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The Office of Unclaimed Funds reminds you to check for monies held by your utility company that may be considered abandoned property.

Review the [Handbook for Reporters of Unclaimed Funds](#) to see what types of funds are covered under New York State's [Abandoned Property Law \(APL\)](#) Article IV and §1311. Keep in mind that your company may hold property types covered under different sections of the APL, such as Article V and §1315, which have different dormancy periods and reporting dates. Refer to our [Property Type Tables](#) and [Calendar of Events](#) for more information.

Follow the list of steps and tips below if you determine that a report is due. Find additional details in the [Utility Companies](#) section of the Handbook.

What's New:

- Download the updated pre-formatted [Excel template](#). If reporting via Excel template, you must use a version downloaded after January 2022. Previous versions will not be accepted.
- Check our website and handbook for updates and a new design!
- Watch our [eLearning](#) modules to help with completing your report.

Reporting Timeline:

July 10	Send a notice by first class mail to all owners with a valid address.
August 10	Send a notice by certified mail to owners owed over \$1,000 who did not respond to the first letter.
August 31	Publish once in two newspapers in the county where payments or deposits were made. When only one newspaper is published in that county, publish the notice in that paper, and if a newspaper is unavailable, publish the notice in an adjacent county. The notice should state that a list of names is available for inspection at the organization's principal office or place of business in any city, village or county where the accounts are payable.
September 10	Send us a copy of the newspaper as proof of your publication.
October 10	Ensure your final report, including account and owner details, remittance and Verification and Checklist (VCL) (AC2709) is received by our Office.

Reporting Steps:

1. Enter account and owner details, using an [approved electronic reporting format](#), and send it to us electronically using our Secure File Upload or by mail on CD, DVD or USB drive. We cannot accept reports by email. Use our new [Online Holder Reporting](#) web application for up to 25 accounts on our secure website. Do not send a paper VCL if submitting a report using our Secure File Upload or the Online Holder Reporting, the submission creates one for you!
2. Send your remittance by [electronic payment](#) or check payable to the Comptroller of the State of New York. We will send you an acknowledgment letter as your receipt.

Tips for effective due diligence and reporting:

Gather Data	<ul style="list-style-type: none"> • Review our website and Handbook before starting to prepare your report. <ul style="list-style-type: none"> ○ Be mindful that different property types might have different dormancy periods and statutory report due dates. • Watch our eLearning modules to help with completing and filing your report. <ul style="list-style-type: none"> ○ Submit additional topics of interest to NYSVCU@osc.ny.gov. • Submit an Extension Request Form by September 10th (30 days prior to the report due date) if you need more time to submit your report. You must remit 75% of either the expected value of the report or the amount reported the previous year.
Due Diligence	<ul style="list-style-type: none"> • Send notices early, as a consideration to the owner. • Include your direct contact information on notices, so the owner can contact you, and mark your envelopes with “Response Required.”
Prepare Report	<ul style="list-style-type: none"> • Preliminary and negative reports are NOT required. • Pay close attention to accounts with multiple owners: <ul style="list-style-type: none"> ○ Indicate the relationship each owner has to each account. ○ Use the Account Title in the NYCD and Excel formats or relationship codes in NAUPA format. ○ For example, "John Jones AND Mary Jones". ○ Reporting multiple owner accounts with incomplete relationship data usually requires follow-up contacts with the reporting organization and increases the risk of incorrect claim payments. • If you prepare reports using third-party software, make sure you are using the most current version.
Report	<ul style="list-style-type: none"> • Record the Secure File Upload File Name on all pieces of your report so that we can match the details, remittance, and any correspondence. • Reports submitted via Secure File Upload which include an EVCL do not require a paper VCL (AC2709) or a copy of the report on paper or disk. This activity may result in a duplicate report. • Receipt of the complete report, consisting of VCL/EVCL, report details and remittance, must be on or before the due date.

[Contact us](#) if you need further assistance.

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