

Electronically file your report

Create a NAUPA II file

- 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. (Step by step instructions on our website)
 - UPEXchange.** UPEXchange now charges a fee for converting your files.

File your report on the Department of Revenue's Website

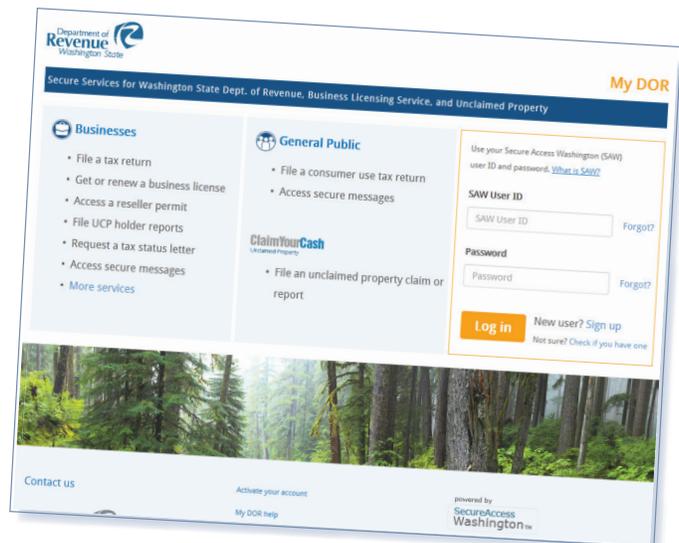
- STEP 2** Go to ucp.dor.wa.gov click *File your Unclaimed Property Report*, then click *Submit* under **Electronic reporting**.
- To log in, use your SecureAccess Washington (SAW) User ID and password.
- If you are a new user, click *Sign up* and follow the steps to register. First time users do not 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 3** 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.

- STEP 4** 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.



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

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