

# Unclaimed Property Online Reporting

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# **DOWN LOADING HRS PRO SOFTWARE**



# ACS Finance and Revenue Solutions

A **xerox** Company

Wagers & Associates, Inc.

ACS is now a Xerox company

Home

HRS Pro

UPMS

UPS2K

News & Info

Home

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](http://wagers.net) and select HRS Pro Reporting software.



# ACS Finance and Revenue Solutions

## Wagers & Associates, Inc.

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**Holder Reporting System**

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

### Holder Reporting System Software

#### What is HRS Pro ?

HRS Pro is a proven software package recommended 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

**Select the HRS Pro edition you would like to download.**

HRS - Download Software - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

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
<b>Full Installation</b>	06/07/2009	12/15/2009	Recommended for first-time users. Existing users may download the <b>Update Only</b> (smaller file, fewer rights required)	 <a href="#">Download</a>	~16MB (16,306,96 bytes)
<b>Update Only</b>	06/07/2009	12/15/2009	<b>Requires existing installation of <a href="#">HRS Pro 2.5, Build 2008.128.1620</a> (or later Build date)</b> First-time users <b>MUST</b> download the <b>Full Installation</b>	 <a href="#">Download</a>	~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. An "Update Only" must be installed every 6 months after Full installation.**



# ACS Finance and Revenue Solutions

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Holder Reporting System

What is HRS Pro ?

- Downloads
  - HRS Pro Software
  - HRS Pro User Guide
  - HRS Pro HowTo
  - California HowTo
  - + HRS Pro Support
- + HRS Pro FAQs

### Holder Reporting System Software

Please complete the information below to download HRS-Pro. Wagers & Associates, Inc. will **never** share your information with third parties. Please see HRS Pro FAQs for [download settings](#).

**Fields marked red are mandatory**

Email Address:	<input type="text"/>	City:	<input type="text"/>
First Name:	<input type="text"/>	State:	<input type="text"/>
Last Name:	<input type="text"/>	Zip:	<input type="text"/>
Title:	<input type="text"/>	<input type="checkbox"/>	Would you like additional information about the
Company:	<input type="text"/>	<input type="checkbox"/>	Would you like to receive information on Annual
Address1:	<input type="text"/>	<input type="checkbox"/>	Would you like to receive a copy of our newsletter property matters?
Address2:	<input type="text"/>		

**Complete the required information in red. Scroll to the bottom of the page to Accept the Terms.**



# ACS Finance and Revenue Solutions

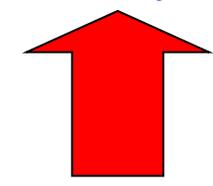
## Wagers & Associates, Inc.

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- Home
- What is HRS Pro ?
- + Downloads
- + HRS Pro Support
- + HRS Pro FAQs

Your HRS Pro download should begin in a moment. If **nothing happens**, click here for **full** or **update** version.

[HRS Pro home.](#)



**You will return to the previous page, select *If nothing happens*, click here for *full* or *update* version; choose the version you need to download.**

HRS - Download - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://wagers.net/hrs/hrsprostdownload.php> Go Links

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

 **ACS**  
A  Company

## ACS Finance and Revenue Solutions

### Wagers & Associates, Inc.

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Your HRS Pro download is ready for installation.

[HRS Pro home.](#)

Home

What is HRS Pro ?

+ Downloads

+ HRS Pro Support

+ HRS Pro FAQs

+ Mailing List

**File Download - Security Warning**

**Do you want to run or save this file?**

 Name: hrs\_pro\_setup.exe  
Type: Application, 15.4 MB  
From: www.wagers.net

 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?](#)

**Once the File Download box appears, select Run.**

HRS - Download - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Send To Favorites

Address <http://wagers.net/hrs/hrsprostdownload.php> Go Links

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

 **ACS**  
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## ACS Finance and Revenue Solutions

### Wagers & Associates, Inc.

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Your HRS Pro download is complete.

