Unclaimed Property Online Reporting

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DOWN LOADING HRS PRO SOFTWARE

Wagers & Associates - Main Page - Microsoft Internet Explorer

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Address http://www.wagers.net/ Go

A C S

Wagers & Associates, Inc.

Unclaimed Property Solutions

Home | HRS Pro | UPMS | UPS2K | News & Info

Home

- Main Page
- Products & Services
- About ACS Wagers
- Staff
- Links

ACS provides solutions that assist with the maintenance and reporting of unclaimed property.

For Holders:

ACS simplifies the process of reporting unclaimed property.

HRS Pro Reporting Software ← If property to be filed has been determined and report is ready to be delivered to state.

Unclaimed Property Reporting Services ← If help is needed keeping up with state law changes, determining account eligibility, due diligence and reporting securely in each state specific format.

Visit wagers.net and select HRS Pro Reporting software.

HRS - Main Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.wagers.net/hrs/index.php Go

A C S

Wagers & Associates, Inc.

Unclaimed Property Solutions

Holder Reporting System

- What is HRS Pro ?
- + Downloads
- + HRS Pro Support
- + HRS Pro FAQs
- + Mailing List
- Enterprise Version

Holder Reporting System Software

What is HRS Pro ?

HRS Pro is a proven software package rcommended by many states to prepare an unclaimed property report in the required format.

HRS Pro is specifically designed for and accepted by states that utilize a Wagers unclaimed property management system (currently 42 unclaimed property programs).

HRS Pro is available in two versions

Standard Edition

- **Single user database access**
- **Single output data file format**
- **Technical support provided by state staff**
- **No fee**

Enterprise Edition

- **Multi-user capability**
- **Ability to output data into alternative formats**
- **Direct technical support from ACS**
- **$295 annual fee**

All supported states accept the NAUPA II format. See disclaimer for individual state acceptance and information on NAUPA II

Select the HRS Pro edition you would like to download.

HRS - Download Software - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://www.wagers.net/hrs/downloads.php Go

- HRS Pro Software
- HRS Pro User Guide
- HRS Pro HowTo
- California HowTo
- + HRS Pro Support
- + HRS Pro FAQs
- + Mailing List
- Enterprise Version
- Version Notes
- Disclaimer

Please read this before you download HRS Pro:

Installation must be performed by a user with **Administrator** rights. Please contact your IT department for assistance if you do not have sufficient installation rights. Click here to learn how to check for Administrator rights.

If an administrator installs the software, have them run HRS Pro initially to make sure that HRS Pro is working properly. Also have them check to make sure that the user who will be using the software also has full user rights (i.e. read, write, modify, etc.) for the HRS Pro folder and all it's contents.

Type of Installation	Added on	Expires On	Notes	Link to Download	Size
Full Installation	06/07/2009	12/15/2009	Recommended for first-time users. Existing users may download the **Update Only** (smaller file, fewer rights required)	Download	~16MB (16,306,96 bytes)
Update Only	06/07/2009	12/15/2009	Requires existing installation of HRS Pro 2.5, Build 2008.128.1620 (or later Build date) First-time users **MUST** download the **Full Installation**	Download	~12MB (12,417,16 bytes)

Installation Instructions:

Using "Windows Explorer" or " My Computer", navigate to the above file you just downloaded, then double-click (with the left mouse button usually) on the file and follow the instructions that appear on the screen.

Installation must be performed by someone who has Administrative rights. Prior to installing the software, review system requirements.

Select Full Installation for First time users and follow instructions. An “Update Only” must be installed every 6 months after Full installation.

HRS - Download & Poll - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.wagers.net/hrs/hrspoll.shtml Go

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Download File...
What's the Risk?
Information Bar Help

ACS Wage

Unclaimed Property Sy

A division of Affiliated Computer S nc.

ACS Wa

5777 Central Ave, Suite 227 Boulder, CO 80301 Phone: (303) 413-9450 Fax: (303) 413-0442

Home | HRS Pro | UPMS | UPS2K | News & Info | Forum

Holder Reporting System

What is HRS Pro ?

Download Software

Download User Guide

+ HRS-Pro Support

Your HRS-Pro download should begin in a moment. If **nothing happens**, click here.

HRS Pro Mailing List

ACS Wagers will use the data you supply to send you information about updates, changes and new features in our Holder Reporting System (HRS Pro).

Wagers & Associates, Inc will never share your information with any third parties.

If you wish to subscribe to our mailing list, please fill the following information below:

Subscribe to HRS Pro Mailing List:

Your e-mail address Submit

The Information bar may appear at the top of the page. If so, right click the bar and select Download File.

HRS - Download & Poll - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.wagers.net/hrs/hrspoll.shtml Go

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Unclaimed Property Systems

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Home HR

File Download - Security Warning

Do you want to run or save this file?

Name: hrs_pro_setup.exe
Type: Application, 15.5 MB
From: www.wagers.net

Run Save Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?

Holder Reporting System

What is HRS Pro ?

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Download User Guide

+ HRS-Pro Support

Your HRS-Pro downlo

HRS Pro Mailing Lis

ACS Wagers will use and new features in our Holder Reporting System (HRS Pro).

Wagers & Associat es.

If you wish to subscribe to our mailing list, please fill the following information below:

Subscribe to HRS Pro Mailing List:

Your e-mail address Submit

Once the File Download box appears, select Run.

HRS - Download & Poll - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

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Home HRS

9% of hrs_pro_setup.exe Completed

Opening:
hrs_pro_setup.exe from www.wagers.net

Estimated time left 22 sec (728 KB of 15.5 MB copied)
Download to: Temporary Folder
Transfer rate: 687 KB/Sec

☐ Close this dialog box when download completes

Open | Open Folder | Cancel

Holder Reporting System

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If you wish to subscribe to our mailing list, please fill the following information below:

Subscribe to HRS Pro Mailing List:

Your e-mail address Submit

You should see this dialog box during the download.

HRS - Download & Poll - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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ACS Wagers will us features in our Holder Reporting System (HRS Pro).

Wagers & Associ

If you wish to subscribe to our mailing list, please fill the following information below:

Subscribe to HRS Pro Mailing List:

Your e-mail address Submit

Internet Explorer - Security Warning

Do you want to run this software?

