How to Report KY Unclaimed Property using the Online Portal



Kentucky Department of Treasury

State Treasurer Allison Ball

## Table of Contents

User Account Set Up pages 3-4
Creating NAUPA Filespage 5
Uploading Filespages 6-7
Delete a Reportpage 7
Submit a Reportpage 8
Making Paymentspages 9-11
More Informationpages 12-14

\*\*\*Negative/Zero Reports are no longer required by Kentucky.

## **User Account**

Go to: <a href="https://kyholder.unclaimedproperty.com/Account/Login">https://kyholder.unclaimedproperty.com/Account/Login</a>

## ► Register

1. Select "Register." You will only need to register once, regardless of how many submissions you plan to make.



• 2. Enter your information and click "Register." Verify your account via email. Then login to the portal.

-
tue."
water Contact

## Edit Information

1. Click on "Your Account Email Address" in the upper right hand corner of the screen.

## 2. Enter the information you like to change; then select "Save."

your.email@

Field spine"	that same"	Phone *	
John	(ine	[845] 800-0008	
formany*	Auto-Market	Contract Types"	
Durring DKC	34.05	Rate Holder Contact	
street address?			
ELDUNYS BUID			
007	THEY'	09*	
Nashville	Terroman	 37505	



## Add New User

1. Select "Add New User to Your Account" from the "Your Users" tab, OR select "Add a New User" after clicking on "View Your Users" from the same tab.



2. Enter information and verify account via email.



# **Creating NAUPA Files**

Once you have located property to report, gather all necessary information in order to create your NAUPA approved file.

**NOTICE:** Kentucky requires **ALL** reports be submitted in the NAUPA electronic format, regardless of the number of items being submitted on the report/s.



## Examples of Approved Vendors:

#### NAUPA website

- Wagers—HRS Pro (has free version)
- Trintech (formerly Chesapeake)—UPCS
- C ETM—UPExchange
- Financial Software Innovations—FSI Track
- 🕑 Ryan—Tracker Pro Software

## NAUPA Specifications

For more information and acceptable vendors that supply unclaimed property reporting software, please refer to:

https://www.unclaimed.org/reporting/naupa -standard-electronic-file-format/

# **Uploading Files**

## Upload your Report

I. Select "Create Report" from the "Reports" tab OR select "Create New Report" after selecting "View Your Reports" from the same tab.

Allison Ball Kentucky State Treasurer Unclaimed Property Division		Upload Narpa File Min av Hugelfi for yet upper Use another yet Min av Hugelfi for yet Min av Hugelfi for the Min a
State Holder Reporting Your Users - Reports - View Your Reports Create Report	1 jason.mesce@ky.gov Log off	To have
Your Reports All Positive Negative	Search	
Created File Uploaded Holder Name Status		

- 2. Click the "Select File" button
- ▶ 3. Select "Upload" in order to import the file.

A progress bar will then appear. If the file upload is successful, a property list will replace the progress bar. You can then either submit the report to the state or continue to the file's details.



Or

4. From the property list select "Continue to File Details" to navigate through all Property, Securities, and Tangibles on the file.

