Intangible Property Electronic Reporting Using HRS Pro

Table of Contents

Unclaimed Property Terms

Unclaimed Property: Any financial asset that has been left with a holder without activity or contact for a specified period of time.

Dormancy Period: The amount of time a property is inactive while in possession of the holder. Most property has a dormancy period of 5 years. Two major exceptions to this are wages and commissions which are reportable after 2 years.

Holder: A business or organization in possession of unclaimed property.

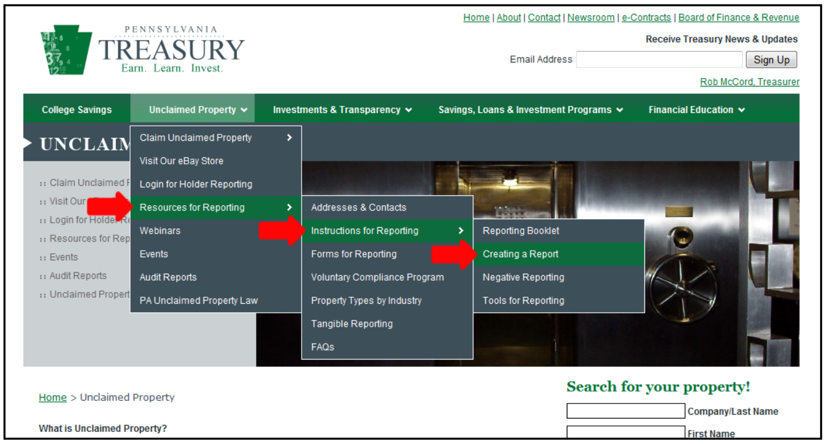
Owner: The individual to whom the property was originally owed. This can be one person, multiple people, or a business.

Aggregate: A lump sum reported by property type. The aggregate amount in Pennsylvania is $50. This means that amounts $49.99 and under can be lumped together by property types and reported with the owner name being listed as aggregate.

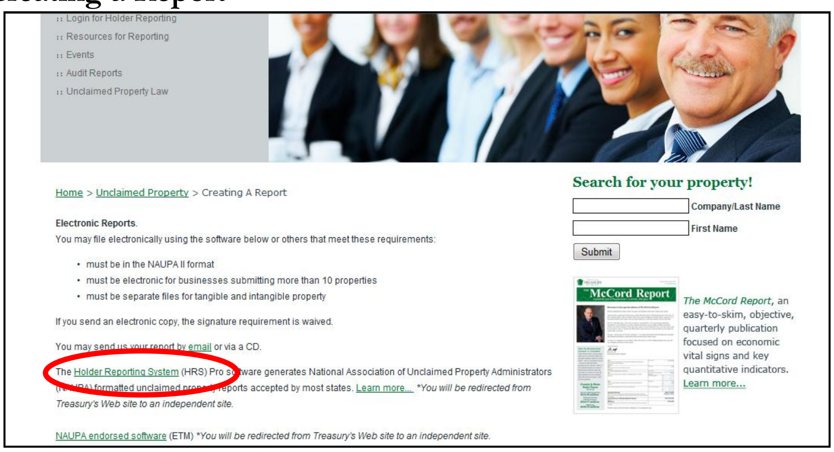
Tangible Property: Physical property normally turned over from safe deposit boxes, police confiscations, or left behind in hospitals or nursing homes.

Intangible Property: The remainder of unclaimed property received. This includes monetary assets such as bank accounts, refunds, uncashed checks, securities, and credit balances.

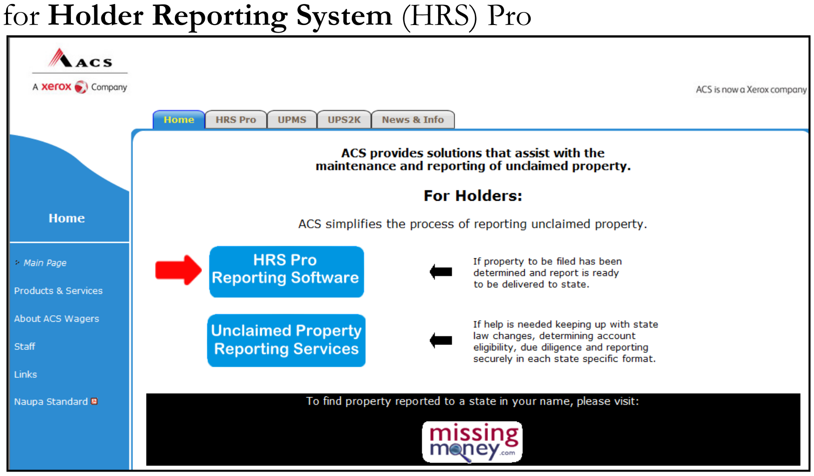
Downloading



- Go to:
  - **Resources for Reporting** followed by
  - **Instructions for Reporting** then
  - **Creating a Report**

