized if the property value is \$1,000 or greater, or it is a security-related property.
- A separate [HCR-1](#) must be included for each report year in the reimbursement claim package.
- If multiple report years are included in the claim, the [HCR-1](#) should not contain more than 100 properties. If a claim for a single report year contains more than 100 properties, the claim does not need to be split. List multiple properties on the [Excel spreadsheet template](#).
- List the owner's name, account number, property description, and the State Controller's property ID number.

Include Documentation

- Provide proof that payment was made or the owner's account was reinstated and that the payee was entitled to the property. For a negotiable instrument, provide proof that the instrument was presented to the holder and paid to the owner. For a reinstated life insurance account, include proof of the owner's consent.
- Provide a copy of the Universal Holder Face Sheet ([UFS-1](#)) from the original Holder Remit Report.

Submit the Request

- Save a complete copy.
- Email all documents and questions to CAHCR@sco.ca.gov or mail the package to the State Controller's office.

Outreach and Compliance Unit

(916) 464-6088

UPDHolderOutreach@sco.ca.gov

We're Here to Help!

The Outreach and Compliance Unit provides holder education and resources through one-on-one assistance, webinars, and speaking engagements. Visit the [training and tutorials page](#) for up-to-date information or contact us for participation in your next event.

GoReport.sco.ca.gov



www.claimit.ca.gov

All materials and information contained within this guide are for informational purposes only and do not constitute legal advice.