Property Bist. cols for 2 to use displayed         Image: colspan="2">Colspan="2">Colspan="2"         Image: colspan="2">Colspan="2"       Image: colspan="2"       I	Projectify Hist coupters to see do plane!       Image: coupters to see do plane!		Ander Photosofts, Inc. Nue (20), L3-0 Selected ROB - NV		Reporting Years 2010 Total Research Reported: 2010.00		
No.         No. <th>Version         Version         <t< th=""><th></th><th>Prop</th><th>erty list on the</th><th colspan="3">10 pre displayed</th></t<></th>	Version         Version <t< th=""><th></th><th>Prop</th><th>erty list on the</th><th colspan="3">10 pre displayed</th></t<>		Prop	erty list on the	10 pre displayed		
Image: control spoonty         6.444         0         6.41.09           Image: control spoonty         6.444         0         6.41.09           Image: control spoonty         6.444         0         6.41.09           Image: control spoonty         6.424.00         6.423.00         6.423.00           Image: control spoonty         6.424.00         6.424.00         6.424.00           Image: control spoonty         6.424.00         6.424.00         6.424.00           Image: control spoonty         6.424.00         6.424.00         6.424.00           Image: control spoonty         6.424.00         6.424.00         6.444.00           Image: control spoonty         6.420.00         6.424.00         6.444.00           Image: control spoonty         6.440.00         6.440.00         6.440.00           Image: control spoonty         6.440.00         6.440.00         6.440.00           Image: control spoonty         6.440.00         6.440.00         6.440.00           I	Image: Contraction       Contraction       Contraction		Tree	Distanting theme	Owners	Shares	Alternation
Image: control seconds:         image: control	Image:       Control Science (Control Control		(miles)	1-100 mm 1 100 0 0 mm 1	CLARKET, TROALS		811.00
ri Britani Marka Colone Statunge Herneller, Devenue Marka Colone Statu	Image: Comparison of the control o		-	Lowest Loooding	INDERAGE, PEDRING	-	477.40
wind         color         0         4.17.85           wind         color         0         4.17.85           wind         color         0         9.7.95           wind         color         10.00         10.16           wind         color         10.00         10.17           wind         color         10.00         10.00         10.00           wind         color         10.00         10.00         10.00         10.00         10.00           wind         color         10.00	Image: Commentation Lines (Notice 0 417.05)       Image: Commentation Lines (Notice 0 417.05)       Image: Commentation (Notice 0 400.00)			COMMENDATION.	Contractory and a second second		411.00
et Erstedt Market versionen indexes to environmente et enviro	Image: Commentation inducts.com     0     0.1.40       Image: Commentation inducts.com     0     0.1.20       Image: Commentation inducts.com     0.1.20     0.1.20		-m-back	Contractor and	Automatical and		447.94
Image: Control Science Products         0 <t< td=""><td>Image: Contraction Products, Contraction 0     0     0.1.00       Image: Contraction 0     Products, Contraction 0     0     0       Image: Contraction 0<!--</td--><td></td><td>-minut</td><td>1.000 0 100 0 000</td><td>LOWER, DAVES</td><td></td><td>317.00</td></td></t<>	Image: Contraction Products, Contraction 0     0     0.1.00       Image: Contraction 0     Products, Contraction 0     0     0       Image: Contraction 0 </td <td></td> <td>-minut</td> <td>1.000 0 100 0 000</td> <td>LOWER, DAVES</td> <td></td> <td>317.00</td>		-minut	1.000 0 100 0 000	LOWER, DAVES		317.00
1000000000000000000000000000000000000	Image: Construction     Production     0     N1.43       Image: Construction     Production     Image: Construction     N1.43       Image: Construction     N1.43     N1.43     N1.43     N1.43       Image: Construction     N1.44     N1.43     N1.44     N1.44       Image: Construction     N1.44     N1.44     N1.44		-	COMMESSOOMS	PHELPO , DOMERSONE	- 10	11.00
Contraction     Contracti	Note:     Control Science 1     Product Science 1     0     417,47       Science 1     Science 1     Science 1     Science 1     Science 1		and the second	COMMITTERCORE	PIDELAN , DEM.		10.01
	Image: State of the state o		-1000	-C-CHARLESOCOME)	PUNCTETE, PORCE		417.47
	Image: Constraining Terms for an anti- mark of the second of the seco		+4142	1.0000000000000000000000000000000000000	TREET, Lat-		400.00
			and and a	NAME OF TAXABLE PARTY.	The second distance		A 41 10 10
International System         Space         Space </th <th>Internal Data     Internal Data     Internal Data     Internal Data       Compared Data     Internal Data     Transmittion     Internal Data       Internal Data     Internal Data     Transmittion     Internal Data       Internal Data     Internal Data     Internal Data     Internal Data       Internal Data     Internal Data     Internal</th> <th>rt Drteits</th> <th>-</th> <th></th> <th></th> <th></th> <th></th>	Internal Data     Internal Data     Internal Data     Internal Data       Compared Data     Internal Data     Transmittion     Internal Data       Internal Data     Internal Data     Transmittion     Internal Data       Internal Data     Internal Data     Internal Data     Internal Data       Internal Data     Internal Data     Internal	rt Drteits	-				