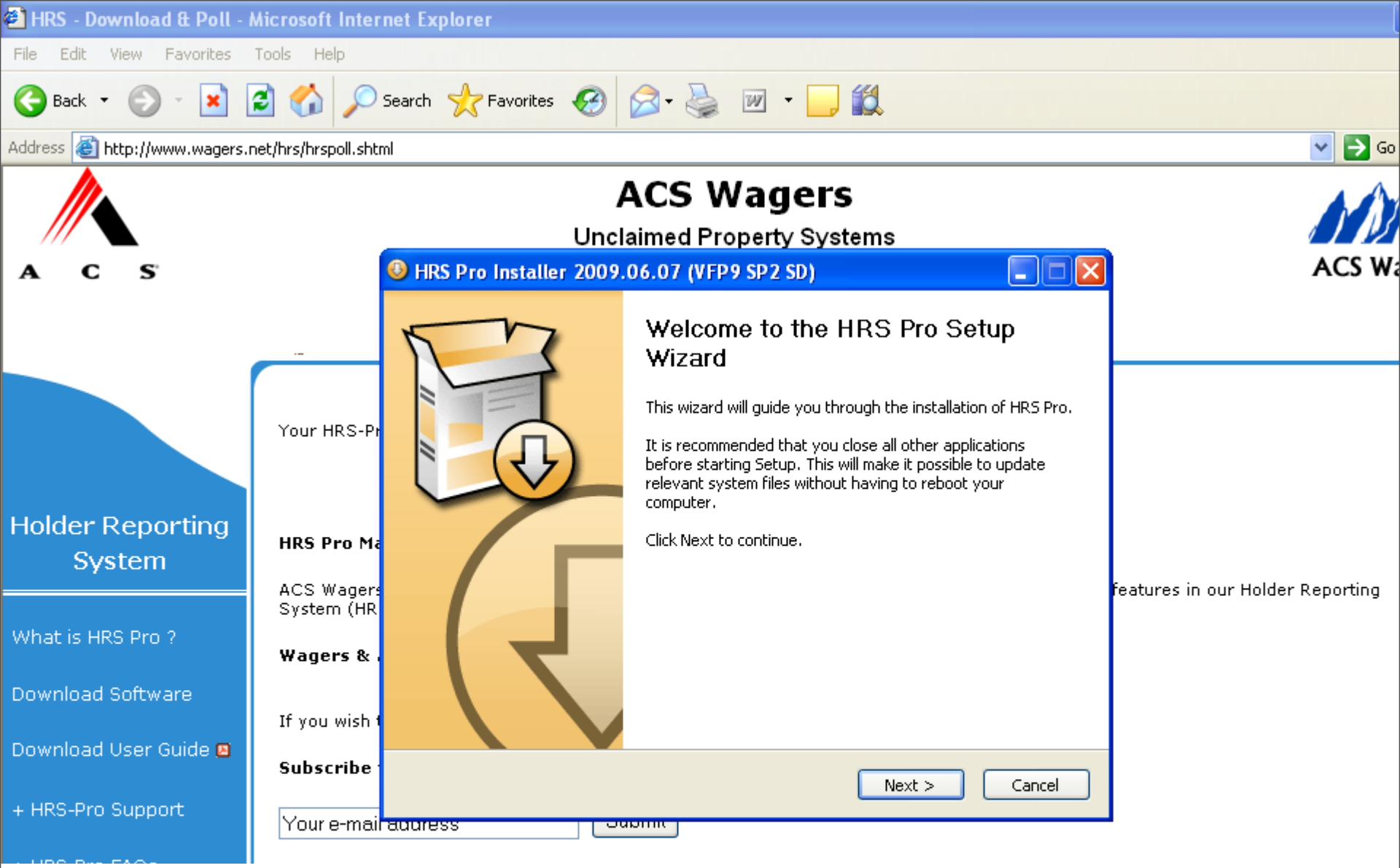
Name: hrs_pro_setup.exe

Publisher: Wagers & Associates, Inc.

More options Run Don't Run

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?

Select Run to finish installation.



The HRS Pro Set up wizard will start automatically. Close all applications and select Next to continue.

HRS - Download & Poll - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://www.wagers.net/hrs/hrspoll.shtml Go

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System (HR

features in our Holder Reporting

Wagers &

If you wish t

Subscribe

Your e-mail address

Submit

HRS Pro Installer 2009.06.07 (VFP9 SP2 SD)

License Agreement

Please review the license terms before installing HRS Pro.

Press Page Down to see the rest of the agreement.

HOLDER REPORTING SYSTEM PRO LICENSE AGREEMENT

Read the following terms and conditions carefully.

The use of this software acknowledges that you have read this agreement, understand it and agree to be bound by its terms and conditions.

COPYRIGHT

If you accept the terms of the agreement, click the check box below. You must accept the agreement to install HRS Pro. Click Next to continue.

☑ I accept the terms in the License Agreement

ACS Wagers 2009

< Back | Next > | Cancel

Once you have read through the HRS Pro License Agreement, click the box to accept the terms. Click Next.

HRS - Download & Poll - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://www.wagers.net/hrs/hrspoll.shtml Go

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Your HRS-Pr

HRS Pro Ma

ACS Wagers
System (HR

features in our Holder Reporting

Wagers &

If you wish t

Subscribe

Your e-mail address

Submit

HRS Pro Installer 2009.06.07 (VFP9 SP2 SD)

HRS Pro Installation folder location.

Please select the folder where you want to install HRS Pro.

HRS Pro Folder

C:\Program Files\Wagers And Associates\HRS Pro

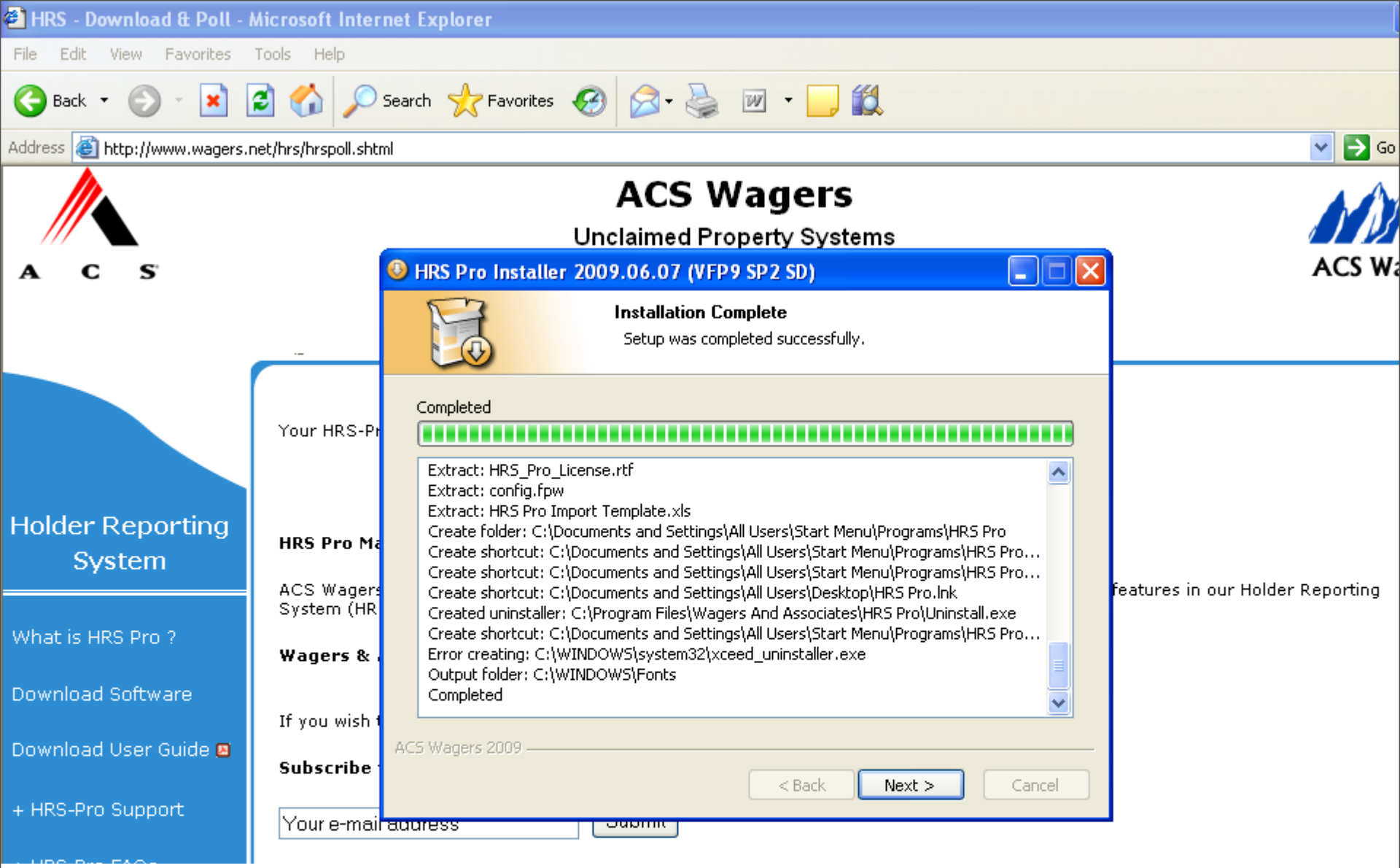
Browse...