[HRS Pro home.](#)

Home

- What is HRS Pro ?
- + Downloads
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- + Mailing List

52% of hrs\_pro\_setup.exe Completed

Opening:  
hrs\_pro\_setup.exe from www.wagers.net



Estimated time left: 8 sec (7.94 MB of 15.4 MB copied)

Download to: Temporary Folder

Transfer rate: 896 KB/Sec

Close this dialog box when download completes

**You should see this dialog box during the download.**

HRS - Download - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://wagers.net/hrs/hrsprostdownload.php> Go Links

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



# ACS Finance and Revenue Solutions

## Wagers & Associates, Inc.

ACS is now a Xerox company

- Home
- What is HRS Pro ?
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- + Mailing List

Your HRS Pro d

[HRS Pro home](#)

### Internet Explorer - Security Warning

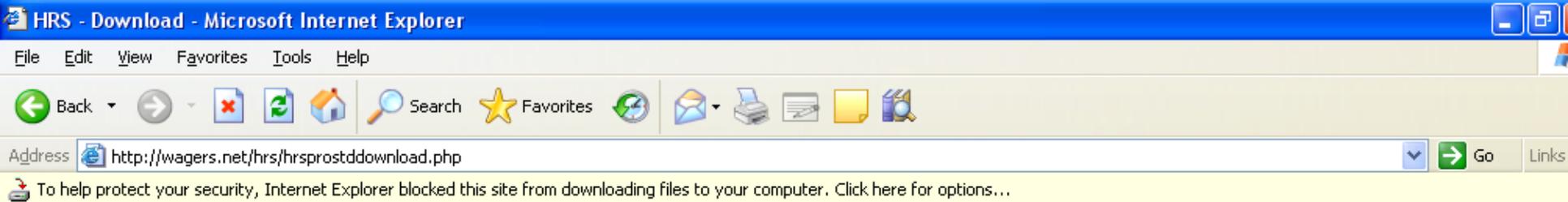
**Do you want to run this software?**

Name: hrs\_pro\_setup.exe  
Publisher: **Wagers & Associates, Inc.**

More options

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 again.**



A screenshot of the ACS Finance and Revenue Solutions website. The page header features the ACS logo and the text "A xerox Company". The main content area is partially obscured by a blue sidebar on the left with navigation links: "Home", "What is HRS Pro ?", "+ Downloads", "+ HRS Pro Support", "+ HRS Pro FAQs", and "+ Mailing List". Overlaid on the website is a Windows-style dialog box titled "HRS Pro Installer 2009.12.03 (VFP9 SP2 SD)". The dialog box has a yellow background with a graphic of an open box and a downward arrow. The text inside the dialog reads: "Welcome to the HRS Pro Setup Wizard", "This wizard will guide you through the installation of HRS Pro.", "It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer.", and "Click Next to continue.". At the bottom of the dialog box are two buttons: "Next &gt;" and "Cancel".

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

HRS - Download - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://wagers.net/hrs/hrsprostdownload.php> Go Links

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

 ACS  
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Home

What is HRS Pro ?

+ Downloads

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+ Mailing List

Your HRS Pro

HRS Pro ho

**HRS Pro Installer 2009.12.03 (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.

Subject to the terms and conditions of this Agreement, and during the life

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

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 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Send To Favorites

Address <http://wagers.net/hrs/hrsprostdownload.php> Go Links

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

**ACS**  
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## ACS Finance and Revenue Solutions

ACS is now a Xerox company

Home

What is HRS Pro ?