And Carly and Show The Second	Interview         Program Base         Tangellike           See	n Berzels					
Note of the second law         Templative         Templative           Second law         Second law         Templative           Second law         Second law         Templative           Second law         Second law         Second law           Second law         Second law <t< th=""><th>Information     Antonio meteric     Anton</th><th>1 Briefs nory water and blasse become</th><th></th><th>and model in the</th><th>es boost booked i</th><th></th><th></th></t<>	Information     Antonio meteric     Anton	1 Briefs nory water and blasse become		and model in the	es boost booked i		
Adda         And results in the second s	Action         Control of the section         Description	I Detects nory enter inditions intidates	411.55		nt termination (		Manual Annual Annual Annual
April 2014         Discrept Hall         Discrept Ha	Image: Control of the second	I Briseits many material and stands briseits	141.55	and the second second	nt terministration (	1	
Date         ODY/OMEDIA         MODE         LEUR           Main         March, Marx,         Prove         LEUR           Mark         March, Mark,         Prove         LEUR           Mark         Mark, Mark,         Prove         LEUR           Mark         Prove/Mark,         Prove         LEUR           Mark         Prove/Mark,         Prove         LEUR	Optime         Optim         Optim         Optim <td>E Deterits newy new point (Menne Interior) to following from</td> <td>100.00</td> <td>nen and inter</td> <td>ne la constante de la constante</td> <td></td> <td></td>	E Deterits newy new point (Menne Interior) to following from	100.00	nen and inter	ne la constante de la constante		
Index         Finite Control         Finite Control         Finite Control           CARY         Control Control Control         Finite Control         Finite Control           Data         Barrier Control Control         Finite Control         Finite Control           Data         Barrier Control         Finite Control         Finite Control           Data         Barrier Control         Finite Control         Finite Control           Control         Finite Control         Finite Control         Finite Control	organ         6 - (x) - (x) - (x)         6 - (x) - (x)           corr         1 - (x) - (x) - (x)         1 - (x)         1 - (x)           corr         2 - (x) - (x)         1 - (x)         1 - (x)           corr         2 - (x)         2 - (x)         1 - (x)           corr         1 - (x) - (x)         1 - (x)         1 - (x)	C Britells	440.00	and	na haan daaraa i		Marian Marian Antonio Marian Antonio Marian
Little         Littles         Littles         Littles         Littles           Ball         Balling         Balling         Difference         Difference         Littles           Balling         Balling         Difference         Difference         Difference         Difference           Balling         Balling         Difference         Difference         Difference         Difference           Difference         Difference         Difference         Difference         Difference         Difference           Difference         Difference         Difference         Difference         Difference         Difference	Carto La resolución de la Carto Cart	Brieds were a distance bried base - Calquestine - Calquest	40.55	inter Inter Program from	ne internet internet North Constitution (1) Transporter Terretoria		
Int         Introduction         Exclose         Exclose           State         Previous         Previous         Exclose           Code         Previous         Previous         Exclose	An Andreas Anna Anna Anna Anna Anna Anna Anna An	Pertents	41.00	inter internet	ne beneficial direction (		
The second secon		Ericit.	411.55	Mail Balance Balance Program base Science Science Science		1	
1.000 (1.000 (0.000)) (1.000) (1.000)		Briefs Briefs sorp to a statement to a sta	44.55	Hand Hand Hand	terretaria distante di la constante di la cons		Martines Annue Martines Annue Martines Martines Martines Martines Martines
		Enclosition and the second se	440.00	Annual Annua Annual Annual Annua Annual Annual Annua	All and All an	1	
		Erices	201.00	And Annual Annua	And Annual Meetings () Annual Inc. () Annual		
	-	Betelli	410.00	Annual Annua	An Annual Manager 1		
		I Botodii I Botodii Intervy Intervention I Talyana fina Intervention I Talyana fina I Talyana fi	200.00	AND BUILD OF AN AND AND AND AND AND AND AND AND AND	In the second se		100 0000 00000000000000000000000000000
		I Declarition servery and channel in the chain of Declarities in the chain in the	410.00	And Annual Annua	International Internation of the International Internation		

