

Steps to reporting electronically

As a Holder, you can send your electronic reports in the NAUPA II format for electronic reporting. The accepted formats are online (preferred), compact disc (CD) or diskette. Free secure reporting software is used to create your unclaimed property report which is saved in NAUPA II format. You may file your report online or by saving it to a CD or diskette.

Follow the steps below to create your NAUPA II file.

Create a NAUPA II file

To access the free NAUPA II endorsed reporting software program, go to www.byetm.com/upexchange/.

To start using UPEXchange, create an account by following the online steps. Once you are logged in, you will find helpful resources to get you started, or you can follow the steps below.

STEP 1 Enter information about your company. In the menu bar, click the **Holder** tab, then click **Add Holder**. Enter the information about your company (the red asterisk indicates required fields).

ETM UPEXchange website

Add Holder - Step 1: General Information
Complete all required fields then click next to move to the next step. Required fields are marked with an asterisk (*).

Federal ID (FEIN) *	<input type="text"/>	Holder Type *	Choose Holder Type
Name Line 1 *	<input type="text"/>	State of Incorporation *	Select State
Name Line 2	<input type="text"/>	State of Business	Select State
Display Name *	<input type="text"/>	Business Start Date *	<input type="text"/>
Address Line 1 *	<input type="text"/>	Demutualization Date	<input type="text"/>
Address Line 2	<input type="text"/>	NAICS	<input type="text"/> Look Up
Address Line 3	<input type="text"/>	Fax Number	(<input type="text"/>) - (<input type="text"/>) - (<input type="text"/>)
City *	<input type="text"/>	Report Signer Name	<input type="text"/>
State *	Select State	Report Signer Title	<input type="text"/>
Zip *	<input type="text"/>	Name of Notary	<input type="text"/>
County	<input type="text"/>	Notary Title	<input type="text"/>
Country *	Select Country	Notary Expiration	<input type="text"/>

STEP 2 Add property owner records. Here you will add information for the records you will report to the state. You can do this by importing your records or manually adding them into the system.

Importing your records

If you choose to import your records, click the *Property* tab then *Import Records* tab and download one of the ETM Import Templates to your computer. Open and enter the property/owner information. Use the tabs within the import template for assistance and examples. Check the box when you are ready to import. The system will walk you through the import process step by step.

Import Records - Step 1: Choose Template
The import process requires that your property records are first loaded into an ETM Import Template. Once your records are loaded into the template, you can proceed to the next step.

- The ETM Fields Template is highly recommended and can be downloaded [here](#).
- The ETM Block Template can be downloaded [here](#).

I have entered my property records into an ETM Template

Template File:

TIP: If you are reporting incidental property, foreign addresses or unknown addresses, enter WA in alternate filing state field.

Manually adding your records

Click the *Property* tab, then select *Add Records*. Fill in as many fields as possible. If you have trouble, click *Help Me Complete This Form*. This will show an explanation of every field. When you have finished adding your first record, click *Save Your Work*, then *Close This Window*. Click *Add Record* again to add the next record. Repeat until all of your records are added to the system.

STEP 3 View/Edit your records. Click the *Property* tab (across the top) then *View Records*. Click *Go* to view a list of your records. You can filter your records by selecting a state value, a status value, and/or a property code value. If you leave all filters as-is and click *Go*, every active record will display in the list. Click *Edit* next to a record to view the detail. Make any changes and click *Save Your Work*. Close this window to return to the list.

STEP 4 Generate your file to send to the state. Click the *Reporting* tab (top menu) and click *State Reports*. Select the state you would like to process. The system will default to the correct filing year for you. Click *Next*. The system will display the dollar amount and number of shares it pulled into your report.

If the displayed results are correct, select *Yes, these numbers are right!*

If the displayed results are not correct, select *No, these numbers are wrong*. The system will provide you with some guidance for what could have gone wrong.

When the total matches select the *Yes* option, and the system will display a *Generate My State File* button. Click this button to proceed. Look for the save option and click *Save As*, then *Done*. Save your file to your computer.



Choose one of the following options to file and pay.

- File your report online with UPEXchange.....7
- File your report on the Department of Revenue’s secured website.....8
- File by CD or diskette9

File your report online with UPEXchange

- STEP 1** **Submit your report online**
Select *Submit Report Only online*. Then click *Next*.

Holder Property Reporting System Resources
Due Diligence State Reports Library

Washington State Files

Total Property Amount: **\$5,000.00** Total Shares: **0**

How would you like to submit your report?

Submit Report Only online:
Automatically submit your NAUPA II state report online, but send payment to the state separately.

Manual Submission:
Download the NAUPA II report file and copy it to a CD or diskette and send it with a check to the Washington State Dept of Revenue's Unclaimed Property office via US Mail or courier service. See the State's [Unclaimed Property website](#) for alternative reporting and remittance options.

Cancel Next

- STEP 2** **Confirm the amount**
Once you have read and approved the disclaimer, check *I AGREE*, then *Next*.