- + Downloads
- + HRS Pro Support
- + HRS Pro FAQs
- + Mailing List

Your HRS Pro

HRS Pro

### HRS Pro Installer 2009.12.03 (VFP9 SP2 SD)

**HRS Pro Installation folder location.**

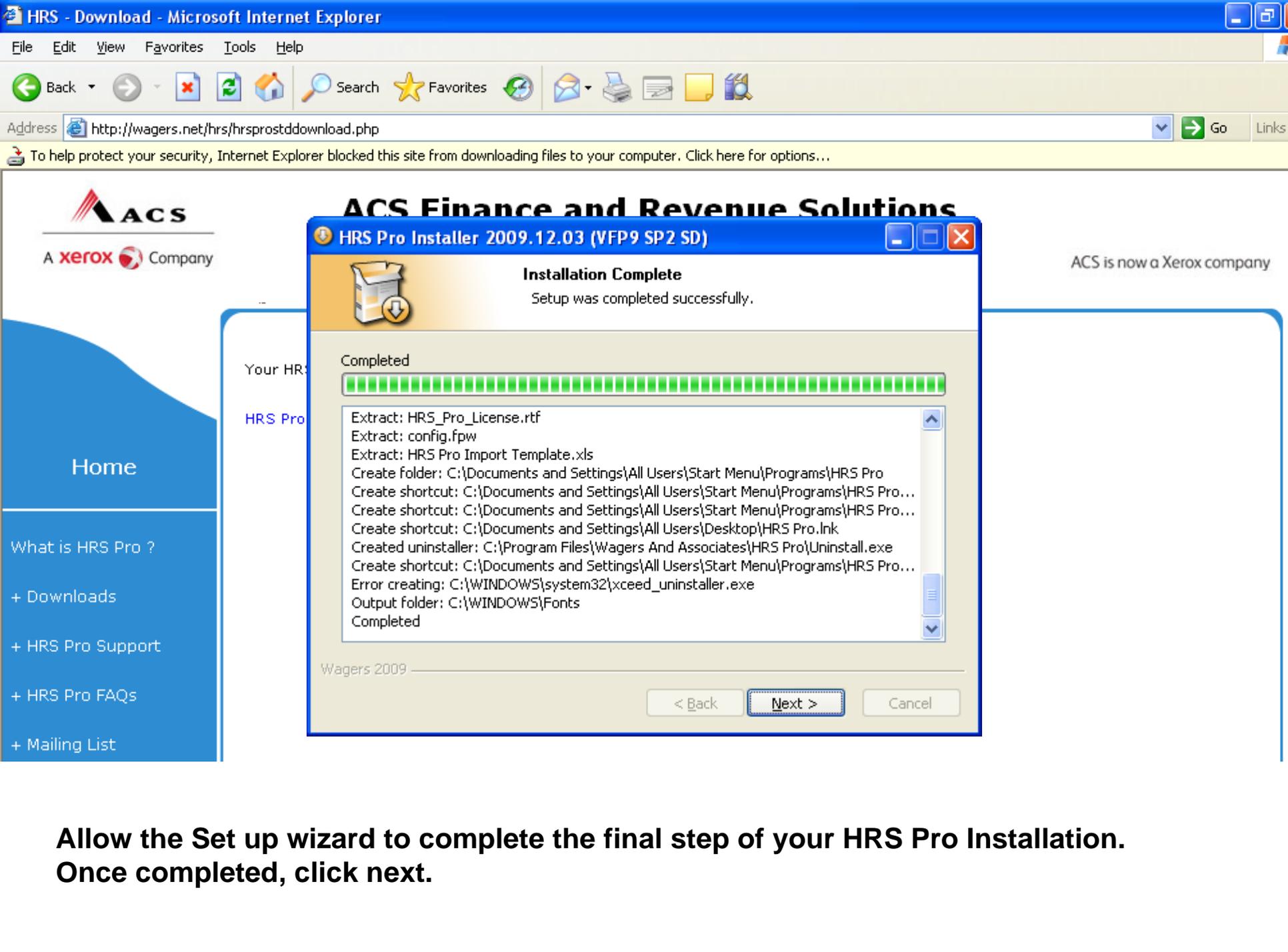
Please select the folder where you want to install HRS Pro.

