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Reporting Tangible Unclaimed Property

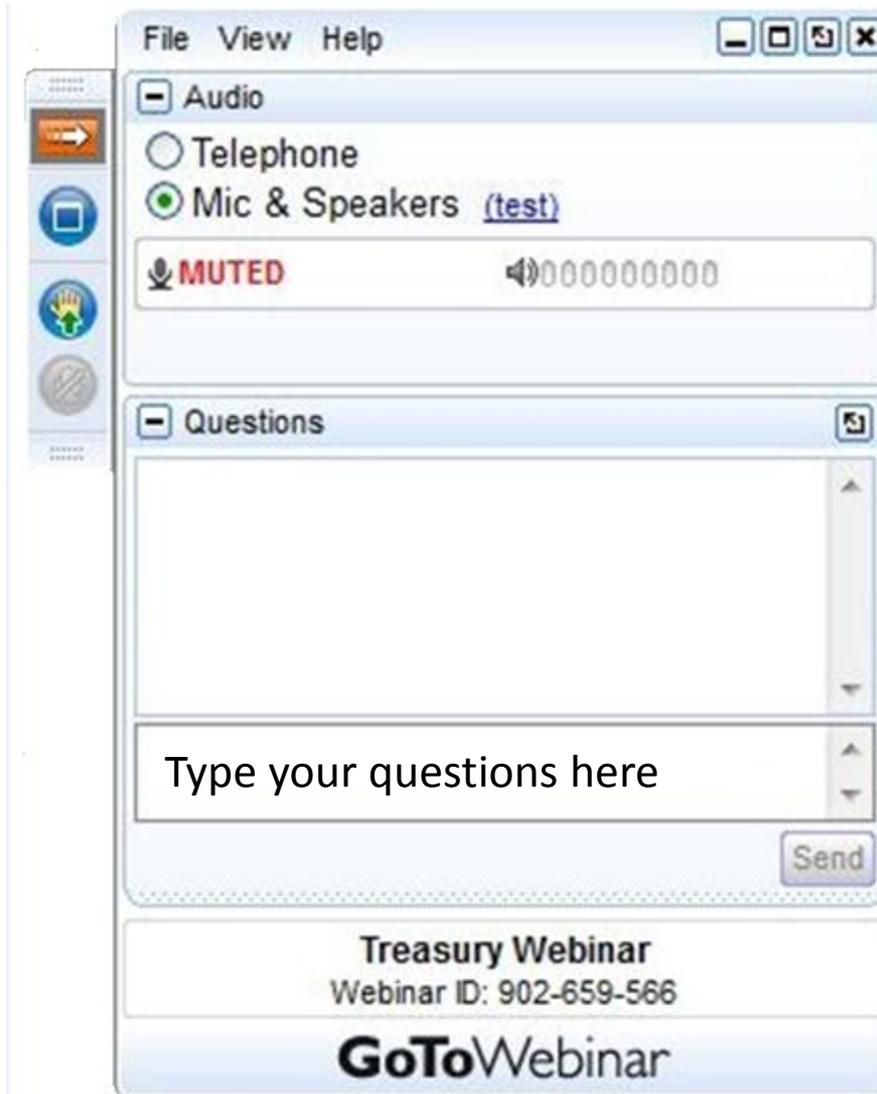
Rob McCord, State Treasurer
www.patreasury.gov

Reporting Tangible Unclaimed Property

Financial Institutions



Have a
Question?



Reporting Tangible Unclaimed Property

Financial Institutions



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Polls

Reporting Tangible Property

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Reporting Tangible Unclaimed Property

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Unclaimed Property – any financial asset that has been left with a “holder” without activity or contact by the rightful owner for a specified period of time



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Dormancy Period - the amount of time a property is inactive while in possession of the holder



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Holder – an organization or business in possession of unclaimed property



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Owner – the individual to whom the property was originally owed



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Tangible Property – physical property normally turned over from safe deposit boxes, police confiscations, or left behind in hospitals or nursing homes



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Intangible Property – monetary assets such as bank accounts, refunds, uncashed checks, securities, and credit balances

