

Filing your Unclaimed Property Report With HRS Pro



*"Working together to
fund Washington's future"*

1. Go to “ucp.dor.wa.gov”.
2. Select “File your Unclaimed Property Report”.

Start a search

ClaimYourCash.org

Check to see if the state is holding money or property that belongs to you, a family member or friend.

First name Last name

Or Business name

Or Reference number

Search **Returning user**

[How to file a claim ▶](#)
[Questions and answers ▶](#)

File a report

Businesses holding unclaimed property

NEW! [Special Notice regarding law change ▶](#)
[File your Unclaimed Property Report ▶](#)
[File your negative \(no property\) report ▶](#)
[Reporting guide \(.PDF\) ▶](#)
[Workshops for businesses ▶](#)

Login

Information

Department of **Revenue** Washington State

3. To create your NAUPA formatted file, select the “HRS Pro” hyperlink.

Report unclaimed property

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

New!
E-check now available for holders reporting online.

Reporting Unclaimed Property

[Guide to Reporting Unclaimed Property](#) (pdf)

Electronically file your report in two steps:

1. **Convert your file to standard NAUPA II format.** Files in NAUPA II format from any vendor are acceptable. If you prefer, you can use one of the programs listed below.
 - [HRS Pro](#) - Download and install holder reporting software to your computer.
 - [UPExchange](#) - UPEXchange is web-based, with no software to install or maintain.
2. **Submit your report via our web site.** (Click here for [more information](#) 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?

4. Select “Downloads”.

Holder Reporting System

- What is HRS Pro
- Downloads**
- + HRS Pro Support
- + HRS Pro FAQs
- + Newsletter
- Enterprise Version
- Version Notes
- Disclaimer

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Home | **HRS Pro - Unclaimed Property Reporting** | UPS2K - State Systems

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 our unclaimed property management systems (currently 39 unclaimed property programs).

HRS Pro is available in two versions:

Features of HRS Pro	Standard Edition	Enterprise Edition
Free	✓	
Yearly maintenance fee		✓
Expires every 6 months	✓	
Expires once a year		✓
Multi-user capability		✓
Limited to 1 Holder or Company	✓	
Supports ability to save data to CSV file		✓
Direct Technical Support		✓
Supports storage of data to centralized storage location		✓

5. Select “Download”.

Home HRS Pro - Unclaimed Property Reporting UPS2K - State Systems

Downloads

Download and Install HRS Pro Software for Holders to Report Unclaimed Property:
There is now only one download for the installation. Data will not be lost by installing the latest version.

Type of Installation	Added on	Expires On	Download	Size
HRS Pro Installation	07/01/2016	12/15/2016	 Download	~20MB (20,901,792 bytes)

IMPORTANT Information:
The HRS Pro INSTALLATION must be performed by a user with **Administrator** rights. Please contact your IT department for assistance.
Before proceeding with the installation first read thru the [Installation FAQ's](#) and [User's Guide](#).

The Standard and Enterprise Edition is the same download. By purchasing the Enterprise Edition it unlocks additional features.

HELP
[Click here](#) for HRS Pro How To User Guide (step-by-step beginner's guide), PDF File type (1.68 MB, updated 11/24/2014).

Holder Reporting System

- What is HRS Pro ?
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- Enterprise Version
- Version Notes
- Disclaimer

6. Complete fields in red, click “Accept”.

Home **HRS Pro - Unclaimed Property Reporting** UPS2K - State Systems

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: Please enter a VALID EMAIL to receive important information related to proper install and important new version info.

First Name: City:

Last Name: State:

Title: Zip:

Company:

Address1:

Address2:

Would you like additional information about the Enterprise version of HRS Pro?

Would you like to receive information on Annual Reporting Services offered by Xerox State and Local Services?

Would you like to receive a copy of our newsletter which includes information on changes to state laws and other unclaimed property matters?

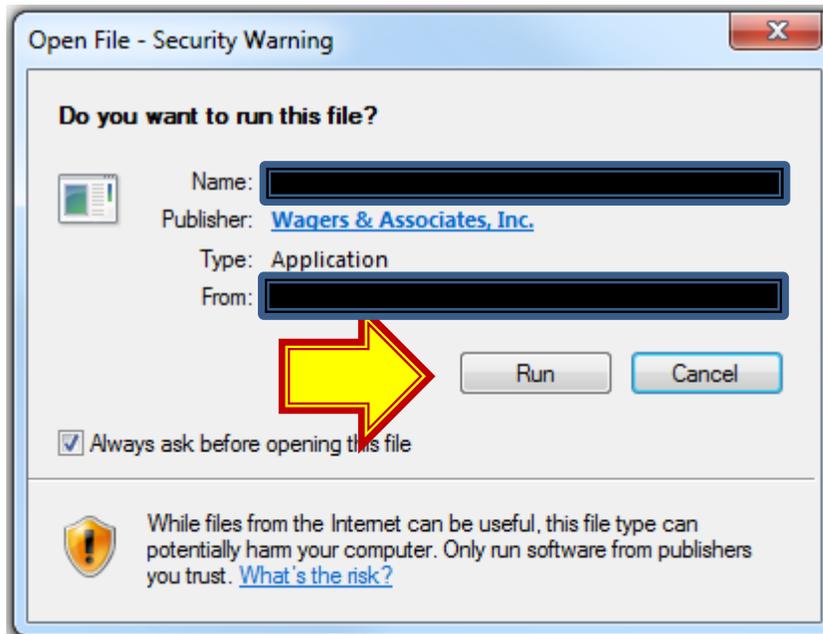
HOLDER REPORTING SYSTEM PRO LICENSE AGREEMENT

Read the following software license agreement carefully. Clicking on the accept button or the use of this software acknowledges that you have read this agreement, understand it and agree to be bound by its terms and conditions.

LICENSE

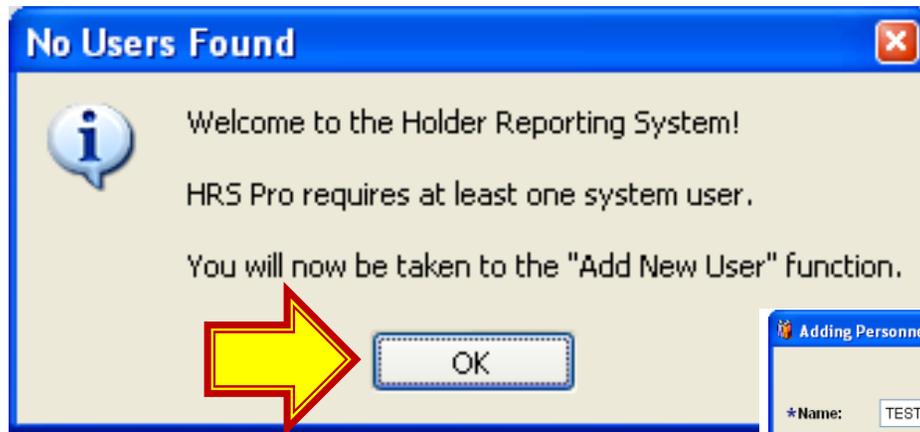
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7. Select “Run”.