HRS Pro Folder

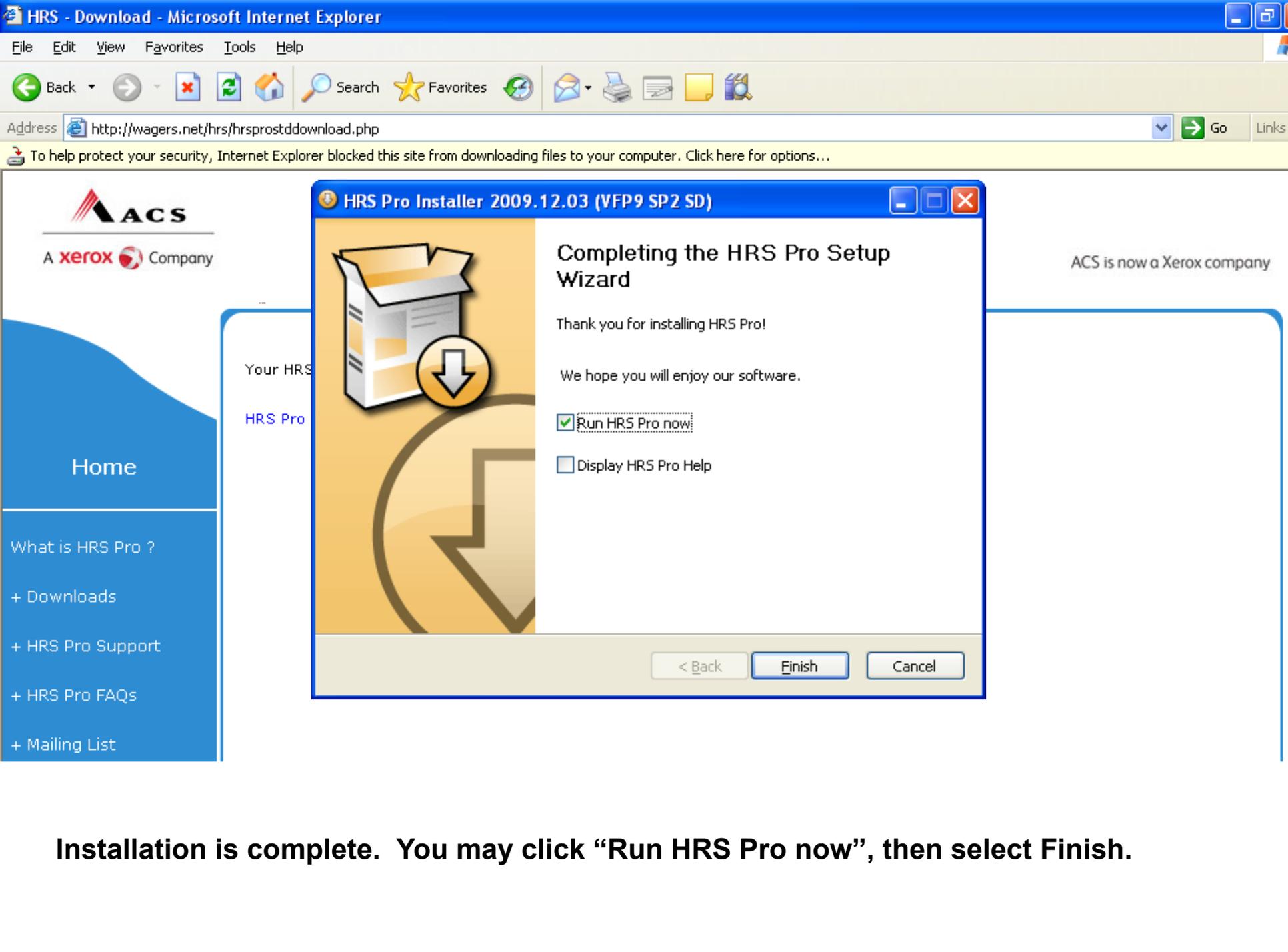
Space required: 26.1MB  
Space available: 59.9GB

Wagers 2009

**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**



**The Sign In screen will appear, select Add New User.**

## Data Input



Data Sets



Properties



Holders



Holder Personnel

## Data Output

State Guidelines

Utilities

## Holder Personnel

**Adding Personnel** [Close]

Last Update:

\*Name:

\*Initials:

Street 1:

Street 2:

Street 3:

Zipcode:  City:

State:  Country:

Phone: ( ) -  Ext.:

E-mail:

Dt. Inactivated:

\* = 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.**

## Data Input



Data Sets



Properties



Holders



Holder Personnel

## Data Output

State Guidelines

Utilities

 *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".**

## Data Input



Data Sets



Properties



Holders



Holder Personnel

## Data Output

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 #: ( ) -

\* = Required Field

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

# **CREATING A NEW REPORT (DATA SET)**

## Data Input



Data Sets



Properties



Holders



Holder Personnel

## Data Output

State Guidelines

Utilities

*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.