Space required: 26.0MB
Space available: 62.7GB

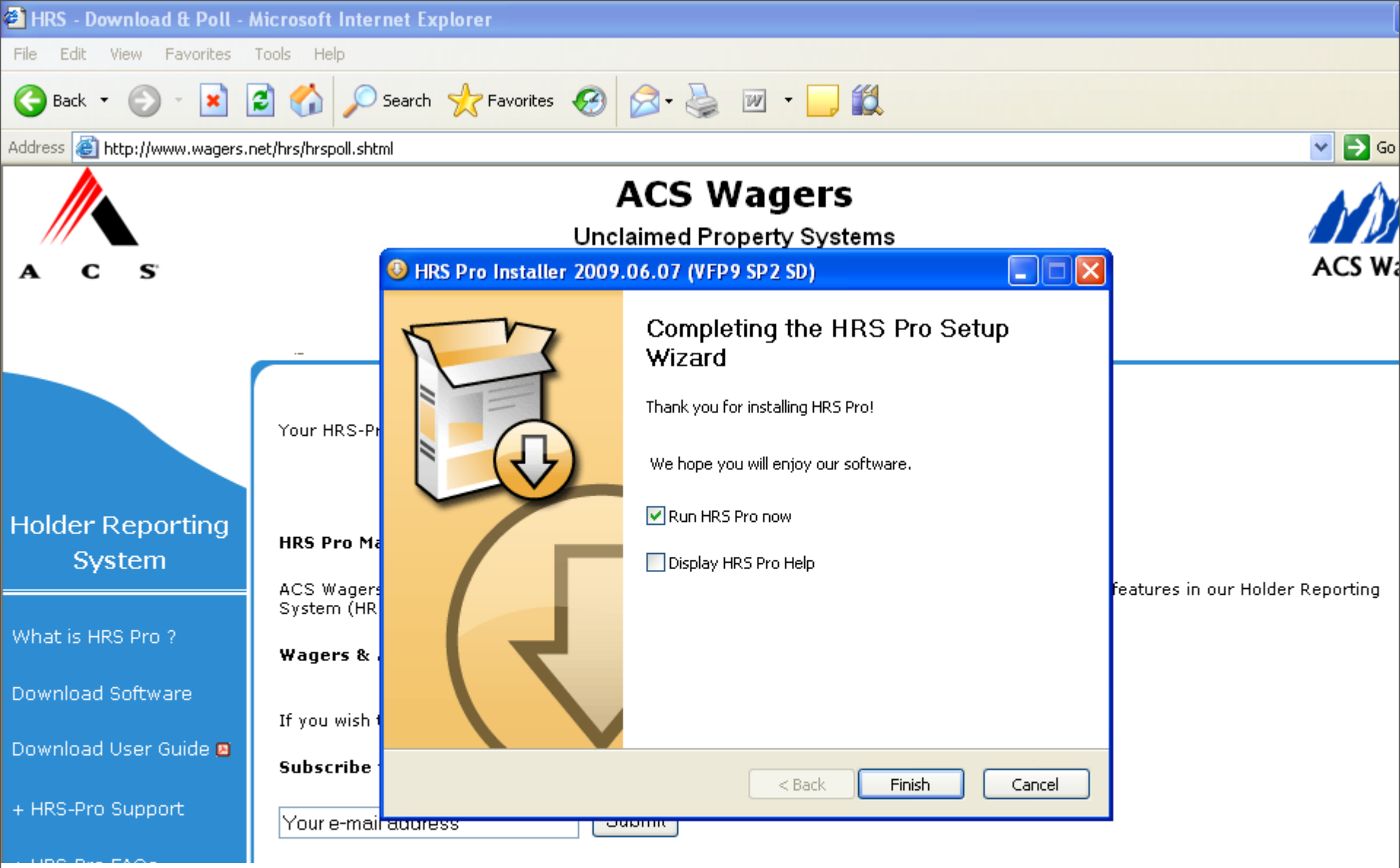
ACS Wagers 2009

< Back Install Cancel

HRS Pro should be saved to your system's Programs Files. Click Install.