8. Select “OK”.

9. Enter your personnel information, select “Save”.



A screenshot of a "Adding Personnel" form. The form has a blue header bar with a close button (X) in the top right corner. The main content area has a light beige background and contains a "Last Update:" label in red. The form fields are as follows: "*Name:" with text "TEST"; "*Initials:" with text "TST"; "Street 1:" with text "1 SOUTH MAIN STREET"; "Street 2:" and "Street 3:" are empty; "Zipcode:" with text "80314" and "City:" with text "BOULDER"; "State:" with a dropdown menu showing "CO" and "Country:" with an empty field; "Phone:" with text "(555) 121-2121" and "Ext.:" with an empty field; "E-mail:" with text "HRSPROHELP@WAGERS.NET"; and "Dt. Inactivated:" with text "//". At the bottom, there are "Save" and "Cancel" buttons, and a legend "* = Required Field". A large yellow arrow with a red outline points to the "Save" button.

10. Select “Close” after saving information.

11. After creating a user the following message will be displayed. Select "OK".

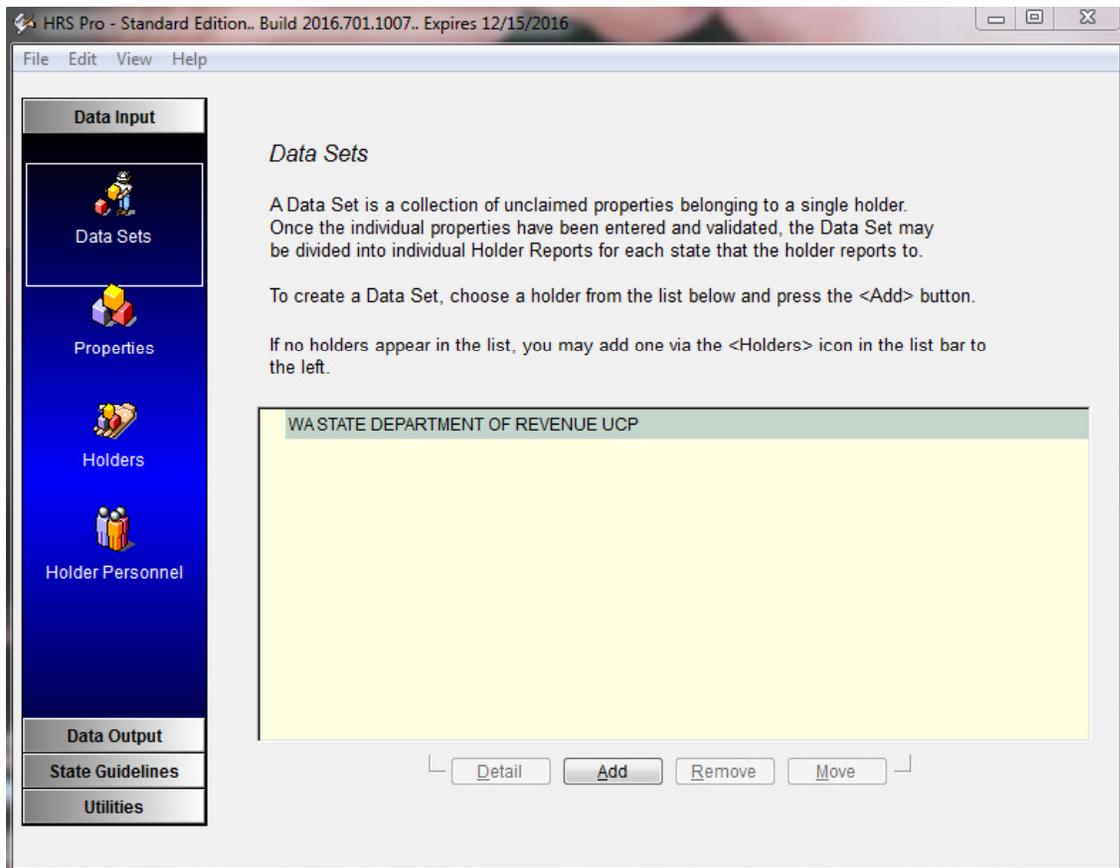


12. Fill in required information. Select "Save".

A screenshot of a web form titled "Adding Holder". The form includes the following fields: "Tax ID Number" (with value 99-9999999), "NAICS Code", "State of Incorp." (with dropdown menu showing WA), "Date of Incorp." (with value 02/02/2016), "* Holder Name" (with value TEST COMPANY), "Holder City" (with value BOULDER), "Holder State" (with dropdown menu showing CO), "County", and "Holder Fax #". At the bottom, there are buttons for "Edit", "Save", and "Cancel". A legend indicates "* = Required Field". A large yellow arrow with a red outline points to the "Save" button.

13. Select "Close" after saving information.

I4. Select “Add”.



15. Enter report information.

16. Select “Save”.

Adding Data Set

Last Update:

Holder: WA STATE DEPARTMENT OF REVENUE UCP

* Report Year:

Report Type: Single-State Multi-State

* Report to State:

Negative Report

* = Required Field

17. Select “Close” after saving information.

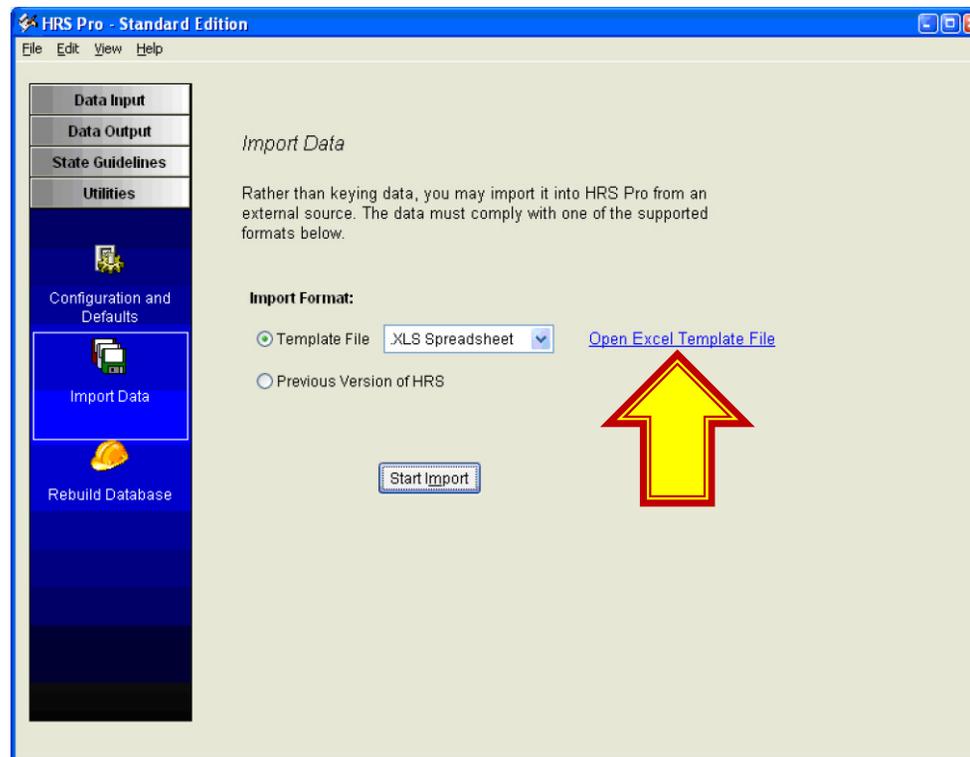
18. Refer to the “HRS Pro User Guide” for further instructions and illustrations for creating your .xls template.