## Delete a Report

To delete a report that you made before submitting, select "Delete." Once you submit the file to the state, all corrections will need to be handled through direct contact with the Unclaimed Property Department reporting staff.

## Submit a Report

- 1. Review the file.
- 2. Confirm your verification and affidavit.
- 3. Enter the stock deposit date (if applicable.
- 4. Select "Submit Report."

22		Subnit to state	
-		File Summary	
		Pille Marriel	Spit share it subdaugers hits
		Bale Sphaled	4/3/2014 3 (BRUE) PM
		Faix theart	4015
		Number of reports in the	1
		Holder Haman	INT WEIGHT CO
		Tax 101	00-0100018
		Wochs prove found, present	within the stock degrant date (equ
File Summary			permittee or other the second of the builds, a second of the permitted of the builds, a second of the permitted of the builds, a second of the second of the build of the second of the second of the second build of the second of the second of the second build of the
File Narie.	TRUC SPORTE	in several spinals	must be first cases total total start that 120 they and in films data of the report, I are done dollowing in
Date Uploaded:	6/3/2216	8.222.00 MH	
	261.5		
fax Yeac			
Tax Hear: Number of reports in files			
Tax Year: Number of reports in File. Hold or Name:	# xvz.wib6	at co	
Tax Yeac Number of reports in file. Holder Name: Tax ID:	1 xx2 W1D6 08-69000	et co	
fax Yeac Nondor of reports in file. Holder Nami: Tax ID: Soccumful!	1 xrz wibe on-eaces	et co ni	

## **Error Message**

If a file fails to upload, an error message will appear. When this happens, select "Download Errors" in order to see the mistakes in the file chosen. See end of manual for more information.



## Making Payments

Payments can be made through ACH Debit OR a check can be mailed in to our office.

- There are two payment options: ACH Debit payment and Mail payment.
  - ACH Debit grants our office access to pull the funds from your bank account.
  - Mail a Check & Confirmation Page to our office.

ACH Debit Payment

# Pay with ACH Debit

 Select "ACH Debit" button to
 Utilize this payment option and finish the reporting process.

itate Holder Reporting	tour Uniers + Reports +	A more supported
bmit to state		
File Commons		
The Name:	Research Purposes - Key Barli KY 2018 Int	
Date Uploaded:	8/14/2019 12:06:27 PM	
And Manage	2018	
AX TEAT	1	
weather of reports in file:		
kumber of reports in file: tolder Name:	Key Bank	
tumber of reports in file: tolder Name: (an ID:	Key Bank	
ian Pearl Number of reports in file; nolder Name: fan ID: Siscensfull	Key Bark	
Number of reports in file Noder Name: Fax ID: Sisconsful	Key Bank	

## Pay with ACH Debit

> 2. Enter Payor Name, Bank Routing Number and Bank Account Number.

Make a Payment Represente submitted the Respectory start Text Physics 3.1.27 [1] Also		
Total Assessed line*		
8 756.00		
Fry1d Restor*		1000
Rock Reading Wooder*	 MAP	
Analy Account Hamber*	 0	
	 (100000018b)(00000	101217 1000
Contract of Account Parameter -		-
Accessed Type="	/	
Owning		
warning moment concer to main from a function have	Routing Number	Account Number
Coltra sease of funds to the color		
BCI School Pageser Manual		

- ▶ 3. Select the Account Type.
- 4. Confirm the release of funds to the state by checking the appropriate box and select "Submit Payment Information."