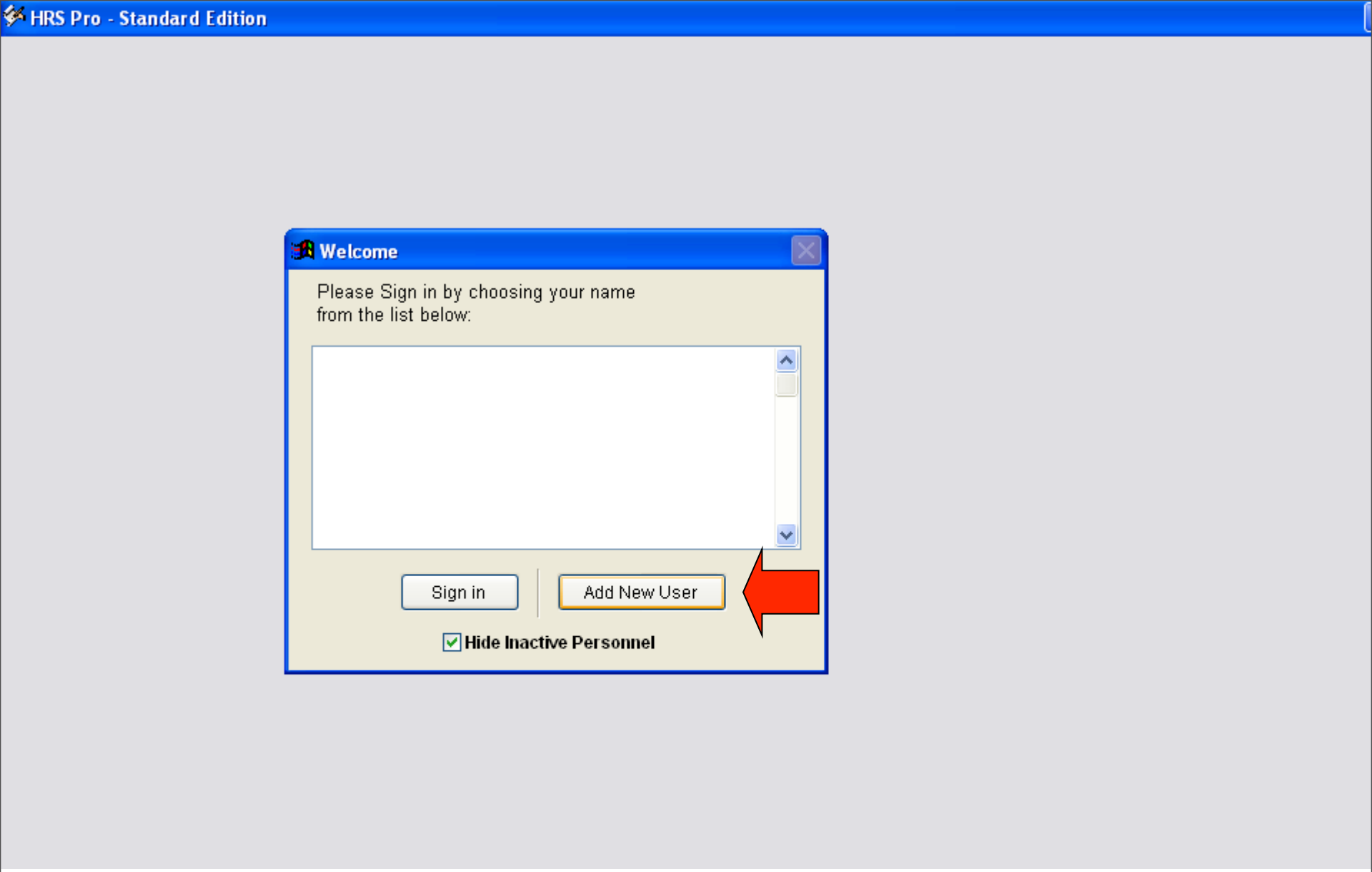


Allow the Set up wizard to complete the final step of your HRS Pro Installation. Once completed, click next.



Installation is complete. You may click “Run HRS Pro now”, then select Finish.

CREATING A HOLDER CONTACT IN HRS PRO



Once you see the Sign In screen, select Add New User.

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Sets

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Holder Personnel

Data Output

State Guidelines

Utilities

Holder Personnel

Adding Personnel

Last Update:

*Name:

*Initials:

Street 1:

Street 2:

Street 3:

Zipcode: City:

State: Country:

Phone: ( ) - Ext.:

E-mail:

Dt. Inactivated: / /

Edit Save Cancel * = Required Field

Enter contact information, click save, then close. We will use this contact information if we have questions.

Note: Your entry for "Initials" must be three letters or you can not continue.

HRS Pro - Standard Edition

File Edit View Help

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Holders

Holders are entities (usually businesses) that are required to report unclaimed property to states.

Holder Name	Tax ID #	City / State

Detail Add Remove

Select Holders, then “Add”.

HRS Pro - Standard Edition

File Edit View Help

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State Guidelines

Utilities

Holders

Adding Holder

Last Update:

* Tax ID Number: | - -

NAICS Code:

State of Incorp.: Date of Incorp.: / /

* Holder Name:

Holder City:

Holder State: County:

Holder Fax #: ( ) -

Edit Save Cancel * = Required Field

Enter Business (Holder) Information. Click Save then Close. The holder is now established.

CREATING A NEW REPORT (DATA SET)

HRS Pro - Standard Edition

File Edit View Help

Data Input

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Data Sets

A Data Set is a collection of unclaimed properties belonging to a single holder. Once the individual properties have been entered and validated, the Data Set may be divided into individual Holder Reports for each state that the holder reports to.

To create a Data Set, choose a holder from the list below and press the <Add> button.

If no holders appear in the list, you may add one via the <Holders> icon in the list bar to the left.

Detail Add Remove Move

Select Data Sets, then Add.

Note: Creating a "Data set" is creating a report for the current year. Create a separate data set for each year's report.

HRS Pro - Standard Edition

File Edit View Help

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Adding Data Set

Last Update:

Holder: TEST - 1

* **Report Year:**

Report Type: Single-State Multi-State

* **Report to State:** WA

UT	UTAH
VA	VIRGINIA
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WV	WEST VIRGINIA
WY	WYOMING

Negative Report

Edit Save Cancel

* = Required Field

Enter Report Year. Select Single State even if you are reporting incidental property for other states. Refer to our website http://ucp.dor.wa.gov for information about reporting property belonging to owners in other states.

Select Washington as the Report to State. Click save then close.

ADDING STOCK INFORMATION

HRS Pro - Standard Edition

File Edit View Help

Data Input
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Configuration and Defaults

