



California State Controller Malia M. Cohen

Unclaimed Property Division

Remit Report Checklist

The Remit Report, due to the State Controller's Office (SCO) between June 1 and June 15 (December 1 – 15 for life insurance companies), consists of four items: the property owner details list, Universal Holder Face Sheet (UFS-1), Remit Reminder Letter (14F), and remittance.

Step 1: Prepare Property Owner Details

- Prepare an encrypted .hde file listing all reportable properties and property owner details in National Association of Unclaimed Property Administrators ([NAUPA II](#)) format. Reporting software and standard NAUPA II format guidelines are available from the National Association of Unclaimed Property Administrators ([NAUPA](#)). The software is free for reports containing fewer than 100 properties and will prepare and encrypt your file in the proper format (encrypted .hde).
- Do not add properties that were not originally reported on the [Notice Report](#). If you are filing a Remit-only report, negative report, or have identified new properties to report, refer to the [Other Report Types](#) guide.

Step 2: Complete the Universal Holder Face Sheet (UFS-1) (video tutorial)

- In the box at the top right corner of the UFS-1, write your Report ID (RID) number found on the 14F mailed to you after SCO completed the processing of your Notice Report.
- In Section A, Holder Information, the "Report As of Date" is your fiscal year-end date or June 30, and should be the same month and day every year. Life insurance companies must use December 31. The date format for the "As of Date" field is MM/DD/YYYY.
- In section F, Holder Report Totals, enter the total dollars and total shares remitted. Ensure the amount matches the total dollars and shares listed in your property owner details.
- In section J, Verification, include a signature (electronic signatures accepted) and the date signed.

Step 3: Send Remittance

- Use Electronic Funds Transfer (EFT) to remit \$2,000 or more (effective January 1, 2022).
- Make checks under \$2,000 payable to California State Controller and note the RID on the memo line or staple a copy of the 14F or UFS-1 form to the check.
- Keep safe deposit box and safekeeping properties until you receive a Safe Deposit Call-In Letter.
- Review the [Remitting Unclaimed Property](#) quick guide for additional details.

Step 4: Provide Additional Documents

- Include the signed (electronic signatures accepted) 14F with your report. If you have not received your 14F, contact the Reporting Unit at UCPReporting@sco.ca.gov or (916) 464-6284.
- When remitting securities, include a Security Summary ([SS-1](#)) form with valid property owner names, correct Committee on Uniform Securities Identification Procedures (CUSIP) numbers, and social security numbers (SSNs) or Federal Employer Identification Numbers (FEINs).
- If you are preparing a report for a financial institution, include a deductions and fees schedule, if applicable.

Step 5: Save and Submit Report Materials with SCO's [Online Reporting Portal](#)

- Save a copy of the complete report and all required documents for your records.
- Submit property owner details in an .hde file and all documents using SCO's [online reporting portal](#).

For assistance using the online portal, contact SCO's Reporting Unit.
UCPReporting@sco.ca.gov | 916-464-6284.

Remit Report Tips

Failure to submit the Remit Report (due June 1 – 15; December 1 – 15 for life insurance companies) may result in an interest assessment per [CCP section 1577](#).



DO



DO NOT

- Include the signed 14F with your Remit Report (electronic signatures are accepted).
- Submit an encrypted .hde file listing reportable properties via:
 - SCO's [online reporting portal](#). For assistance using the portal, contact the Reporting Unit at UCPreporting@sco.ca.gov or 916-464-6284.
 - [Free reporting software](#) is available for fewer than 100 properties.
- Include the signed UFS-1 with your Notice Report. Review the [form instructions](#) for completion details.

- Do not send your report too early. Remit Reports are due June 1 – 15 (December 1 – 15 for life insurance companies).
- Do not include new names or properties that were not previously included in the Notice Report.
- The “Report As of Date” is not the date you sign the UFS-1.
 - Use June 30 or your fiscal year end date.
 - Life insurance companies must use December 31.
- Do not send a check if remitting \$2,000 or more; use EFT.

The amounts entered in Section F should match the total dollar amount and total share amount from your property owner details list.

Ensure the form is signed (electronic signatures accepted) and dated by an authorized person.

Include your six-digit Report ID number, found on the 14F.

The “Report As of Date” is June 30 or your fiscal year-end date. Life insurance companies must use December 31.

Use MM/DD/YYYY date format (for example 06/30/2020).

Make a selection for “Includes Safe Deposit Box” and choose “Yes” or “No.”

The image shows a screenshot of the UFS-1 (Rev. 01/15) Universal Holder Face Sheet form. The form is divided into several sections: Section A (Holder Information), Section B (Holder Contact Information), Section C (Property Owner Contact Information), Section D (Holder Agent Contact Information), Section E (Holder CEO/CFO), Section F (Holder Report Totals), Section G (Holder Business Information), Section H (Demutualization Proceeds), Section I (Transfer Agent Information), and Section J (Verification). The form includes fields for FEN, Branch Number, Report As of Date, Check Number / EFT Debit Ref Number, Street Address, P.O. Box Number, City, State, Zip Code, Country, Contact Name, Title, Phone Number, Extension, Email Address, Name, and Address. There are also checkboxes for 'Includes Safe Deposit Box' and 'Includes Cash Deposit Box'. The form is signed and dated by an authorized person.

Outreach and Compliance Unit (OCU)

(916) 464-6088

UPDHolderOutreach@sco.ca.gov

We're Here to Help!

The OCU educates holders through webinars, speaking engagements, and more. Visit the [Training and Tutorials page](#) to register for webinars or contact us to schedule one-on-one assistance.

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