+ A GOOD TEST HOLDER  
+ TESTING 123

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.**

## Data Input



Data Sets



Properties



Holders



Holder Personnel

## Data Output

State Guidelines

Utilities

## Data Sets

**Adding Data Set**

Last Update:

Holder: TEST - 1

\* Report Year:

Report Type:  Single-State  Multi-State

\* Report to State:

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. For more information, refer to our website <http://ucp.dor.wa.gov>**

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

# **ADDING STOCK INFORMATION**

Data Input

Data Output

State Guidelines

Utilities



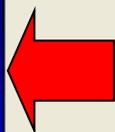
Configuration and Defaults



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".**

Data Input

Data Output

State Guidelines

Utilities

Configuration and  
Defaults

Import Data



Rebuild Database

Configuration and Defaults

Adding Securities Issue

Last Update:

\* CUSIP Number:  Symbol: \* Issue Name: Sub-Issue Name: Mutl. Fund Family: 

Edit



Save



Cancel

\* = Required Field

**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 PROPERTY**

## Data Input



Data Sets



Properties



Holders



Holder Personnel

## Data Output

State Guidelines

Utilities

*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.

+ A GOOD TEST HOLDER

- TESTING 123

▶ Year 2010; State: WA; 0 Props.; \$0.00; 0.0000 Shares; 0 Tangible Props.

Year 2009; State: WA; 1 Props.; \$500.00; 0.0000 Shares; 0 Tangible Props.

Detail

Add

Remove

Move

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



Data Input



Data Output

State Guidelines

Utilities

### Adding Property

Last Update:

\* Report Prop. To:  \* Prop. Status:  \* Owner Status:

\* Property Type:

Account Num.:

Comments:

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

Interest Rate:  %

Owner Name	Address	Tax ID #	Type	Relation

\* = 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.**

Data Input



Data Sets



Properties



Holders



Holder Personnel

Data Output

State Guidelines

Utilities

### View / Modify Property

Last Update: 07/19/2010 - AGT

\* Report Prop. To:  \* Prop. Status:  \* Owner Status:

\* Property Type:  - REFUNDS DUE Last Activity Dt.:

Account Num.:  Check Num.:

Comments:

\*Cash

Cash to Report:	Additions:	Reason:	Deductions:	Reason:	Cash to Remit:
<input type="text" value="\$100.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value=""/>	<input type="text" value="\$100.00"/>	<input type="text" value="ZZ"/>	<input type="text" value="\$0.00"/>

Interest Rate:  %

Owner Name	Address	Tax ID #	Type	Relation
TESTING			OT	PA

DW Dividends Withheld or Discontinued  
 IW Interest Withheld or Discontinued  
 MC Mailing Cost  
 SW Service Charge  
 TW Income Tax Withheld  
**ZZ Deduction Code Not Identified Above**

\* = Required Field

**If you are a municipality and retaining funds, enter the Cash to Report and enter the amount in the deduction field. Use the Reason ZZ. The Cash to Remit field should show zero. You must send the funds for owners with out of state addresses.**

Data Input



Data Sets



Properties



Holders



Holder Personnel

Data Output

State Guidelines

Utilities

### Adding Property

Last Update:

\* Report Prop. To:  \* Prop. Status:  \* Owner Status:

\* Property Type:  - UNDERLYING SHARES Last Activity Dt.:

Account Num.:  Check Num.:

Comments:

Cash **Shares** Tangible Inventory Mineral Interest

CUSIP #:

Current Shares:  Certificate #:

Original Shares:  Registered To:

Owner Name	Address	Tax ID #	Type	Relation

\* = 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.**

## Data Input



Data Sets



Properties



Holders



Holder Personnel

## Data Output

State Guidelines

Utilities

## Adding Owner

Category:  Individual  Business

Last Update:

Tax ID #: --

D.O.B.: //

\* Owner Type: [v]

\* Relation to 1st Owner: [v]

\* Last Name: [ ]

First Name: [ ]

Middle Name: [ ]

Address Line 1: [ ]

Address Line 2: [ ]

Address Line 3: [ ]

Zipcode: - City: [ ]

State: [v] County: [ ]

Country: [v]

[ ] Edit

[ ] Save

[ ] Save and Add Next Owner

[ ] Cancel

[ ] Link to Existing Owner

\* = Required Field

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

2009 - AMW

Known [v]

[ ]

\$1.00

Relation [v]

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.