Import Data

Rebuild Database

Configuration and Defaults

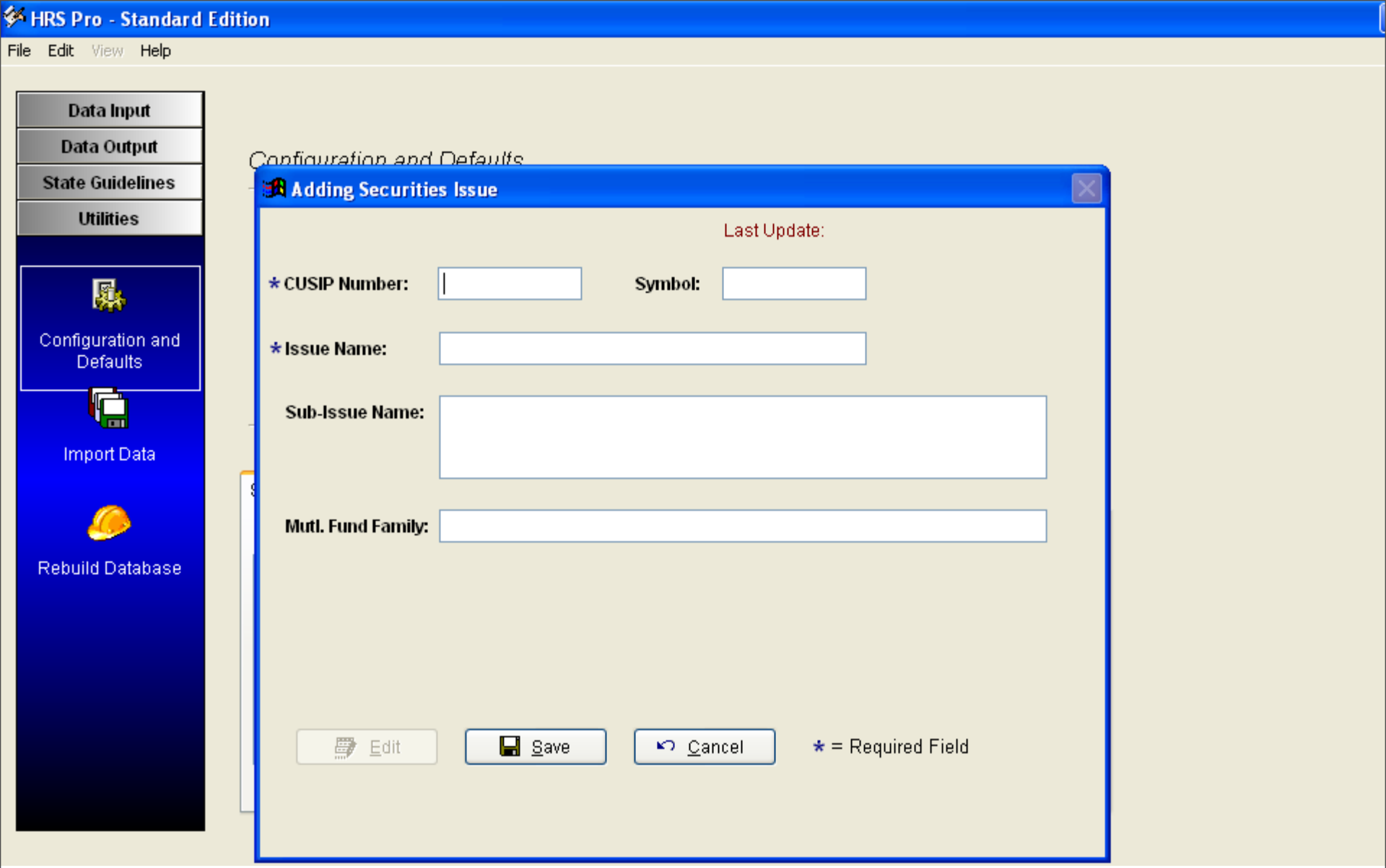
Securities Issues | Owner Letter Text

CUSIP	Symbol	Issue Name	Fund Family	Sub-Issue Name
123456789	TEST	TESTER USA		

Detail Add Remove

Before you begin to enter in owner properties, you must enter information for any Securities you are reporting. Select Utilities, then Configurations and Defaults.

Select "Add".



Enter in the Name of the Security, Cusip number, and Mutual Fund Family (if applicable).

Click Save then Close. Repeat process until you have entered all the Securities you are reporting.

ADDING OWNERS (PROPERTIES)

HRS Pro - Standard Edition

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Data Sets

A Data Set is a collection of unclaimed properties belonging to a single holder. Once the individual properties have been entered and validated, the Data Set may be divided into individual Holder Reports for each state that the holder reports to.

To create a Data Set, choose a holder from the list below and press the <Add> button.

If no holders appear in the list, you may add one via the <Holders> icon in the list bar to the left.

TEST - 1

Year 2009; State: WA; 0 Props.; $0.00; 0.0000 Shares; 0 Tangible Props.

Year 2009; State: WA; 3 Props.; $0.00; 15.5600 Shares; 1 Tangible Props.

Detail Add Remove Move

Highlight the Current Data set. Select Properties to add owners.

HRS Pro - Standard Edition

File Edit View Help

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State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 0 Props. (0 Tangible); $0.00; 0.0000 Shares;
Remittable: 0 Props. (0 Tangible); $0.00; 0.0000 Shares

Properties in Data Set

Excluded	Type	Cash to Report	Cash to Remit	Shares to Remit	Inventory Cnt.	Accnt. / Policy #

Sort By: Type

Detail | Add | Remove

Owner(s) for Prop. Selected Above

Name	Address	Tax ID #	Type	Relation

Search for Owner in this Data Set

Select "Add" to begin entering properties.

HRS Pro - Standard Edition

File Edit View Help

Data Input

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State Guidelines

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Adding Property

Last Update:

* Report Prop. To: WA
* Prop. Status: Reportable
* Owner Status: Known
* Property Type:
Last Activity Dt.: / /

Account Num.:

Comments:

AC01	CHECKING ACCOUNTS
AC02	SAVINGS ACCOUNTS
AC03	MATURE CD SAVE CERT
AC04	CHRISTMAS CLUB ACCT
AC05	SECURED FUND DEPOSIT
AC06	SECURITY DEPOSIT
AC07	UNIDENTIFIED DEPOSIT

Cash | Shares

Cash to Report: $0.00 + Additions: $0.00 Reason: - Deductions: $0.00 Reason: = Cash to Remit: $0.00

Interest Rate: 0.0000 %

Owner Name	Address	Tax ID #	Type	Relation

Detail Add Remove

Edit Save Save and Add Next Property Cancel * = Required Field

Fields with asterisks are required fields but complete as many fields as possible. Next, tab down to the Cash to Report field to enter amount. Cash to remit will auto fill. Click save. You will be taken to the Owner Information screen.

HRS Pro - Standard Edition

File Edit View Help

Data Input

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State Guidelines

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Adding Property

Last Update:

* Report Prop. To: WA
* Prop. Status: Reportable
* Owner Status: Known
* Property Type: SC12 - *UNDERLYING SHARES*
Last Activity Dt.: / /
Account Num.:
Check Num.:
Comments:

Cash | Shares | Tangible Inventory | Mineral Interest

CUSIP #:
123456789 TESTER USA
Clear Securities
Current Shares: 0.0000
Certificate #:
Original Shares: 0.0000
Registered To:

Owner Name	Address	Tax ID #	Type	Relation

Detail Add Remove

Edit Save Save and Add Next Property Cancel * = Required Field

If reporting shares, select the Shares tab to enter securities. Use drop down to select the pre-entered cusip and number of shares. Click save. You will be taken to the Owner Information screen.

HRS Pro - Standard Edition

File Edit View Help

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Adding Owner

Last Update:

Category: Individual Business

Tax ID #: - -

D.O.B.: / /

* Owner Type:

* Relation to 1st Owner:

AD	ADMINISTRATION
AF	ATTORNEY FOR
AG	AGENT FOR
AN	AND
AO	AND/OR
BF	BENEFICIARY
CC	CO-CONSERVATOR

* Last Name:

First Name:

Middle Name:

Address Line 1:

Address Line 2:

Address Line 3:

Zipcode: -

City:

State:

County:

Country:

Edit

Save

Save and Add Next Owner

Cancel

Link to Existing Owner

* = Required Field

2009 - AMW

Known

/ /

$1.00

Relation

Required Field

Enter Owner information. Fields with asterisks are required fields but complete as many fields as possible. If there is a second owner to same property, click "Save and Add Next Owner". If no second owner, click Save.

HRS Pro - Standard Edition

File Edit View Help

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State Guidelines

Utilities

View / Modify Property

Last Update: 08/21/2009 - TTT

* Report Prop. To: WA
* Prop. Status: Reportable
* Owner Status: Known
* Property Type: AC01 - CHECKING ACCOUNTS
Last Activity Dt.: / /
Account Num.:
Check Num.:
Comments:

*Cash | Shares | Tangible Inventory | Mineral Interest

Cash to Report: $5.00 + Additions: $0.00 Reason: - Deductions: $0.00 Reason: = Cash to Remit: $5.00

Interest Rate: 0.0000 %

Owner Name	Address	Tax ID #	Type	Relation
TEST			AG	AD

Detail Add Remove

Edit Save Add Next Property Close * = Required Field

Select Add Next Property or Close to finish adding properties.