Holder Property Reporting System Resources
Due Diligence State Reports Library

Department of Revenue
Washington State

Unclaimed Property

Total Property Amount: **\$5,000.00** Total Shares: **0**

By clicking on the I AGREE button below, I acknowledge and affirm under penalty of perjury: (i) that I have prepared, or have caused to be prepared and have examined this report; (ii) that this report is true, correct, and complete; (iii) that I have the authority to verify this report on behalf of my organization and to bind my organization to report, pay, and transfer unclaimed property to the state; and (iv) that it is agreed that any and all transactions entered into by my organization in connection with the reporting, payment and transfer of unclaimed property to the state, will be subject (a) the Washington Electronic Authentication Act, Chapter 19.34 RCW, and (b) the federal Electronic Signatures in Global and National Commerce Act (E-SIGN), with the effect that keying in our names or attaching facsimile signatures to electronic documents indicates our intention that they be deemed to be binding electronic signatures.

I AGREE

Cancel Next

- STEP 3** **Submit report**
Check the box and click *Submit* to authorize your unclaimed property report and coversheet be sent to Washington State (coversheet displays after clicking *Submit*). Send a check with the amount shown along with the cover letter.

Holder Property Reporting System Resources
Due Diligence State Reports Library

Department of Revenue
Washington State

Unclaimed Property

Total Property Amount: **\$5,000.00** Total Shares: **0**

By checking this box and clicking "Submit", I authorize that my unclaimed property and coversheet be sent to the state.

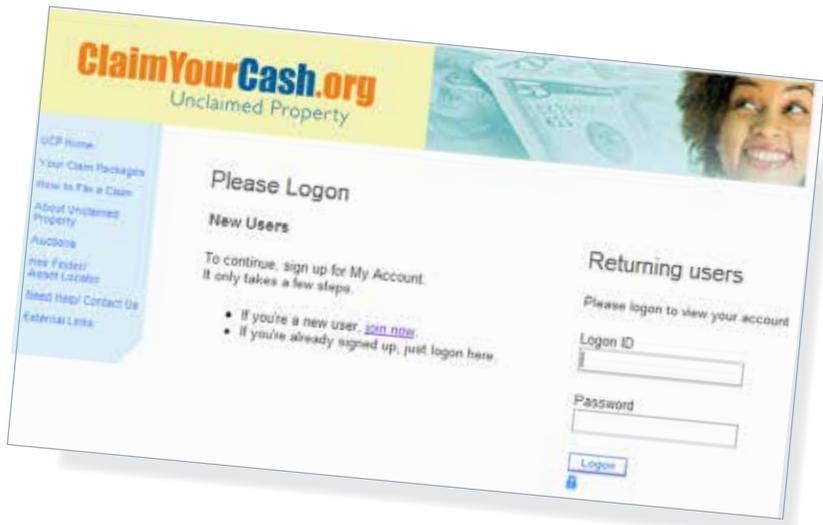
Submit

File your report on the Department of Revenue's website

STEP

1

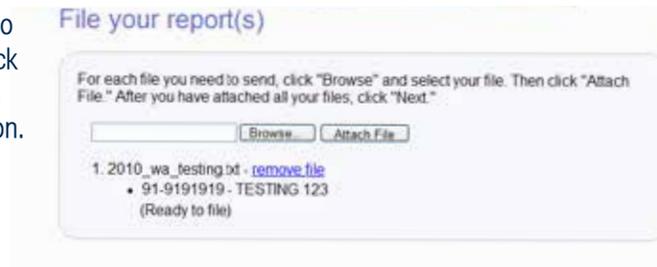
Go to ucp.dor.wa.gov/report. To logon, use your Department of Revenue, My Account logon and password. If you are a new user, click *Join now* and follow the steps to register. Have your Holder Access number ready. If you don't have your Access Number, contact us at ucp@dor.wa.gov



STEP

2

Select File your report(s). Click *Browse* to find and select your NAUPA II file, then click *Attach File*. Attach as many NAUPA II files as you need. Verify your contact information.



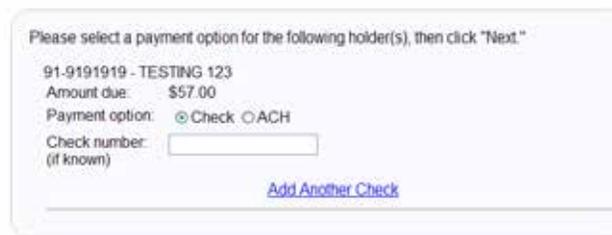
STEP

3

Select a payment option:
Electronic Funds Transfer (EFT):
We accept ACH Credit. To use this payment, you must file your report online. At the end of your reporting process, it will display a payment voucher. To make the ACH transfer, you will need the banking information printed on your payment voucher.

By check: Print the payment voucher and attach your check, mail to the address on the voucher.

File your report(s)



File by CD or diskette

Encrypted files

When you file through our website your file is automatically encrypted. If you still wish to encrypt your file we accept the following encryption types:

- WINZIPAES128 and WINZIPAE256
- A zipped file with no encryption (password)

CD requirements

All CDs must include an external label with the preparer's name, telephone number, company name(s) and federal identification numbers for all files on the media. Files should be saved in your company name along with the report year. Mail your report to:

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

File a paper report (10 properties or Less)

To file a paper report you must have 10 properties or less.

1. Go to our website at ucp.dor.wa.gov
2. Click on Are you Holding UCP? Report.
3. Scroll down to How do I file my report? under the second bullet, By paper. Download the *Detail Report* and the *Summary Report* by clicking *Form, Instructions*.
4. Print and mail your reports to:

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