

# 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.** Download and install holder reporting software to your computer.

**UPEXchange.** UPEXchange is web-based, with no software to install or maintain.

**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](http://ucp.dor.wa.gov) click *File your Unclaimed Property Report* next click *Submit* under **Electronic reporting**.

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. First time users do not need an access number. If you have filed previously and need an access number, contact us as [UCP@dor.wa.gov](mailto:UCP@dor.wa.gov). If you don't have your Access Number, contact us at [ucp@dor.wa.gov](mailto: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.

### File your report(s)

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. 2010\_wa\_testing.txt - remove file  
• 91-9191919 - TESTING 123  
(Ready to file)

**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.

**E-check:** Enter your bank information and the funds will be pulled from your account on the date you specify.

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

### File your report(s)

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

91-9191919 - TESTING 123  
Amount due: \$57.00  
Payment option:  Check  ACH  
Check number:   
(if known)

[Add Another Check](#)

# 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