

Electronically file your report

Electronically file your report in two steps:

STEP 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. Hrs Pro now has a free web-based version for converting your files.

UPEXchange. UPEXchange now charges a fee for converting your files.

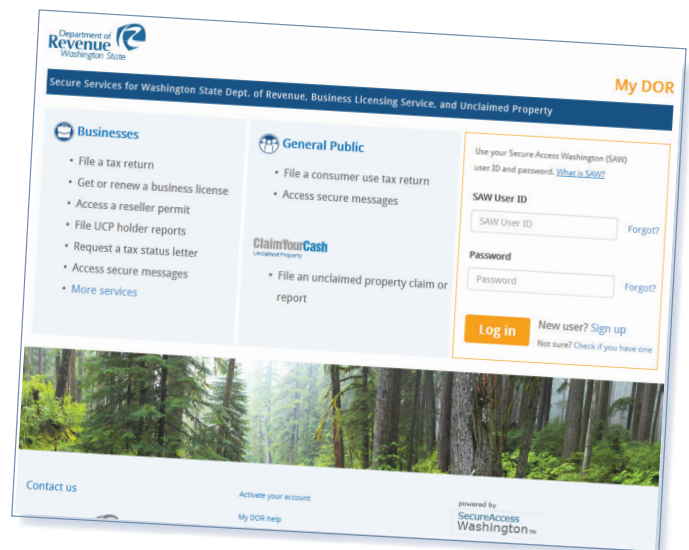
STEP 2 Submit your report via our website.

File your report on the Department of Revenue's website

STEP 1 Go to ucp.dor.wa.gov click *File your Unclaimed Property Report* next click *Submit* under **Electronic reporting**.

To logon, use your SecureAccess Washington (SAW), User ID and password.

If you are a new user, click *Sign up* and follow the steps to register. First time users do not need an Access Number. If you have filed previously and need an Access Number or if you don't have your Access Number, contact us at UCP@dor.wa.gov



STEP 2 Select **'File your report(s)'** and click *Next*. Click *Browse* to find and select your NAUPA II file, then click *Attach File*. Attach as many NAUPA II files as you need. Click *Next* to verify your contact information.

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. Unclaimed.Property.NAUPA.txt - [remove file](#)

- 98-7654321 - EPAY TEST ACCOUNT

What type of report is this?

Regular Annual Report

Audit Report

STEP 3 Select a payment option:
E-check: Enter your bank information and the funds will be pulled from your account on the date you specify.

EFT-Credit: Credit payment transfers are initiated by you.

Check (5% penalty applies): Print the payment voucher, attach your check and mail to the address on the voucher.

Provide Payment Information

Your upload was successful!

Please submit your payment on this page. If you leave this page without submitting payment, you will not have the option to return and make payment.

Holder Name	Holder ID	FEIN	Year Seq	
EPAY TEST ACCOUNT	View/Edit 000033202	987654321	2018 01	\$4,101.00 Property Due

CHI
 1234 BOULEVARD ROAD
 OLYMPIA, WA 98501

Payment Method - E-Check EFT-Credit Check

Qualifying unclaimed property holders may request a waiver of penalties and interest in accordance with RCW 63.29.340 and RCW 82.32.105. Waiver does not apply to property due.

If you believe you qualify for a waiver, click [here](#) to email your request to us. Please include the name of the business and the Federal ID number (FEIN) in your request.

If applying for a waiver, select this box to remove the penalty and interest amount and proceed with the payment process by selecting a payment method above and/or clicking Next.

Note: If you click this box and don't send in your waiver request or your waiver request is denied, you will be billed separately for any unpaid penalty and interest amount

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. Please ensure your CD is password protected. Send your password to us by sending an email to UCP@dor.wa.gov.

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