*There are two ways create a report:

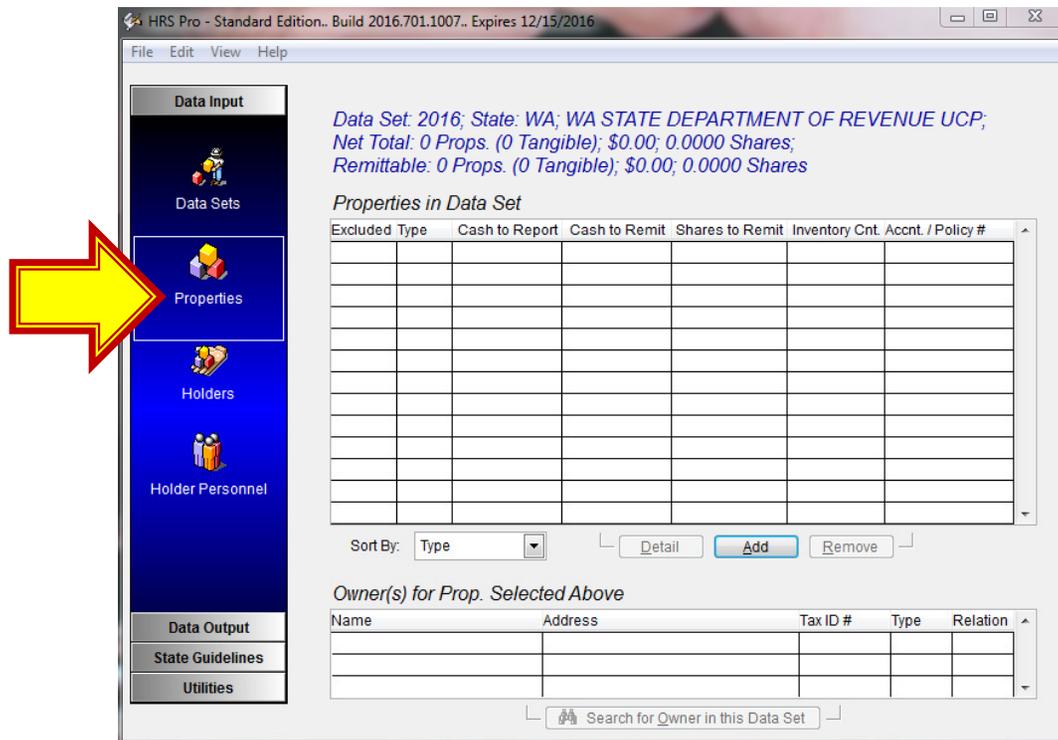
- a) Import an .xls template, by selecting within the Data Input sub-menu:
- “Utilities”
 - “Import Data”
 - “Open Excel Template File”
 - “Start Import”

-or-

- b) Manually add each record.
(See the next slide for these directions.)



19. To manually add records select “Properties” in the Data Output sub-tab. The following screen appears for when entering the first owner:



21. Enter owner information, select “Save” or “Save and Add Next Property”.

Adding Property Last Update:

*Report Prop. To: CO *Prop. Status: Reportable *Owner Status: Known

*Property Type: AC01 - CHECKING ACCOUNTS/DDA (5) Last Activity Date: / /

Account Num.: 123456 Check Num.:

Comments:

*Cash Shares Tangible Inventory Mineral Interest

Cash to Report: \$350.00 + Additions: \$0.00 Reason: - Deductions: \$0.00 Reason: = Cash to Remit: \$350.00

Interest Rate: 0.00 %

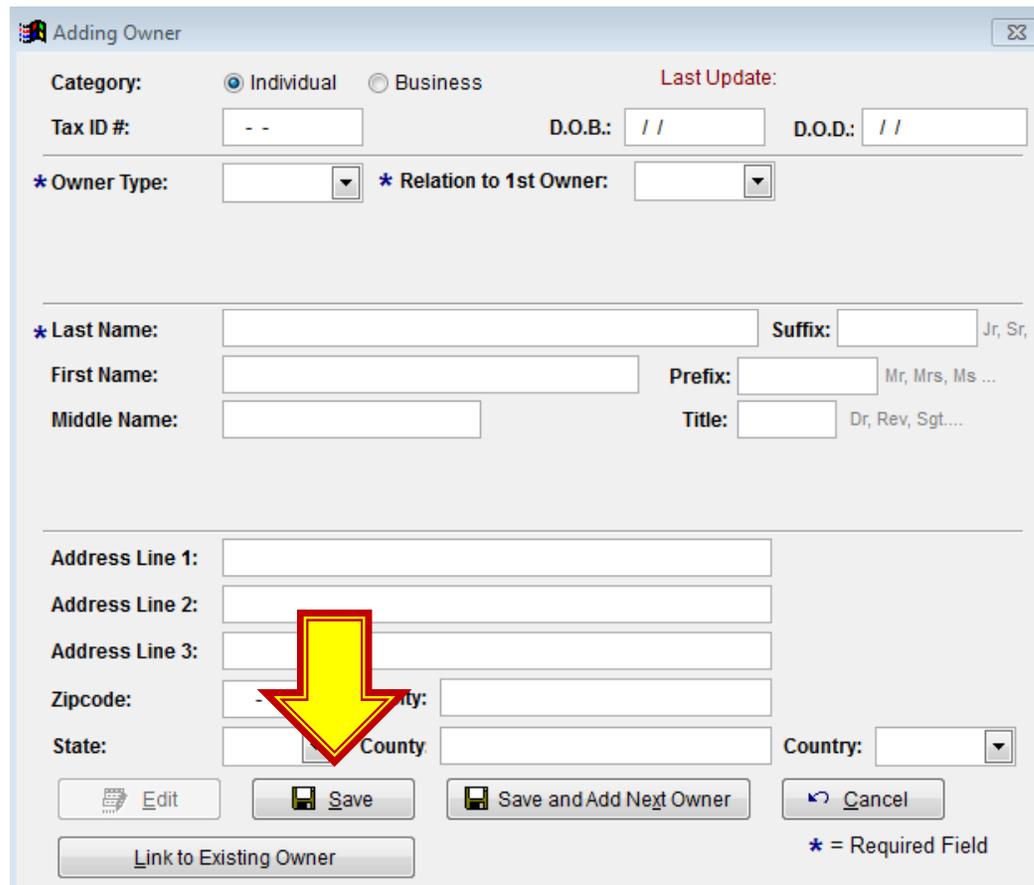
(Auto-Deduction is OFF)
The Auto-Deduction field is specific for reporting to CO only.