FINALIZING YOUR NAUPA REPORT

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 1 Prop. (0 Tangible); $5.00; 0.0000 Shares;
Remittable: 1 Prop. (0 Tangible); $5.00; 0.0000 Shares

Properties in Data Set

Excluded	Type	Cash to Report	Cash to Remit	Shares to Remit	Inventory Cnt.	Accnt. / Policy #
☐	AC01	$5.00	$5.00	0.0000	0	

Sort By: Type

Detail Add Remove

Owner(s) for Prop. Selected Above

Name	Address	Tax ID #	Type	Relation
TEST			AG	AD

Search for Owner in this Data Set

Once Data Input is complete, select Data Output then Holder Reports.

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 3 Props. (0 Tangible); $149.00; 10.0000 Shares;
Remittable: 3 Props. (0 Tangible); $149.00; 10.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	3	Pending	$ 149.00	10.0000	0

Contacts | Stk. Delivery | Validate | Finalize

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Disk Output

- NAUPA File

Preview | Generate Output | **Sort By:** Owner Name

The report is ready for final validation. Click Contacts to update contact information.

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2008; State: WA; TEST - 1;
Net Total: 2 Props. (0 Tangible); $0.00; 0.0000 Shares;
Remittable: 2 Props. (0 Tangible); $0.00; 0.0000 Shares

Holder Reports in Data Set

Report To
WA

Printed

Own

Own

Prop

Prop

Hold

Previ

Link Contacts to Holder Report

Choose up to two persons who will represent this holder as contacts for WA:

Report Contact	Claims Contact	Name	City / State
☐	☐	TEST	
☐	☐	TEST	OLYMPIA / WA
☑	☑	TEST	OLYMPIA / WA

You must specify both a Report Contact (the person whom the state should contact with questions about the report) and a Claims Contact (the person to whom the state should refer owners with questions about property).

You may designate the same person as both the Report Contact and the Claims Contact.

Save Changes

Confirm and check the boxes for Report contact AND Claims contact.
Click save changes.

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 3 Props. (0 Tangible); $149.00; 10.0000 Shares;
Remittable: 3 Props. (0 Tangible); $149.00; 10.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	3	Pending	$ 149.00	10.0000	0

Contacts | Stk. Delivery | Validate | Finalize

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Disk Output

- NAUPA File

Preview

Generate Output

Sort By: Owner Name

If you have entered securities, this box will be available to select. Click "Stk Delivery" for Stock Delivery method.

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 2 Props. (0 Tangible); $149.00; 0.0000 Shares;
Remittable: 2 Props. (0 Tangible); $149.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	2	Pending	$ 149.00	0.0000	0

Contacts | Stk. Delivery | Validate | Finalize

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

utput

UPA File

Preview

Generate Output

Sort By: Owner Name

Validate your report. This checks for errors.

HRS Pro - Standard Edition

File Edit View Help

Data Input

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Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 2 Props. (0 Tangible); $149.00; 0.0000 Shares;
Remittable: 2 Props. (0 Tangible); $149.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	2	Validated	$ 149.00	0.0000	0

Contacts | Stk. Delivery | Validate | Finalize

Validated!

Holder Report contains zero validation errors.

OK

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Preview

Generate Output

Sort By: Owner Name

This box will appear if your report has zero errors. If the report does contain errors, it will take you to the screen with errors highlighted in yellow. After making corrections, it

HRS Pro - Standard Edition

File Edit View Help

Data Input

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Holder Reports

State Guidelines

Utilities

Data Set: 2008; State: WA; TEST - 1;
Net Total: 2 Props. (0 Tangible); $0.00; 0.0000 Shares;
Remittable: 2 Props. (0 Tangible); $0.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	2	Validated	$ 0.00	0.0000	0

Contacts | Stk. Delivery | Validate | Finalize

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Disk Output

- NAUPA Fi

Preview

Generate Output

Sort By: Owner Name

Select Finalize.

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2008; State: WA; TEST - 1;
Net Total: 2 Props. (0 Tangible); $0.00; 0.0000 Shares;
Remittable: 2 Props. (0 Tangible); $0.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	2	Validated	$ 0.00	0.0000	0

Conta

Finalize

Finalizing this holder report will prohibit further editing of associated properties, owners, etc. (You may Un-Finalize it any time).

You should Finalize only if you are ready to submit this holder report to the state.

Do you wish to Finalize the report?

Yes No

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Preview

Generate Output

Select Yes to Finalize your report.

Note: No changes can be made once the report is finalized. If corrections are

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 1 Prop. (0 Tangible); $5.00; 0.0000 Shares;
Remittable: 1 Prop. (0 Tangible); $5.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	1	Finalized	$ 5.00	0.0000	0

Contacts | Stk. Delivery | Validate | Un-finalize

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Disk Output

- NAUPA File

Preview | Generate Output | Sort By: Owner Name

If you would like to print out a copy of the report, select Property Listing (summary) and click Preview. Click Generate Output and then Print. Repeat for Property Listing (detailed).

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 3 Props. (0 Tangible); $149.00; 10.0000 Shares;
Remittable: 3 Props. (0 Tangible); $149.00; 10.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	3	Finalized	$ 149.00	10.0000	0

Contacts | Stk. Delivery | Validate | Un-finalize

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Disk Output

- NAUPA File

Preview

Generate Output

Sort By: Owner Name

To save your Electronic Report: Click the NAUPA File button and then Generate Output.

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 1 Prop. (0 Tangible); $5.00; 0.0000 Shares;
Remittable: 1 Prop. (0 Tangible); $5.00; 0.0000 Shares

Holder

Report To

WA

Printed

Own

Own

Prop

Prop

Hold

Prev

Save As

Save in: My Documents

Recent
Desktop
My Documents
My Computer
3½ Floppy (A:)
Revenue_PC (C:)
DVD/CD-RW Drive (D:)
apps$ on 'dorga' (G:)
awucp140 on 'dorcp\home$' (H:)
SPdiv$ on 'dorga' (I:)
agency$ on 'dordept' (J:)
dorapps$ on 'dordept' (N:)
office$ on 'dorga' (O:)
groups$ on 'dorga' (P:)
discovery on 'VMWare Virtual Server (dordisc
ucp_ftp on 'VMWare Virtual Server (This is the
My Network Places

Recent

Desktop

My Documents

My Computer

My Network

NAUPA Format: 2009_wa_test_-_1

Save as type: HRS

Save

Cancel

Code Page...

Save the NAUPA Formatted report to your My Documents or Desktop. Click Save.

HRS Pro - Standard Edition

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2009; State: WA; TEST - 1;
Net Total: 3 Props. (0 Tangible); $149.00; 10.0000 Shares;
Remittable: 3 Props. (0 Tangible); $149.00; 10.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	3	Finalized	$ 149.00	10.0000	0

Printed Outp

Owner Le

Owner La

Property L

Pro

Holder Re

Preview

Generate Output

Sort By: Owner Name

Access the Washington Website

Your NAUPA file...

C:\DOCUMENTS AND SETTINGS\AWUCP140\DESKTOP\2009_WA_TEST_-_1.HF

was created successfully!