# Pay by Check

- 1. Mail a check to our office: Kentucky State Treasurer, 1050 US Hwy. 127 South, Suite 100, Frankfort, KY 40601.
- > 2. Be sure to Print the Confirmation Page and mail it with your check.



# More Information

## Frequently Asked Questions

## When are reports due to the state?

All businesses report unclaimed property to the state on November 1<sup>st</sup> of each year.

All Insurance companies are required to report on May 1<sup>st</sup> of each year.

## What do I do if I forgot or lost my log-in password?

From the Log In page, select "Forget your password?" You will receive an email to reset the password at the address provided.

### ▶ I only have 1 item to submit to the state. Do I still need to send electronically over the portal?

Yes. Kentucky requires <u>all</u> unclaimed property to be submitted electronically over the portal. CD's, flash drives, etc. will no longer be accepted and your report will be considered late.

### **•** How should securities and tangibles be remitted and what information is required?

Please refer to the online <u>Unclaimed Property Holder Reporting Booklet</u> for more information.

What are Primary and Secondary users?

A Primary user manages the group of users, but all users (Primary & Secondary) are able to review and select files that have been submitted (completed or incomplete), create a new report, and make payments on any existing file.

What should I do if the Primary user leaves the company?

Contact the Branch Manager at the Unclaimed Property Division so the Primary user can be switched to an inactive Secondary user. <u>katrina.stoner@ky.gov</u>

#### ▶ How can someone else with my company make payments?

Once the person is registered as a Secondary user, they can make payments on any file.

### Are Negative/Zero reports required?

No. Our office no longer requires these reports.

### What file formats are accepted? Can my file be encrypted?

The following formats are acceptable: .txt, .hde or .rpt. Use the .hde format for encrypted files.

## What does it mean if the file selected to submit is rejected? What do the errors in the Error Report Mean?

The system either accepts the entire file or rejects it. If the file is rejected, there is an error (or blank field) and the Error Report will detail the specific errors on each line inside the file.

### What do I do now that I received errors after my file was rejected?

Once you have reviewed the errors in the Error Report, correct the mistakes if you can or contact the creator of the file in order to resolve all issues and then resubmit. After trying this and using the Complete Reporting Guide as reference, you can call our office for additional assistance uploading the file.

## Can a file have multiple reports?

Yes, the file can have multiple reports.

## What if only one report in my file has errors? How do I submit the rest of the reports?

You can extract the clean reports from the file and submit them in a separate file; but you will need to correct the error in the bad report if you try to submit the file altogether.

#### ▶ How can someone else with my company make payments?

Once the person is registered as a Secondary user, they can make payments on any file.

### What if I can't pay online?

Submit a check to our office along with your printed confirmation page.

#### What are the most common errors when making an ACH Debit payment?

A debit block may be placed on your account when the Treasury attempts to pull the remitted funds, rejecting the transaction as an unauthorized debit. Contact your financial institution prior to making payments to approve the upcoming transactions.

### ▶ I did not receive a confirmation email after my report submission. What should I do?

Check your spam and junk mail boxes prior to contacting our office. If you do not see the confirmation email in your spam or junk email box, you can send an email to the branch manager in the unclaimed property division: <u>katrina.stoner@ky.gov</u> requesting assistance.

### Can I leave some fields blank when reporting to the state?

If you leave fields blank, your report will reject with errors. Then you will be required to go back in to correct your report/add information to the blank fields, then resubmit.

## What if I still have additional questions?

Email our Holder Reporting Specialist, Jason Meece at <u>jason.meece@ky.gov</u> for further assistance. He will reply to your email as soon as possible.

For more information about holder reporting responsibilities, quick tips and more, please refer to our Holder Reporting & Instructions booklet at our website: <u>https://treasury.ky.gov/unclaimedproperty/Pages/Report-Unclaimed-Property.aspx</u>