Owner Name	Address	Tax ID #	Type	Relation

Detail Remove

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

22. Enter owner information.
23. Select “Save” or if there is another owner for the property select “Save and Add Next Owner”.
24. After the record has been saved select “Cancel”.



The screenshot shows a web form titled "Adding Owner". At the top, there are radio buttons for "Individual" (selected) and "Business". To the right, it says "Last Update:". Below this are input fields for "Tax ID #:" (with "--"), "D.O.B.:" (with "//"), and "D.O.D.:" (with "//"). There are two dropdown menus: "* Owner Type:" and "* Relation to 1st Owner:". The name section includes fields for "* Last Name:", "Suffix:" (with "Jr, Sr" suggestions), "First Name:", "Prefix:" (with "Mr, Mrs, Ms ..." suggestions), "Middle Name:", and "Title:" (with "Dr, Rev, Sgt..." suggestions). The address section has three lines for "Address Line 1:", "Address Line 2:", and "Address Line 3:". Below that are fields for "Zipcode:", "City:", "State:", "County:", and "Country:". At the bottom, there are buttons for "Edit", "Save", "Save and Add Next Owner", and "Cancel". A "Link to Existing Owner" button is also present. A legend indicates "* = Required Field". A large yellow arrow with a red outline points to the "Zipcode:" field.

25. If you have more property to add select “Add Next Property” –or- if not, select “Close”

View / Modify Property Last Update: 08/12/2016 - JLS

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

* Property Type: - WAGES, PAYROLL, OR SALARY Last Activity Dt.:

Account Num.: Check Num.:

Comments:

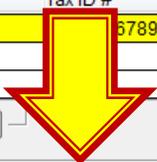
Cash* Shares Tangible Inventory Mineral Interest

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

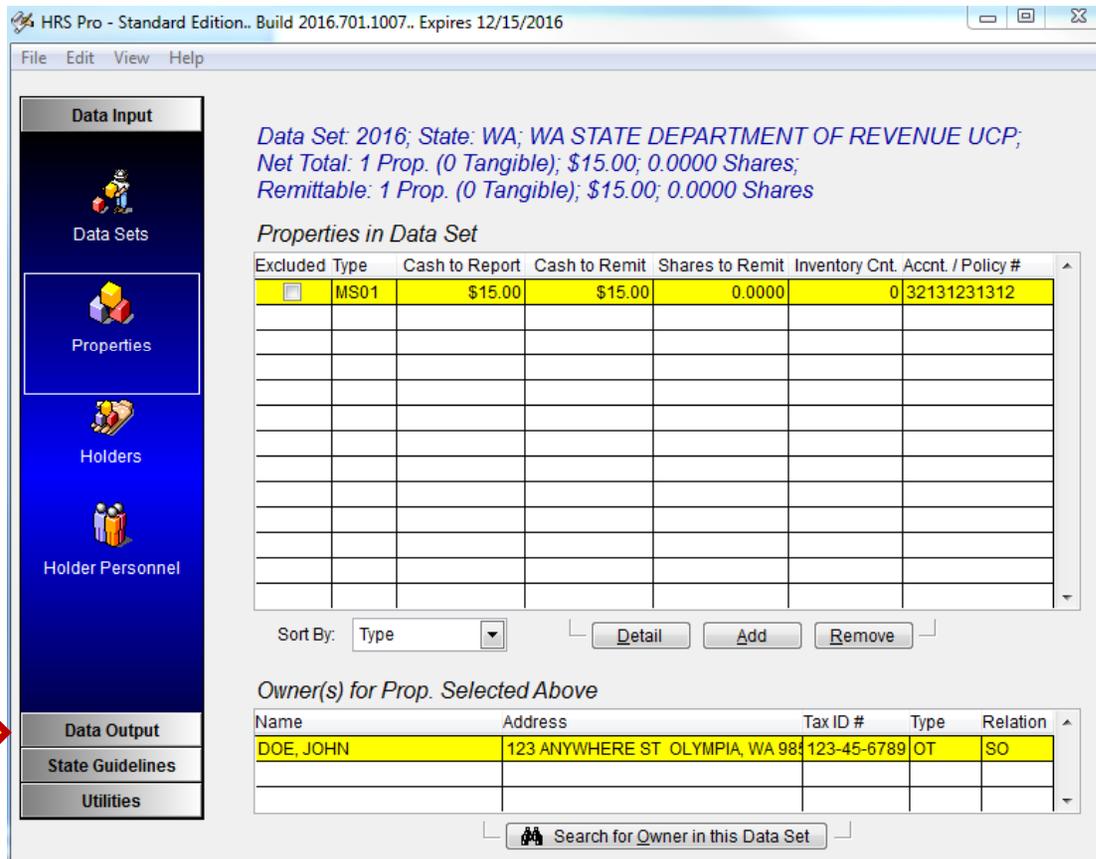
Interest Rate: %

Owner Name	Address	Tax ID #	Type	Relation
DOE, JOHN	123 ANYWHERE ST OLYMPIA, WA 98502	8789	OT	SO

* = Required Field



26. Select “Data Output”.



The screenshot shows the HRS Pro - Standard Edition software interface. The title bar indicates the version is Build 2016.701.1007 and expires on 12/15/2016. The menu bar includes File, Edit, View, and Help. On the left, a vertical navigation pane contains several menu items: Data Input, Data Sets, Properties, Holders, Holder Personnel, Data Output, State Guidelines, and Utilities. A large yellow arrow with a red outline points to the 'Data Output' menu item. The main window displays summary information for a data set: 'Data Set: 2016; State: WA; WA STATE DEPARTMENT OF REVENUE UCP; Net Total: 1 Prop. (0 Tangible); \$15.00; 0.0000 Shares; Remittable: 1 Prop. (0 Tangible); \$15.00; 0.0000 Shares'. Below this is a table titled 'Properties in Data Set' with columns for Excluded, Type, Cash to Report, Cash to Remit, Shares to Remit, Inventory Cnt., and Acct. / Policy #. The first row is highlighted in yellow and contains the values: , MS01, \$15.00, \$15.00, 0.0000, 0, and 32131231312. Below the table are buttons for 'Detail', 'Add', and 'Remove'. At the bottom, there is a section for 'Owner(s) for Prop. Selected Above' with a table containing columns for Name, Address, Tax ID #, Type, and Relation. The first row is highlighted in yellow and contains: DOE, JOHN, 123 ANYWHERE ST OLYMPIA, WA 985, 123-45-6789, OT, and SO. A search button labeled 'Search for Owner in this Data Set' is located at the bottom of the window.