Washington permits holders to submit NAUPA files via their website, http://ucp.dor.wa.gov

Click here **if you wish to submit your NAUPA file now.**
(please contact the state directly with questions about this website).

Your report is now ready to file online. Click link to continue. This will take you to State of Washington Unclaimed Property website for electronic submission.

ClaimYourCash.org
Unclaimed Property

We might be holding money or property that belongs to you, a family member or friend! Search for it!

First Name

Last Name

or

Business Name

or

Reference Number

Search

Report Unclaimed Property

Are you holding Unclaimed Property?
Report it to us.

More Information

- About Unclaimed Property
- How to File a Claim
- Auctions
- Heir Finder/Asset Locator
- Need Help/Contact Us
- External Links

Your claim packages

Department of Revenue Washington State

Printer Friendly | Your Privacy

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Select *Report it to us.*

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Reporting Unclaimed Property

Electronic reporting

Report property in two easy steps:

1. Create your NAUPA formatted report (click here to download free software)
2. Submit your report via our web site

Get more information about this new service, including security features.

Forms
Publications
Frequently Asked Questions
Listserv E-mail Service (Sign up to receive e-mail messages for updates that may affect you.)
Workshops

When are reports due?

Reports are due before **November 1st** of each year.

How do I file my report?

We offer two ways to file your report:

Click Submit under Electronic Reporting.

ONLINE REPORT FILING

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Unclaimed Property

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- How to File a Claim
- About Unclaimed Property
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Please Logon

New Users

To continue, sign up for My Account.
It only takes a few steps.

- If you're a new user, join now.
- If you're already signed up, just logon here.

Returning users

Please logon to view your account

Logon ID

Password

Logon

Forgot your logon ID?
Forgot your password?

If you use the Department of Revenue E-file or are a returning user, you may use the same Logon ID and password. Otherwise register by selecting join now to create a logon and password.

Department of Revenue Washington State

"Working together to fund Washington's future"

My account

UCP > Registration

Step 1 of 2

Enter your information

First Name: Required

Last Name: Required

E-mail: Required

Phone: ( ) - ext. Required

Cancel Next

Need Assistance? 1-877-345-3353

Your Privacy | ©2007 Washington State Department of Revenue and its licensors. All rights reserved.

Enter your name, email and phone number. Click next.

Department of Revenue Washington State

"Working together to fund Washington's future"

My account

Step 2 of 2

Create your logon ID, password, and security question

Logon ID:

Must be 8 characters or more
Not case sensitive

Your password must be at least **8 characters long**, **case sensitive**, and contain at least one **letter**, **number** and **symbol**.

Password:

Confirm password:

- Letter
- Number
- Symbol (!,@,#,$,%,^,&,*,?,_,~)

Security question: Choose a security question...

Answer:

Cancel Next

Need Assistance? 1-877-345-3353

Create your logon name, password and security answer.

TEST TEST TEST Welcome to Online Services at the Department of Revenue - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

This message was sent with High importance.

From: online-services@dor.wa.gov

Sent: Thu 07/30/2009 11:02 AM

To:

Cc:

Subject: TEST TEST TEST Welcome to Online Services at the Department of Revenue

Thank you for registering at http://dor.wa.gov, the Unclaimed Property web site for Washington State.

Please check back often as this site is updated every day.

If you have any questions regarding unclaimed property, send an email to ucp@dor.wa.gov or call 360-705-6706 and press 0 for assistance.

For other online services available through the Washington State Department of Revenue, go to http://dor.wa.gov

You will receive an email from Online Services once registration is complete.

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Electronic Reporting

x Logout

Select an option, then click "Next."

- (•) File your report(s)
- ( ) File a negative report (If you have nothing to report, select this option)

- ( ) Add a Holder
- ( ) Update Holder Information

- ( ) My Holder Accounts

Back Cancel Next

Select “File your report(s)” and click next.

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File your report(s)

x Logout

For each file you need to send, click "Browse" and select your file. Then click "Attach File." After you have attached all your files, click "Next."

Browse... Attach File

Back Cancel Next

Browse <u>and</u> attach your NAUPA formatted file that you created in HRS Pro or other software. You may attach several files. Each file will be attached separately.

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File your report(s)

x Logout

For each file you need to send, click "Browse" and select your file. Then click "Attach File." After you have attached all your files, click "Next."

Browse... Attach File

1. 2008_wa_test_-_123.hrs - remove file
   - 99-9999999 - TEST - 1 Access number needed. Click Here to enter.

Back Cancel

You will need to provide an <u>ACCESS NUMBER</u> the first time you report online. The Access Number is associated with <u>one</u> Logon ID. If you are a new user for the company, select the link to enter your Access Number. If the Access Number was used by a previous user, contact our office to have a new number assigned. If you are the user who filed the previous years, it will not ask for an access number, it will say "Ready to file".

Note: If your business has *never* filed with the State of Washington, you do not need an Access Number for your first filing.

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File your report(s)

x Logout

Please enter your Access number, then click "Next."

If you do not have an Access number, please Contact Us.

Tax ID number: 99-9999999
Access number:

Back Cancel Next

Enter your access number and click on next.

New holder accounts will receive an Access Number in the mail after the initial filing and must input it before they can use the system again.

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File your report(s)

x Logout

For each file you need to send, click "Browse" and select your file. Then click "Attach File." After you have attached all your files, click "Next."

Browse... Attach File

1. 2008_wa_test_-_123.hrs - remove file
   - 99-9999999 - TEST - 1 (Ready to file)

Back Cancel Next

If you created a new account or entered your access number in a previous session, you will see "Ready to file". This is the last opportunity to remove files before submitting.

Click next.

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File your report(s)

x Logout

Account Information:
99-9999999 - TEST 123

JOHN TESTER
PO BOX 123
OLYMPIA , WA 98501
Phone (360)555-1234
JOHNTESTER@TEST123.COM
Edit

Back Cancel Next

Verify the account information is correct. This information was on the file you loaded if correct, click next.

If incorrect, click edit.

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File your report(s)

x Logout

Account Information:
99-9999999 - TEST 123

JOHN TESTER
PO BOX 123
OLYMPIA , WA 98501
Phone (360)555-1234
JOHNTESTER@TEST123.COM

Contact name: JOHN TESTER
Address 1: PO BOX 123
Address 2:
Address 3:
City: OLYMPIA
State: WA Zip: 98501 -
Phone number: (360) 555 - 1234 Ext:
Fax number: ( ) -
E-mail address: JOHNTESTER@TEST123.COM

Save

Edit account information if needed. Click save, then next.

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File your report(s)

x Logout

Please select a payment option for the following holder(s), then click "Next."

99-9999999 - TEST - 1
Amount due: $149.00
Payment option: Check ACH
Check number: (if known)

Add Another Check

Back Cancel Next

If you are submitting monetary property, choose your payment method. Click next. The payment voucher you receive at the end of the session will match this selection.

Note: ACH Credit will not automatically credit our account. Contact your financial institution to debit your account and apply a credit to the Unclaimed Property account.

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x Logout

File your report(s)

Please select a transfer option for the following holder(s), then click "Next."