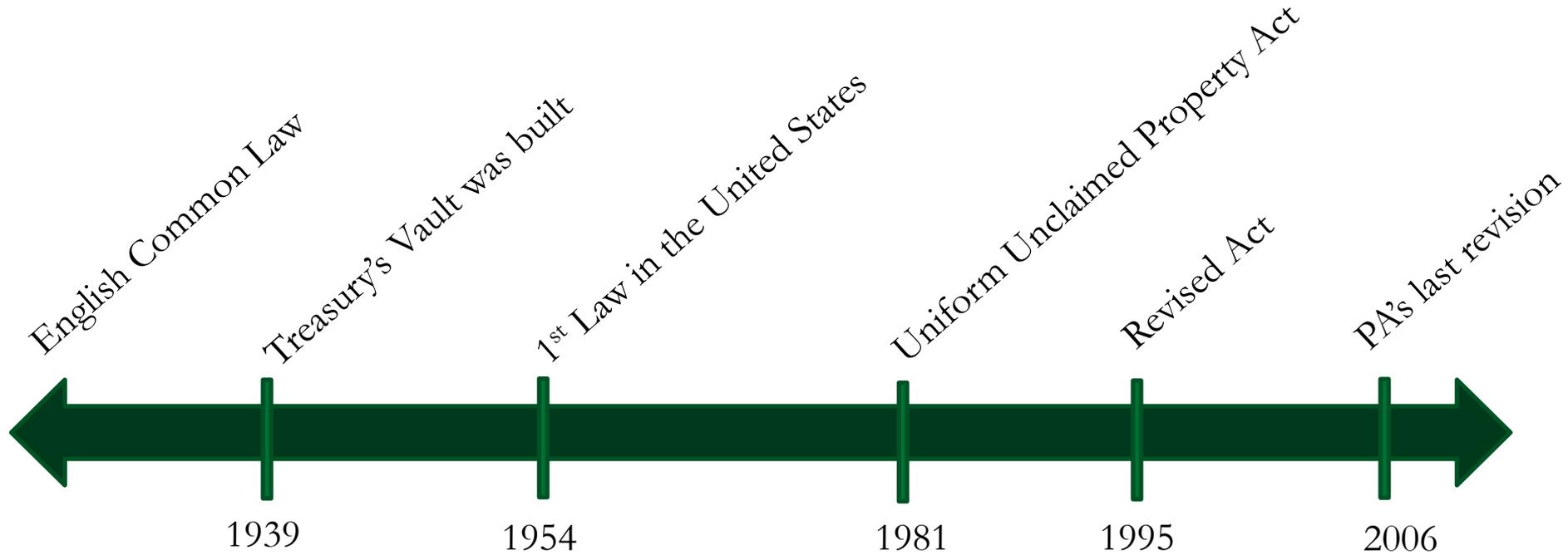


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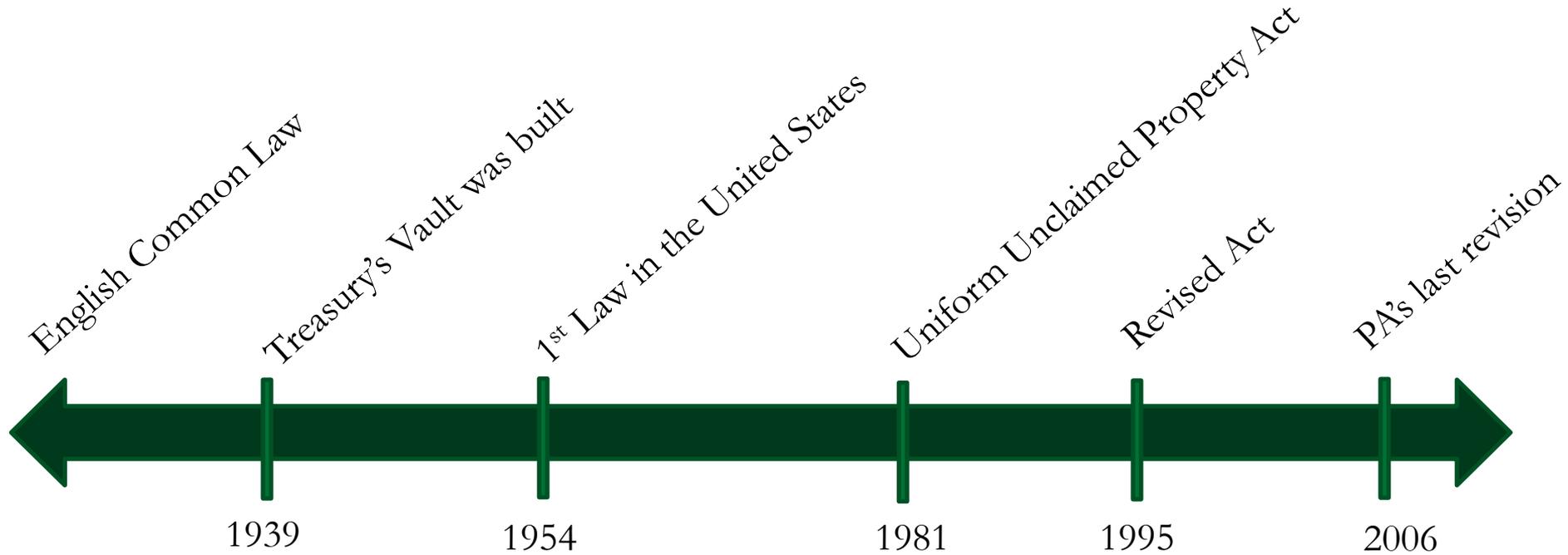


