Holder Notice Report Checklist

The annual Holder Notice Report is due to the State Controller before November 1 (before May 1 for life insurance companies). The Holder Notice Report consists of a Universal Holder Face Sheet (UFS-1) and a complete list of reportable properties. Funds or tangible property sent with a Holder Notice Report may not be accepted. Use this checklist to ensure your report is accurate and complete.

Universal Holder Face Sheet (UFS-1) (video tutorial)

☐ In Section A, Holder Information, the “Report As of Date” is your fiscal year-end date or June 30, and should be the same every year; life insurance companies must use December 31.

☐ In Section B, Holder Contact Information, enter your business name and the contact information for the person responsible for completing the report. This person may receive questions from our Reporting Unit regarding the report.

☐ In Section C, Property Owner Contact Information, enter your business name and the contact information for the person responsible for handling inquiries from property owners and heirs. The person listed should be prepared to reactivate the account or refund the property to the rightful owner(s) or heir(s), thereby preventing escheatment to the State.

☐ In Section F, Holder Report Totals, enter the total reported dollars and total shares reported shares. Ensure the amount matches the total on your property owner list. Under “Includes Safe Deposit Box,” check “yes” if the report includes safe deposit contents or safe keeping items, or “no” if it does not.

☐ In Section J, Verification, include an original wet signature and date.

List of Property Owners

☐ Reported property must meet its required dormancy period.

☐ If reporting electronically, submit a list of reportable properties and property owner details using National Association of Unclaimed Property Administrators (NAUPA II) format on a CD or USB flash drive. Label the disc or drive with your business name, Federal Employer Identification Number (FEIN), report year, and total dollar amount reported.

☐ If reporting on paper, use the Owner Detail Sheet (UDS-1). Paper reports with 10 or more properties may not be accepted.

Save and Mail

☐ Save a copy of the complete report for your records and mail all components in one package using a secure, trackable method to:

Office of State Controller Betty T. Yee
Unclaimed Property Division
10600 White Rock Road, Suite 141
Rancho Cordova, CA 95670
In the 2017-2018 Fiscal Year, the State Controller’s Office:

Paid 577,679 claims
Reunited $308.7 million
Mailed 1.3 million notices

Ask an Analyst

Do you have a question about reporting unclaimed property? We want to hear from you! The Outreach and Compliance Unit will select a holder question to address in our biannual newsletter. Submit questions to UPDHolderOutreach@sco.ca.gov.

Q: Where should local agencies report unclaimed property?

A: Local agencies, including city or county districts, as specified in Government Code (GOV) sections 50001 and 50050, that have a system in place for transferring unclaimed property to their general fund, should review GOV sections 50050-50053 and CCP section 1502(a)(2) to determine if their unclaimed property should be reported to the Controller or transferred to the agency’s general fund.

If the local agency does not have a system in place for transferring unclaimed property to their general fund, their unclaimed property should be reported to the Controller.

Important Dates

Before November 1
Annual Holder Notice Reports Due

December 1 – 15
Life Insurance Holder Remit Reports with Remittance Due

We’re Here to Help!

UPDHolderOutreach@sco.ca.gov | (916) 464-6088
The Outreach and Compliance Unit educates holders through webinars, speaking engagements, and more. Visit the events page for up-to-date information or contact us for participation in your next event.

www.sco.ca.gov ● www.claimit.ca.gov

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