TEST - 1

Transfer option for:
123456789 - TESTER USA

DTC - Direct Transfer
PHYSICAL - Physical Certificate Delivery
ACCOUNT - Registration of Account Only
UNT - Securities Not Transferable

Back Cancel Next

If your report contains securities, you will be asked to select a Stock Delivery Method.

Click next.

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File your report(s)

x Logout

Your file shows you have multiple holders for which you are filing a report. How would you like to submit the funds?

Would you like:

- ○ One voucher per property type
- ○ Separate vouchers for each of your holders

Back Cancel Next

If you are filing reports for multiple companies (multiple holders), you will be given the option to print separate vouchers for each holder.

Click next.

Unclaimed Property Voucher

Holder: TEST - 1
Holder number: 000003426
Tax ID number: 99-9999999
Report year: 2009
Amount: $149.00

Instructions:

- Mail this voucher and your check to :

  State of Washington Department of Revenue
  Unclaimed Property Section
  PO Box 34053
  Seattle, WA 98124-1053

- Be sure to write your Holder number or Tax ID number on your check.
- Unless you have been given a different due date by the Unclaimed Property Team, payment must be received by November 1.

Unclaimed Property Internal File / Report Tracking Number: 200908030002 / 0000034260200901

Total Amount: $149.00

This is an example of the payment voucher when remitting by check. Print voucher, attach the check and mail to the address provided. This is all you are required to send

Unclaimed Property Voucher

Holder: TEST - 1
Holder number: 000003422
Tax ID number: 99-9999999
Report year: 2009
Amount: $149.00

Instructions:

- ACH transfers:

  Name of Financial Institution:

  Financial Institution Address:

  Financial Institution ABA #:

  Account Number:

  Financial Institution contact:

  HOLDER: Please instruct your financial institution to indicate the name of the agency that will receive credit for the ACH item – Dept of Revenue Unclaimed Property Section.

This is an example of the payment voucher using the ACH Credit option. Provide the account information to your financial institution to complete the ACH CREDIT payment. The ACH is payable to the Department of Revenue, Unclaimed Property Section. With this option, you will not need to mail anything to the Department.

Confirmation

Holder: TEST - 1
Holder number: 000003422
Tax ID number: 99-9999999
Report year: 2009

Securities Listing:

CUSIP	Name	Transfer Method	Remitted Quantity
123456789	TESTER USA	DTC	10.0000

Instructions:

- DTC Transfers:

Unclaimed Property Internal File / Report Tracking Number: 200907300002 / 0000034220200902

Print Voucher(s) / Confirmation(s)

After printing this voucher, click "Next" to continue.

Next

If reporting securities, you will receive a Securities confirmation with transfer instructions based on the delivery method selected. Click next.

Unclaimed Property Voucher

Holder: TEST - 1
Holder number: 000003427
Tax ID number: 99-9999999
Report year: 2009

SDB: 1

Instructions:

Thank you, we have received your safe deposit box or safekeeping report. The Department will send you specific delivery instructions after we review your report. You should receive delivery instructions no later than the third week of December.

DO NOT send safekeeping or safe deposit box contents until you receive delivery instructions.

If you have questions please contact us or call 360-570-3276

Unclaimed Property Internal File / Report Tracking Number: 200908110002 / 0000034270200902

Print Voucher(s) / Confirmation(s)

After printing this voucher, click "Next" to continue.

Next

If you are reporting Safe Deposit Contents, you will receive this voucher. Please DO NOT send the contents until you have received delivery instructions from our office.

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x Logout

Confirmation

Holder: TEST - 1
Holder number: 000003422
Tax ID number: 99-9999999
Report year: 2008
Amount: $0.00

Instructions:

- Print this confirmation for your records.

Unclaimed Property Internal File / Report Tracking Number: 200907300003 / 0000034220200801

Print Voucher(s) / Confirmation(s)

After printing this voucher, click "Next" to continue.

Next

If you are a municipality, you will receive this voucher if you are retaining the funds. If you have any out-of-state owners, you will need to remit the funds for those owners so we may send the funds to the appropriate states through reciprocity.

ClaimYourCash.org
Unclaimed Property

Receipt

Thank you for using the online holder reporting system to submit your report file(s):

- 2009_wa_test_-_2.hrs

Print Receipt

Return to main menu

Print a receipt for your records.

NEGATIVE REPORT FILING

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Electronic Reporting

x Logout

Select an option, then click "Next."

- File your report(s)
- File a negative report (If you have nothing to report, select this option)

- Add a Holder
- Update Holder Information

- My Holder Accounts

Back Cancel Next

FILING A NEGATIVE REPORT WITHOUT A FILE: Select File a Negative Report. Click next.

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File a negative report

x Logout

Select the report year and the accounts for which you would like to file a negative report, then click "Next."

Report year 2009

☑ 99-9999999 - TEST 1 - no reports filed

Add an account

Back Cancel Next

Select report year. Check the box next to holder account filing Negative report or Add an account.
Note: You must provide your FEIN or Taxpayer ID number to use this option.

Click next and print receipt.

UPDATING YOUR ACCOUNT

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Electronic Reporting

x Logout

Select an option, then click "Next."

- File your report(s)
- File a negative report (If you have nothing to report, select this option)

- Add a Holder
- Update Holder Information

- My Holder Accounts

Back Cancel Next

It's important to keep your Holder Account information up to date. Especially if your business has a new address or contact.

Select Update Holder Information and click next.

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Update Holder Information

x Logout

Select the account you would like to update, then click "Next."

99-9999999 - **Test Company – last filed report year 2009**

Add an account

Back Cancel Next

Select your holder account and click next.

Select <u>Add an account</u> if you are a new user. You will need to provide a Federal ID Number.

Update Holder Information

Account Information:
99-9999999 - **Test Company**

JACK SMITH
123 MAIN AVE
OLYMPIA, WA 98502
Phone (360)555 – 1234
TESTER@TESTING.COM
TESTER@TESTING.COM

Please enter new information, where applicable, then click "Next."

Contact name: JOHN SMITH
Address 1: 123 MAIN ST
Address 2:
Address 3:
City: OLYMPIA
State: WA Zip: 98501 -
Phone number: (360) 555 - 1234 Ext:
Fax number: (360) 555 - 5678
E-mail address: TESTER@TESTING.COM

Back Cancel Next

Enter new holder contact information and click Next.

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Update Holder Information

x Logout

Account Information:

99-9999999 – TEST COMPANY

Please verify the following information, then click "Next."

JOHN SMITH
123 MAIN ST
OLYMPIA, WA 98501
Phone (360) 555 - 1234
Fax (360) 555 - 5678
TESTER@TESTING.COM

Back Cancel Next

Verify the updated contact information is correct and click next. If not, click Back to correct.

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Update Holder Information

x Logout

Account Information:
99-9999999 – TEST COMPANY

Thank You! This account has been updated.

From:
JACK SMITH
123 MAIN AVE

OLYMPIA, WA 98502
Phone (360) 555 – 1234
TESTER@TESTING.COM

To:
JOHN SMITH
123 MAIN ST

OLYMPIA, WA 98501
Phone (360) 555 - 1234
Fax (360) 555 - 5678
TESTER@TESTING.COM

Return to main menu

You will receive the message "This account has been updated" once the update is complete. You may return to the Main Menu to use other services.