Data Set: 2016; State: WA; WA STATE DEPARTMENT OF REVENUE UCP;
Net Total: 1 Prop. (0 Tangible); \$15.00; 0.0000 Shares;
Remittable: 1 Prop. (0 Tangible); \$15.00; 0.0000 Shares

Properties in Data Set

Excluded	Type	Cash to Report	Cash to Remit	Shares to Remit	Inventory Cnt.	Acct. / Policy #
<input type="checkbox"/>	MS01	\$15.00	\$15.00	0.0000	0	32131231312

Sort By: Type

Owner(s) for Prop. Selected Above

Name	Address	Tax ID #	Type	Relation
DOE, JOHN	123 ANYWHERE ST OLYMPIA, WA 985	123-45-6789	OT	SO

27. Once records have been entered, select “Contacts”.

28. Select applicable contact.

29. Select “Save Changes”.

Data Set: 2012; State: AK; BUTTON FIRST CREDIT UNION;
Net Total: 1 Prop. (0 Tangible), \$500.00; 0.0000 Shares;
Remittable: 1 Prop. (0 Tangible), \$500.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	1	Pending	\$ 500.00	0.0000	0

Print Output

Disk Output

Generate Output

Link Contacts to Holder Report

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

Report Contact	Claims Contact	Name	City / State
<input type="checkbox"/>	<input type="checkbox"/>	KEN WAGERS - CLAIMS CONTACT	BOULDER / CO
<input type="checkbox"/>	<input type="checkbox"/>	KRISTY	LOVELAND / CO
<input type="checkbox"/>	<input type="checkbox"/>	TEST	BOULDER / CO

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

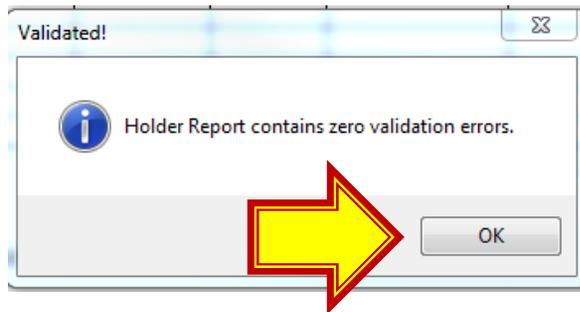
30. Select “Validate”.

The screenshot shows the HRS Pro software interface. The title bar reads "HRS Pro - Standard Edition.. Build 2016.701.1007.. Expires 12/15/2016". The menu bar includes "File", "Edit", "View", and "Help". On the left, there is a sidebar with buttons for "Data Input", "Data Output", "Holder Reports", "State Guidelines", and "Utilities". The main area displays summary information: "Data Set: 2016; State: WA; WA STATE DEPARTMENT OF REVENUE UCP; Net Total: 1 Prop. (0 Tangible); \$15.00; 0.0000 Shares; Remittable: 1 Prop. (0 Tangible); \$15.00; 0.0000 Shares". Below this is a table titled "Holder Reports in Data Set":

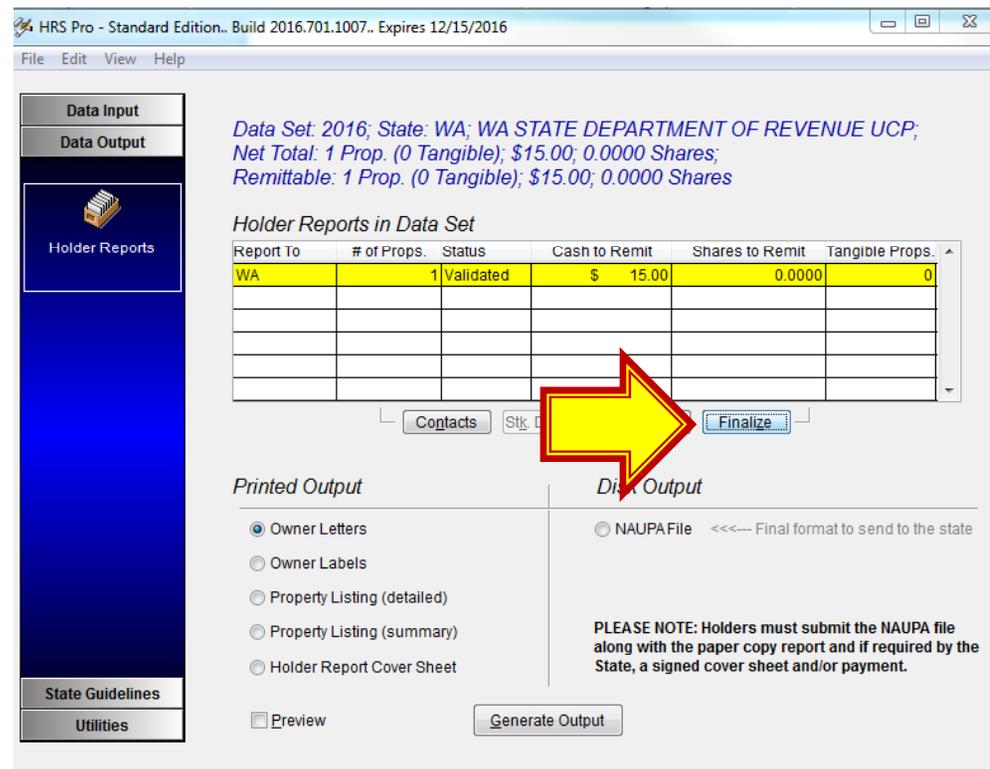
Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
WA	1	Pending	\$	0.0000	0

Below the table are buttons for "Contacts", "Stk. Delivery", "Validate", and "Finalize". The "Validate" button is highlighted with a large red arrow. At the bottom, there are sections for "Printed Output" and "Disk Output". The "Printed Output" section has radio buttons for "Owner Letters", "Owner Labels", "Property Listing (detailed)", "Property Listing (summary)", and "Holder Report Cover Sheet", along with a "Preview" checkbox. The "Disk Output" section has a radio button for "NAUPAFile" with a note: "<<<-- Final format to send to the state". A "PLEASE NOTE" message states: "PLEASE NOTE: Holders must submit the NAUPA file along with the paper copy report and if required by the State, a signed cover sheet and/or payment." A "Generate Output" button is located at the bottom center.

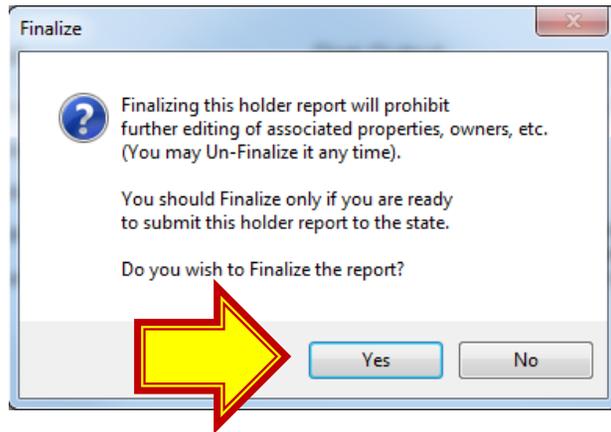
31. Select “OK”.