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Reporting Tangible Unclaimed Property

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**Determine if you have unclaimed
property to report**

Where to report?

Tangible property: Located in PA → Reported to PA

§1301.2.(a)1

Intangible property: Priority Rules - Texas v. New Jersey

- 1) Report to State of owner's last known address
- 2) If unknown, report to holder's state of incorporation



Dormancy Periods

Report Year 2012

Due April 15, 2013

Dormancy Period	Last Activity Date
5 years	January 1st - December 31st, 2007

Accepted Property

- Papers containing monetary value (checks, money orders, CD's, savings bonds)
- Life insurance policies & Papers with historical value
- New video games, CDs & DVDs
- Tools (new, gently used)
- Electronic equipment (DVD players, GPS units, mp3 players, etc.)
- New toys (balls, games, dolls, etc.)
- Musical instruments
- Activated gift cards
- Jewelry (costume and valuable/fine)
- Antiques, rare items, collectibles
- Bullion, silver, gold, platinum, other precious metals
- Monies (cash, coins, collections, etc.)
- Silverware

COIN – Collectible

<1965 Silver coins

<1970 Kennedy half-dollars

All gold coins (regardless of year)

Rejected Property

- Toiletries, personal care items
- Any papers not having a cash value
- Clothing (new or used)
- Food
- Alcoholic beverages
- Bicycles
- Used furniture
- CB sets, cell phones, pagers, scanners
- Weapons
- Miscellaneous Papers (papers without a monetary value)
- Micro-evidence (blood samples, spent cartridges, etc.)
- Fireworks, explosives
- Scales
- Keys
- Car parts, tires
- Ammunition
- Biohazardous material
- Purses or wallets
- Drug paraphernalia (drugs, spoons, pipes, needles, etc.)