Data Input



Data Sets



Properties



Holders



Holder Personnel

Data Output

State Guidelines

Utilities

View / Modify Property
✕

Last Update: 08/21/2009 - TTT

\* Report Prop. To:      
 \* Prop. Status:      
 \* Owner Status:

\* Property Type:  - CHECKING ACCOUNTS     
 Last Activity Dt.:

Account Num.:       Check Num.:

Comments:

Cash   
  Shares   
  Tangible Inventory   
  Mineral Interest

<b>Cash to Report:</b>	+	<b>Additions:</b>	-	<b>Deductions:</b>	=	<b>Cash to Remit:</b>
<input type="text" value="\$5.00"/>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>		<input type="text" value="\$5.00"/>
		<input type="text" value="Reason:"/>		<input type="text" value="Reason:"/>		

**Interest Rate:**  %

Owner Name	Address	Tax ID #	Type	Relation
TEST			AG	AD

\* = Required Field

Select Add Next Property or Close to finish adding properties.

# **FINALIZING YOUR NAUPA REPORT**



Data Input

Data Output



Holder Reports

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.

Data Input

Data Output



Holder Reports

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 Prev**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
<input type="checkbox"/>	<input type="checkbox"/>	TEST	
<input type="checkbox"/>	<input type="checkbox"/>	TEST	OLYMPIA / WA
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.

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

Data Input

Data Output



Holder Reports

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.

Data Input

Data Output



Holder Reports

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

 Preview

Generate Output

Sort By:

Owner Name



**Validate your report. This checks for errors.**

Data Input

Data Output



Holder Reports

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

## 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 will tell you your report is validated or take you to the next error. Once the box states there are zero errors, click OK.**

Data Input

Data Output



Holder Reports

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 F

 Preview

Generate Output

Sort By:

Owner Name

**Select Finalize.**

Data Input

Data Output



Holder Reports

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

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

**Select Yes to Finalize your report.**

**Note: No changes can be made once the report is finalized. If corrections are needed, Un-finalize the report, make your changes and Finalize again.**

Data Input

Data Output



Holder Reports

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)**.

Data Input

Data Output



Holder Reports

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.**

Data Input

Data Output



Holder Reports

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



My Network

Recent  
Desktop  
My Documents  
My Computer  
3½ Floppy (A:)  
Revenue\_PC (C:)  
DVD/CD-RW Drive (D:)  
apps\$ on 'dorga' (G:)  
awucp140 on 'dorcplhome\$' (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

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.**

Data Input

Data Output



Holder Reports

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

## 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).

Printed Output

 Owner Le Owner La Property L Pro Holder Re

State Guidelines

Utilities

 Preview

Generate Output

Sort By:

Owner Name

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.

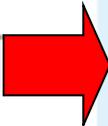
# ClaimYourCash.org

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.

Workshops for businesses.

## More Information

- [About Unclaimed Property](#)
- [How to File a Claim](#)
- [Auctions](#)
- [Heir Finder/Asset Locator](#)
- [Need Help/Contact Us](#)
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[Your claim packages](#)



Department of  
**Revenue**  
Washington State

Select [Report it to us.](#)

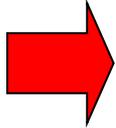


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## Reporting Unclaimed Property

### 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. Need assistance, [click here to view our tutorial](#).

[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?**

**Click Submit under Electronic Reporting.**

# **ONLINE REPORT FILING**



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- [Your Claim Packages](#)
- [How to File a Claim](#)
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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.**

**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.**

## 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:

Answer:

[Cancel](#)

[Next >](#)

Need Assistance? 1-877-345-3353

**Create your logon name, password and security answer.**

This message was sent with High importance.