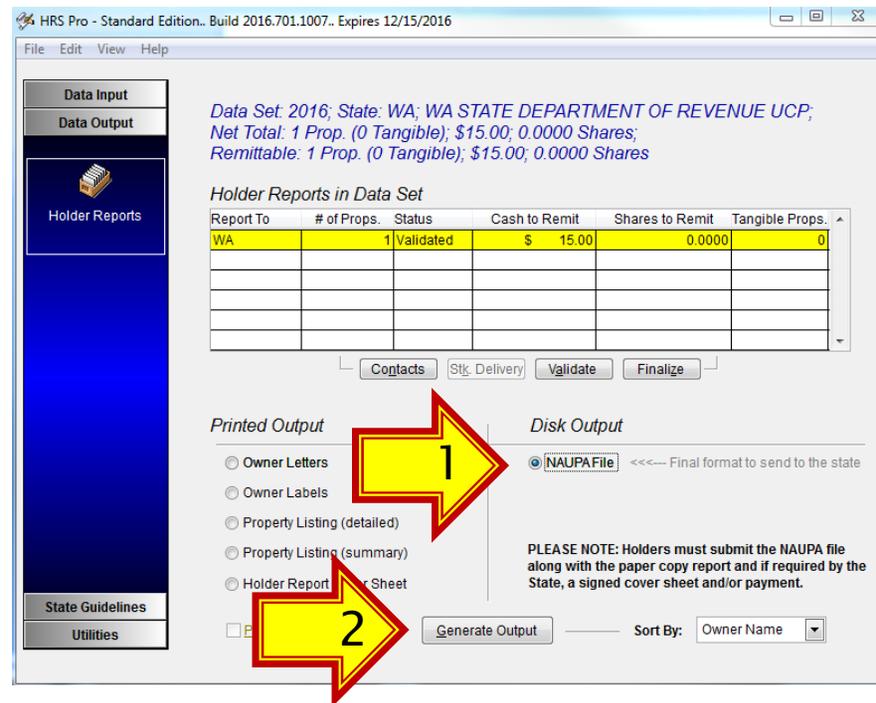
32. Select “Finalize”.



33. Select “Yes”.



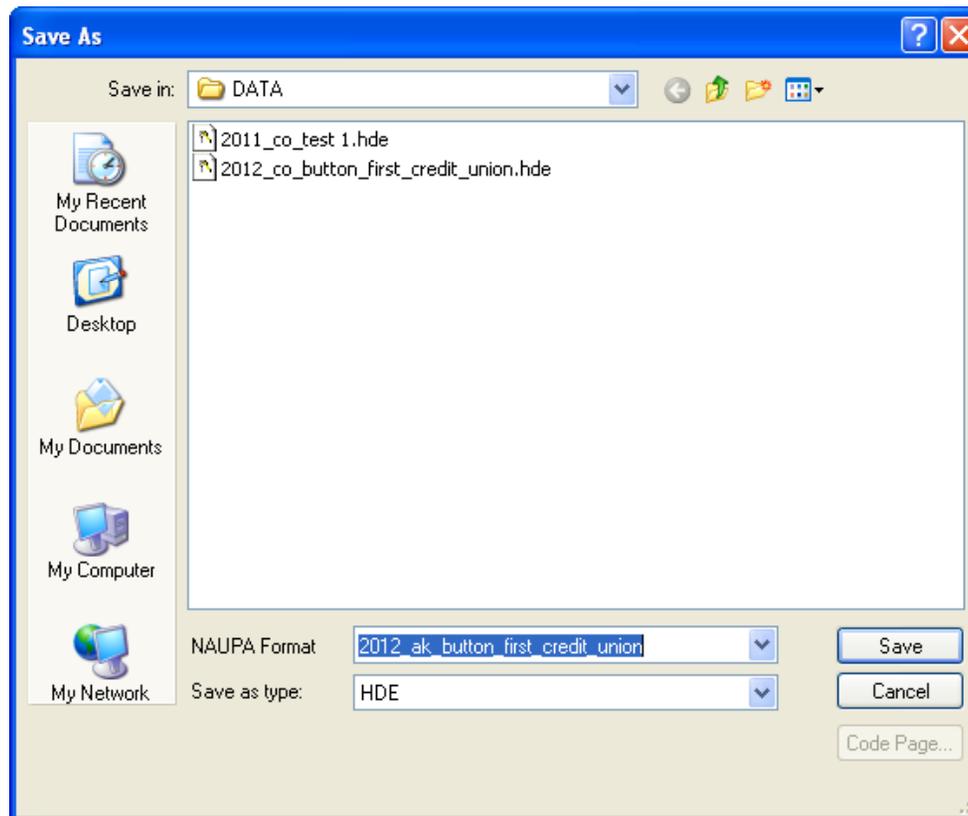
34. Select “Naupa File”.



35. Select “Generate Output”.

36. Select the location to save the file. Saving to your desk top is recommended for easy retrieval.

NOTE: The default location may be: C:\Program Files\Wagers and Associates\HRS Pro\Data.



37. Go to ucp.dor.wa.gov.

38. Select “File your Unclaimed Property Report”.

The screenshot shows the website ucp.dor.wa.gov in a browser. The page is divided into two main sections: "Start a search" and "File a report".

Start a search: This section features the logo "ClaimYourCash.org" and a sub-header "Check to see if the state is holding money or property that belongs to you, a family member or friend." Below this are input fields for "First name", "Last name", "Business name", and "Reference number", each preceded by "Or". There are "Search" and "Returning user" buttons. Links for "How to file a claim" and "Questions and answers" are also present. A large yellow arrow points from the "File your Unclaimed Property Report" link in the "File a report" section to the "Search" button.

File a report: This section has a sub-header "Businesses holding unclaimed property" and a "NEW! Special Notice regarding law change" link. Below are links for "File your Unclaimed Property Report", "File your negative (no property) report", "Reporting guide (.PDF)", and "Workshops for businesses". A "Login" button is at the bottom of this section.

Information: The footer contains links for "About us", "Auctions", "Contact us", "External links", and "Department of Revenue Heir finder/asset locator". The Department of Revenue Washington State logo is also present.

Privacy Policy | © 2014 Washington State Department of Revenue and its licensors. All rights reserved.

39. If you currently have a Logon ID and Password to file your Excise Tax you can enter that information in the “Returning users” field. *skip to step 45*
40. If not, select the “[join now](#)” hyperlink.