Creating Your Unclaimed Property Report

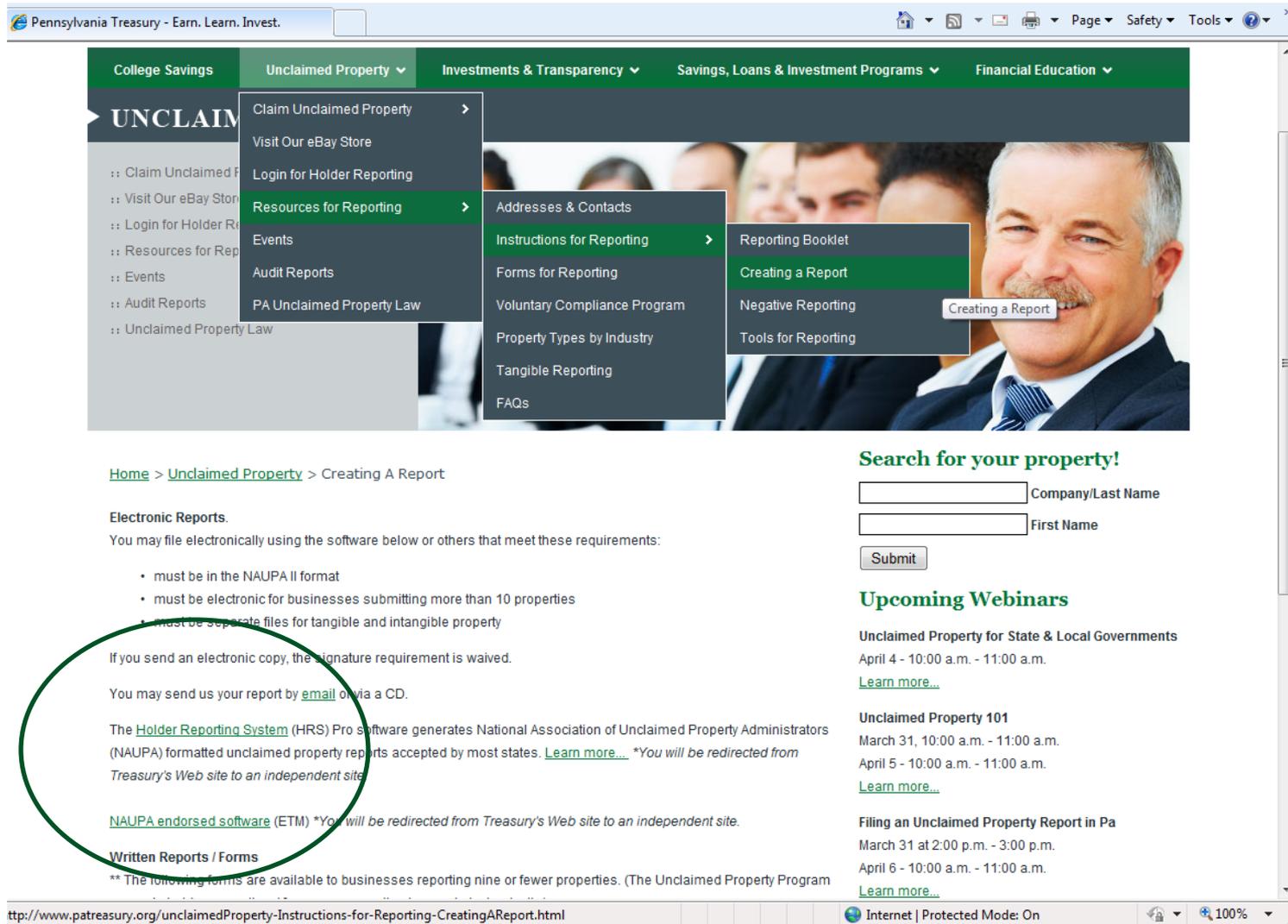
Tangible/Safekeeping Reporting

- Electronic reporting – preferred method
- Manual reporting (TUP-40 form)
- Separate file from intangible

 717.772.2957 (Treasury's Vault)

Reporting Tangible Unclaimed Property

Creating Tangible Reports



The screenshot shows the Pennsylvania Treasury website with the navigation menu open. The 'UNCLAIMED PROPERTY' menu is expanded, showing 'Resources for Reporting' as the selected item. A sub-menu is open for 'Resources for Reporting', with 'Instructions for Reporting' selected. A further sub-menu is open for 'Instructions for Reporting', with 'Creating a Report' selected. The main content area shows the 'Creating a Report' page, which includes a search form for property, a list of upcoming webinars, and instructions for reporting. A green circle highlights the 'Holder Reporting System' (HRS) section, which states that reports generated by HRS software are accepted by most states and will be redirected from the Treasury's website to an independent site.

Home > [Unclaimed Property](#) > Creating A Report

Electronic Reports.

You may file electronically using the software below or others that meet these requirements:

- must be in the NAUPA II format
- must be electronic for businesses submitting more than 10 properties
- must be separate files for tangible and intangible property

If you send an electronic copy, the signature requirement is waived.

You may send us your report by [email](#) or via a CD.

The [Holder Reporting System](#) (HRS) Pro software generates National Association of Unclaimed Property Administrators (NAUPA) formatted unclaimed property reports accepted by most states. [Learn more...](#) *You will be redirected from Treasury's Web site to an independent site.

[NAUPA endorsed software](#) (ETM) *You will be redirected from Treasury's Web site to an independent site.

Written Reports / Forms

** The following forms are available to businesses reporting nine or fewer properties. (The Unclaimed Property Program

Search for your property!

Company/Last Name
 First Name

Upcoming Webinars

Unclaimed Property for State & Local Governments
April 4 - 10:00 a.m. - 11:00 a.m.
[Learn more...](#)

Unclaimed Property 101
March 31, 10:00 a.m. - 11:00 a.m.
April 5 - 10:00 a.m. - 11:00 a.m.
[Learn more...](#)

Filing an Unclaimed Property Report in Pa
March 31 at 2:00 p.m. - 3:00 p.m.
April 6 - 10:00 a.m. - 11:00 a.m.
[Learn more...](#)

<http://www.patresury.org/unclaimedProperty-Instructions-for-Reporting-CreatingARreport.html>

Internet | Protected Mode: On

Reporting Tangible Unclaimed Property

Creating Tangible Reports

HRS Pro - Standard Edition

File Edit View Help

View / Modify Property

Adding Tangible Inventory

Tangible Property Header Info. (applies to all items in box) Last Update: 02/15/2012 - LSC

* Box Number: 572046 Lease Expired Dt: //

Opened By: Unpaid Rent:

Date Opened: // Drilling Fees:

Tangible Property Detail Info. (applies to this item only) Last Update:

* Type Code: SBON SAVINGS BOND

* Description: 12 - \$50 SAVINGS BONDS
8 - \$100 SAVINGS BONDS

Edit Save Save and Add Next Item Cancel

* = Required Field

Reporting Tangible Unclaimed Property

Creating Tangible Reports

HRS Pro - Standard Edition

File Edit View Help

View / Modify Property

Adding Tangible Inventory

Tangible Property Header Info. (applies to all items in box) Last Update: 02/15/2012 - LSC

* Box Number: 572046 Lease Expired Dt: //

Opened By: Unpaid Rent:

Date Opened: // Drilling Fees:

Tangible Property Detail Info. (applies to this item only) Last Update:

* Type Code: CSH CURRENCY - TRANSMITTABLE

* Description: \$1,260 IN TWENTY DOLLAR BILLS

Edit Save Save and Add Next Item Cancel

* = Required Field

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report@patreasury.gov

www.patreasury.gov

Delivering Your Unclaimed Property

Reporting Tangible Unclaimed Property

Delivering Tangible Reports



HRS Pro - Standard Edition

File Edit View Help

View / Modify Property Last Update: 02/15/2012 - LSC

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

* Property Type: SD01 - SAFE DEPOSIT BOX CONTENTS Last Activity Dt.: 06/24/2006

Account Num.: Check Num.:

Comments:

Cash Shares **Tangible Inventory*** Mineral Interest

Box #	Type Code	Item Detail
572046	SBON	12 - \$50 SAVINGS BONDS 8 - \$100 SAVINGS BONDS
572046	JEWL	DIAMOND ENGAGEMENT RING GOLD NECKLACE WITH RED STONE PENDANT
572046	CSH	\$1,260 IN TWENTY DOLLAR BILLS

Detail Add Remove

Owner Name	Address	Tax ID #	Type	Relation
MILLER, RICHARD L	153 MAIN STREET HARRISBURG, PA 17104	123-45-6789	1	P

Detail Add Remove

Edit Save Add Next Property Close * = Required Field

Reporting Tangible Unclaimed Property

Delivering Tangible Reports



AP-1
REPORT OF ABANDONED AND UNCLAIMED PROPERTY VERIFICATION AND CHECKLIST



**PENNSYLVANIA
TREASURY**
UNCLAIMED PROPERTY
Robert M. McCord, State Treasurer

HOLDER INFORMATION:

Holder's Name

Federal EIN Number

Contact Name Phone Email

Address 1

City State Zip Code

County State of Incorporation

Industry Type (scroll down in box and click on type)

Assets \$ Annual Sales \$

Number of Employees Report Year

Is this the first time your organization has filed an abandoned and unclaimed property report to the Commonwealth of Pennsylvania? YES NO

Have you ever reported under another company name? YES NO

If so, under what company name? Federal EIN #

Please fill in the blanks below for a positive report. Report should be signed by Company President, Chief Executive Officer or Chief Financial Officer. (For negative reports, please use the new 'AP-1 Neg' form.)

I have prepared and examined this AP-1 report consisting of pages totaling \$ as to property presumed abandoned under the Pennsylvania Disposition of Abandoned and Unclaimed Property Act (DAUPA) for the year ended as stated. I verify this report is accurate and complete to the best of my knowledge and belief as of said date, excepting for such property as has since ceased to be abandoned.

Please check if your payment is a Wire Transfer

HOLDER VERIFICATION: The undersigned hereby verifies that the statements set forth in this holder report are true, and acknowledges that any false statements contained therein are subject to the penalties of 18 Pa. C.S.A. § 4904 (relating to unsworn falsification to authorities).

Signature	Date
Print Name	Title

Report for Period Ended December 31,

Mail to: Commonwealth of Pennsylvania Unclaimed Property P.O. Box 8500-53473 Philadelphia, PA 19178-3473	Commonwealth of Pennsylvania-Unclaimed Property Lockbox 53473 101 N. Independence Mall East Philadelphia, PA 19106
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Reporting Tangible Unclaimed Property

Delivering Tangible Reports



Vault: 717-772-2957



Bureau of Unclaimed Property
Vault, Finance Building
Harrisburg, PA 17120

www.patresury.gov

Voluntary Compliance

- 10 year look-back period
- Remit overdue or overlooked property
- Bank mergers
- Treasury waiver of penalties and interest
- General Ledger and/or Securities

Reporting Tangible Unclaimed Property

Contact Information



CONTACT US

Vault: 717-772-2957

Holder Hotline: 800-379-3999

Email:

Questions & Report Submission: report@patreasury.gov

www.patreasury.gov