From: online-services@dor.wa.gov

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

To: [Redacted]

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](mailto: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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- [Your Claim Package](#)
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- [Auctions](#)
- [Heir Finder/ Asset Locator](#)
- [Need Help/ Contact Us](#)
- [External Links](#)

## 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."

[◀ Back](#)   [Cancel](#)   [Next ▶](#)

**Browse and attach your NAUPA formatted file that you created in HRS Pro or another software. You may attach several files. Each file will be attached separately.**





## File your report(s)

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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."

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 ACCESS NUMBER the first time you report online. The Access Number is associated with one 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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x Logout

## File your report(s)

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:

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[Cancel](#)

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**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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[External Links](#)

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.**



## File your report(s)

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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. If incorrect, click edit.**

# File your report(s)

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[Auctions](#)

[Heir Finder/  
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[External Links](#)

Account Information:  
99-9999999 - TEST 123

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

Contact name:

Address 1:

Address 2:

Address 3:

City:

State:   Zip:  -

Phone number: (  )  -  Ext:

Fax number: (  )  -

E-mail address:

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



## File your report(s)

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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 to receive a payment voucher for your selected payment method. A copy of the voucher will also be sent by secure email.**

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



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## 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

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[Cancel](#)

[Next ▶](#)

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

**Click next.**



## File your report(s)

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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.**

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

## Instructions:

- ACH transfers:

Name of Financial Institution: Bank of America

Financial Institution Address: PO Box 3977  
Seattle, WA 98124

Financial Institution ABA #: 123308825

Account Number: 105000000675

Financial Institution contact: 1-800-253-0786

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.

Unclaimed Property Internal File / Report Tracking Number: 200907300002 / 00000342220200902

**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. You will not need to mail anything with this option.**



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## Confirmation

[x Logout](#)

Holder: TESTING 123  
Holder number: 000003434  
Tax ID number: 91-9191919  
Report year: 2009

Securities Listing:	CUSIP	Name	Transfer Method	Remitted Quantity
	123456789	ABC FINANCIAL	DTC	5.0000

### Instructions:

- DTC Transfers:

DTC #0141  
Account #59027603

Unclaimed Property Internal File / Report Tracking Number: 201007200001 / 0000034340200901

[Print Voucher\(s\) / Confirmation\(s\)](#)

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



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## Unclaimed Property Voucher

[x Logout](#)

Holder: TESTING 123  
Holder number: 000003434  
Tax ID number: 91-9191919  
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: 201007200002 / 0000034340200902

[Print Voucher\(s\) / Confirmation\(s\)](#)

**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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## Confirmation

[x Logout](#)

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. It will show the amount to remit as zero unless you have reported out of state owners.**



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## 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](#)

[x Logout](#)

**Print a receipt for your records.**

# **NEGATIVE REPORT FILING**



## Electronic Reporting

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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

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



## File a negative report

x Logout

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

Report year

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 AN ACCOUNT



## Electronic Reporting

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[Heir Finder/  
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[Need Help/ Contact Us](#)

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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

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[Cancel](#)

[Next →](#)

**It's important to keep your Holder Account information up to date. If your business has a new address or contact, use this option to update.**

**Select Update Holder Information and click next.**



## Update Holder Information

x Logout

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Need Help/ Contact Us

External Links

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 Add an account if you are a new online user. You will need to provide a FEIN.**

# Update Holder Information

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[External Links](#)

Account Information:  
99-9999999 - **Test Company**  
**JACK SMITH**  
**123 MAIN AVE**  
**OLYMPIA, WA 98502**  
**Phone (360)555 – 1234**  
**TESTER@TESTING.COM**

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

Contact name:

Address 1:

Address 2:

Address 3:

City:

State:   Zip:  -

Phone number: (  )  -  Ext:

Fax number: (  )  -

E-mail address:

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[Cancel](#)

[Next →](#)

**Enter new holder contact information and click Next.**



## Update Holder Information

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[External Links](#)

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.**



## Update Holder Information

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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

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**You will receive the message “This account has been updated” once the update is complete. Return to the Main Menu to use other services.**