ClaimYourCash.org
Unclaimed Property

[UCP Home](#)
[Your Claim Packages](#)
[How to File a Claim](#)
[About Unclaimed Property](#)
[Auctions](#)
[Heir Finder/Asset Locator](#)
[Need Help/Contact Us](#)
[External Links](#)

Please Logon

New Users

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

- If you are not signed up, [join now.](#)
- If you're already signed up, just logon here.

Returning users

Please logon to view your account

Logon ID

Password

[Forgot your logon ID?](#)
[Need password help?](#)

41. Fill in your information, all fields are required. The CAPTCHA is not case sensitive but it does requires a space in between the two groupings of numbers/letters.
42. Select “Next”,



User Registration

Step 1 of 3

Enter your information

First Name:

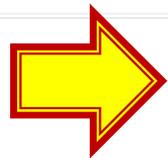
Last Name:

E-mail: 

Phone: () - ext.

Type the text below (not case sensitive):





Next >

- 43. Create your Logon ID, Password and Security question.
- 44. Select “Next”.



User Registration

Step 2 of 3

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 **10 characters long, case sensitive**, and contain at least one **letter, number** and **symbol**.

Password: Letter
Confirm password: Number
 Symbol (!,@,#,\$,%,&,*?,_)

Security question:

Answer:



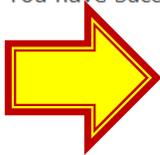
45. This is your confirmation of registration. Select “Continue”.



User Registration

Step 3 of 3

Welcome **TTesterson**
You have successfully created your profile.



[Continue](#) >

[Your Privacy](#) | ©2013 Washington State Department of Revenue and its licensors. All rights reserved.

- 46. Select “File your report(s)”
- 47. Click “Next”.

Department of Revenue Washington State

Unclaimed Property

Electronic Reporting

Select an option, then click "Next."

- Send your report file(s)
- 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

[x Logout](#)

[Back](#)

[Next](#)

48. Select “Browse”.

49. Select “Attach File”

50. Click on “Holder not found Click Here to add” hyperlink.

The screenshot shows the 'Unclaimed Property' portal interface. At the top left is the Department of Revenue Washington State logo. The main heading is 'Unclaimed Property'. Below this is the section 'File your report(s)' with a 'Logout' button on the right. A central instruction box contains the text: 'For each file you need to send, click "Browse" and select your file. Then click "Attach File." After attached all your files, click "Next."' Below this text are two buttons: 'Browse...' and 'Attach File'. A yellow arrow with the number '1' points to the 'Browse...' button. Below the buttons is a list of files: '1. NAUPA_Test6.txt - [remove file](#)' and a sub-item '• 55-3456800 - DEMONSTRATION HOLDER' with a sub-link '[Holder not found Click Here to add.](#)'. A yellow arrow with the number '2' points to the 'Attach File' button, and another yellow arrow with the number '3' points to the 'Holder not found Click Here to add.' link. At the bottom of the instruction box are 'Back' and 'Next' navigation buttons.

Need Help? Please call 360-534-1502 and select Option 2

51. It asks you if you are an employee of the company or a business that files on behalf of the company. (Most will fall under an employee of the company.) Make your selection and click “Next”.

The screenshot shows the 'Unclaimed Property' filing page. At the top left is the Department of Revenue logo. The main header reads 'Unclaimed Property'. Below the header is a navigation menu with links: UCP Home, Your Claim Package, How to File a Claim, About Unclaimed Property, Auctions, Heir Finder/Asset Locator, Need Help/ Contact Us, and External Links. The main content area is titled 'File your report(s)' and contains a message: 'We could not find your account. Please select an option, then click "Next."'. Below this message is a question: 'Are you:' followed by two radio button options: 'an employee of the company for which you are filing this report?' (which is selected) and 'an outside business filing on behalf of the company?'. At the bottom of the form are 'Back' and 'Next' buttons. A large yellow arrow with a red outline points to the 'Next' button. In the top right corner, there is a 'Logout' button with an 'x' icon.

52. Fill out the information below. When complete, click on “Next”.

Department of Revenue Washington State **Unclaimed Property**

UCP Home [x Logout](#)

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

File your report(s)

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

Tax ID number: 55-3456790

UBI number (if known): - -

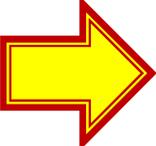
Business name: DEMONSTRATION HOLDER *

DBA:

Date of incorporation: 04122011 enter as MMDDYYYY

State of incorporation: DE ▾

Primary business activity: Demonstration *

[◀ Back](#)  [Next ▶](#)

53. Most of this information will auto-fill from the .txt file. Verify information is accurate and click “Next”.

Department of Revenue Washington State

Unclaimed Property

UCP Home | Your Claim Package | How to File a Claim | About Unclaimed Property | Auctions | Heir Finder/Asset Locator | Need Help/ Contact Us | External Links

[x Logout](#)

File your report(s)

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

Contact name: *

Mailing address 1: *

Mailing address 2:

Mailing address 3:

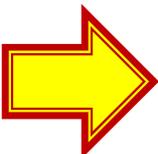
City: *

State: Zip: - *

Phone number: () - * Ext:

Fax number: () -

E-mail address: *

[Back](#)  [Next](#)

54. Verify all the information was entered correctly and click on “Next”.

Department of Revenue
Washington State

Unclaimed Property

File your report(s)

[x Logout](#)

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

Tax ID number:
UBI number:
Business name: DEMONSTRATION HOLDER
DBA:
Date of incorporation: 04/12/2011
State of incorporation: DE
Primary business activity: Demonstration
Contact name: REPORT CONTACT
Mailing address 1: 1425 60TH ST NE
Mailing address 2: SUITE 400
Mailing address 3:
City, State Zip: CEDAR RAPIDS, IA 52402
Phone number: (319) 739 - 3500
Fax number: (319) 739 - 2330
E-mail address: UPHELP@RC.COM

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Your Claim Package
How to File a Claim
About Unclaimed Property
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55. You are redirected to start over; select “File your report(s)” and click “Next”.

Department of Revenue
Washington State

Unclaimed Property

Electronic Reporting

[x Logout](#)

Select an option, then click "Next."

- Send your report file(s)
- 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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56. You will see your file attached, select “Regular Annual Report”, *unless specifically instructed otherwise*. Click “Next”.

Department of Revenue
Washington State

Unclaimed Property

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."

1. NAUPA_Test4.txt - [remove file](#)

- 55-3456790 - DEMONSTRATION HOLDER

What type of report is this?

Regular Annual Report

Audit Report
(Ready to file)

Need Help? Please call 360-534-1502 and select Option 2

57. Your upload was successful! The payment options will display; the preferred payment is E-Check. Click on button to the **left** of payment method. You automatically will be directed to the next page.



[x Logout](#)

File your report(s)

Provide Payment Information

Your upload was successful!

Holder Name	Holder ID	FEIN	Year Seq	Amount Due
DEMONSTRATION HOLDER REPORT CONTACT 1425 60TH ST NE CEDAR RAPIDS, IA 52402	View/Edit 000033221	443456790	2014 01	\$5,000.00

E-Check EFT-Credit Check



Need Help? Please call 360-534-1502 and select Option 2



58. Fill in all the information and click “Continue”.

Department of Revenue Washington State
"Working together to fund Washington's future"

My account

- My account home
- > File a return
- > Manage account
- > More services
- > E-mail & notices
- > My logon profile

Please enter E-Check account information:

Payment Amount: 5,000.00
Payment Due Date: 11/01/2014
Date of Transfer: *
Name on Bank Account: *
Routing Transit Number: *
Account Number: *
Re-enter Account Number: *
Account Type: Checking Savings
Account Category: Business Consumer

Filter Block

If you have an ACH debit block on your account, please notify your bank to accept debits from the Department of Revenue using 9000000000 (9 followed by nine 0's) as identification.

Routing Transit Number and Account Number

On a business check, the check number is listed first, then the routing transit number and then the account number. The first two digits of the routing number must be 01 through 12 or 21 through 32. Do not use a deposit slip. Check with your bank if you have questions.

1234 : 123456789 : 1234567890123 #

Check Number Routing Transit Number Account Number

< Previous  Continue >

59. Verify the information listed is correct. Read the Terms and Conditions section and check “I accept the terms and conditions” box. Click “Submit and Pay”.

Department of Revenue
Washington State
"Working together to fund Washington's future"

My account

- My account home
- > File a return
- > Manage account
- > More services
- > E-mail & notices
- > My logon profile

Please review the information below. Select Previous if you need to make changes to your payment. Select Submit and Pay to complete your payment.

Your Payment Detail

Payment Amount:	5,000.00
Payment Due Date:	11/01/2014
Date of Transfer:	05/12/2015
Holder:	DEMONSTRATION HOLDER
Reporting Period:	12/2014

Your Account Detail

Name on Bank Account:	Bank of the Banks
Routing Transit Number:	325070760
Account Number:	1234567
Account Type:	Checking
Account Category:	Business

Terms and Conditions

PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By checking, "I accept the terms and conditions", I authorize the payee to electronically debit my bank account for the amount on the date set forth above. The authorization is only valid for this single payment transaction.

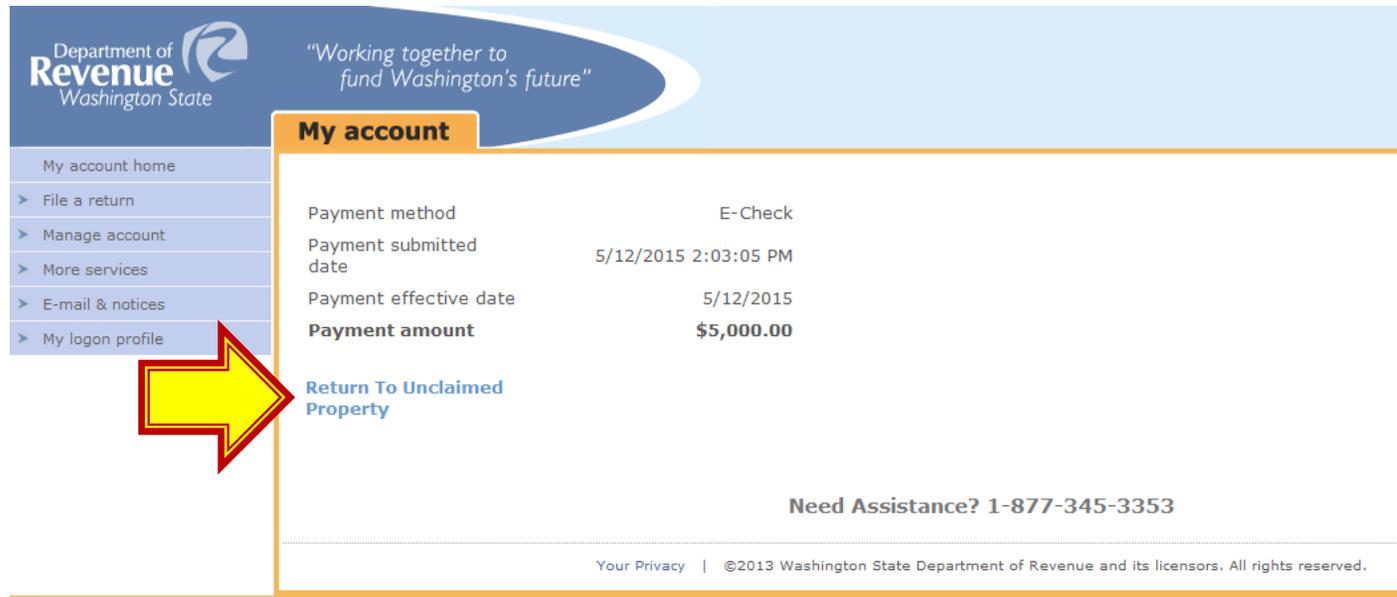
PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

I accept the terms and conditions.

[Previous](#) [Submit and Pay](#)

Need Assistance? 1-877-345-3353

60. Click on “Return to Unclaimed Property”.



Department of Revenue
Washington State

"Working together to fund Washington's future"

My account

- My account home
- > File a return
- > Manage account
- > More services
- > E-mail & notices
- > My logon profile

Payment method E-Check

Payment submitted date 5/12/2015 2:03:05 PM

Payment effective date 5/12/2015

Payment amount \$5,000.00

[Return To Unclaimed Property](#)

Need Assistance? 1-877-345-3353

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6 I. Select “Next”.

File your report(s)

[x Logout](#)

Provide Payment Information

Your upload was successful!

Holder Name	Holder ID	FEIN	Year Seq	Amount Due
DEMONSTRATION HOLDER REPORT CONTACT 1425 60TH ST NE CEDAR RAPIDS, IA 52402	View/Edit 000033221	443456790	2014 01	\$5,000.00
E-Check				



[Next](#)

Need Help? Please call 360-534-1502 and select Option 2

62. Print your Confirmation and Logout.

File your report(s)

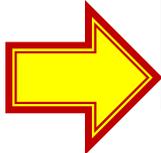
[x Logout](#)

Confirmation

You have successfully submitted the reports and payment options below.

Holder Name	Holder ID	FEIN	Tracking #	Amount Due
DEMONSTRATION HOLDER REPORT CONTACT 1425 60TH ST NE CEDAR RAPIDS, IA 52402	000033221	443456790	33221020141	\$5,000.00
Payment Method - E-Check		Confirmation# - 222		

Total: \$5,000.00



[Print this page](#)

[Home](#)

A person in a dark suit and white shirt is holding a white rectangular sign with the word "Questions?" written on it. The person's hand is visible, holding the sign from the top left. The background is a blurred image of the person's face and upper body. The entire image is overlaid with a semi-transparent blue filter. A yellow curved shape is visible on the right side of the image, partially overlapping the blue filter.

Questions?