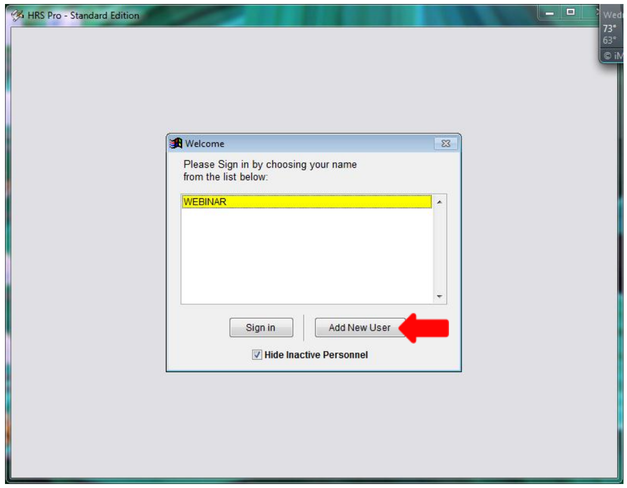


- Click link for **Holder Reporting System** (HRS) Pro

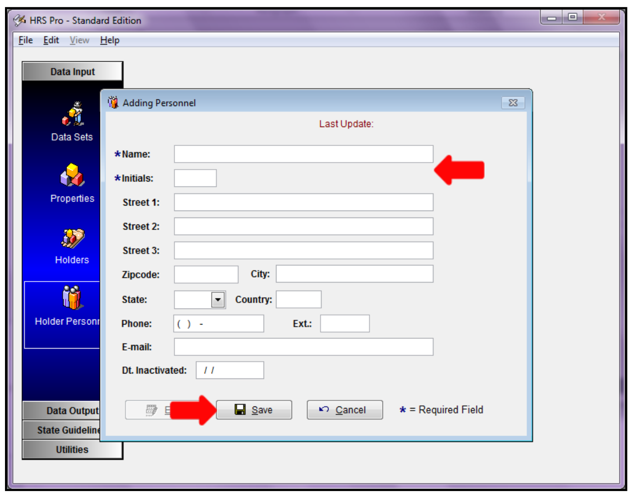


- Choose **HRS Pro Reporting Software** and follow the instructions on the screen to download the program

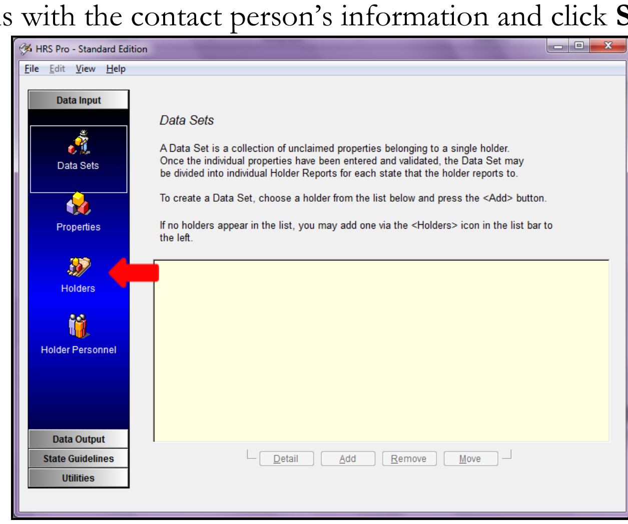
Signing In and Setting Up



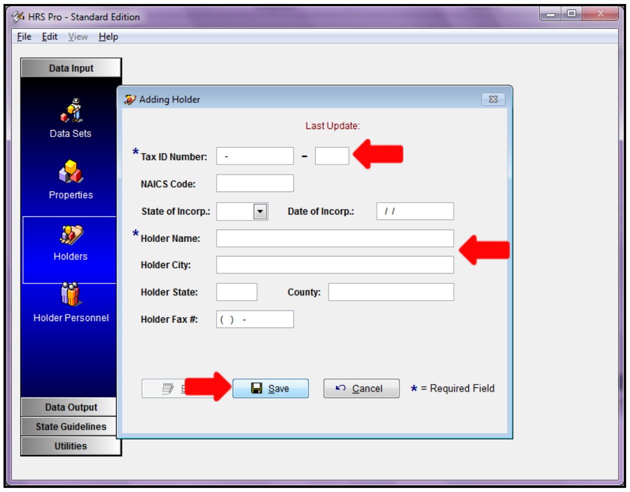
- Open HRS Pro
- Click **Sign In** or **Add New User**



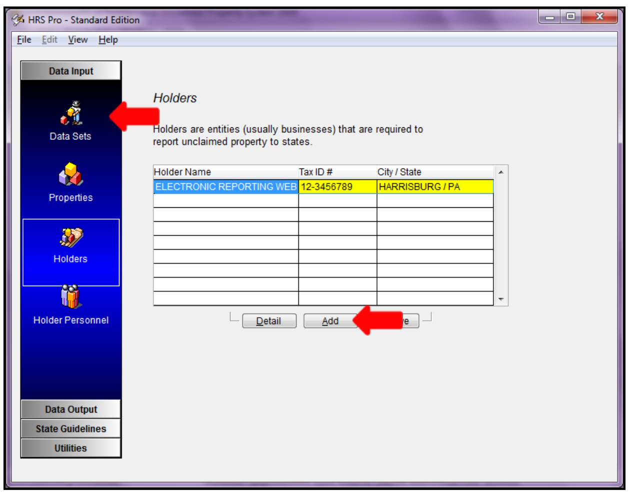
- Complete the fields with the contact person's information and click **Save**



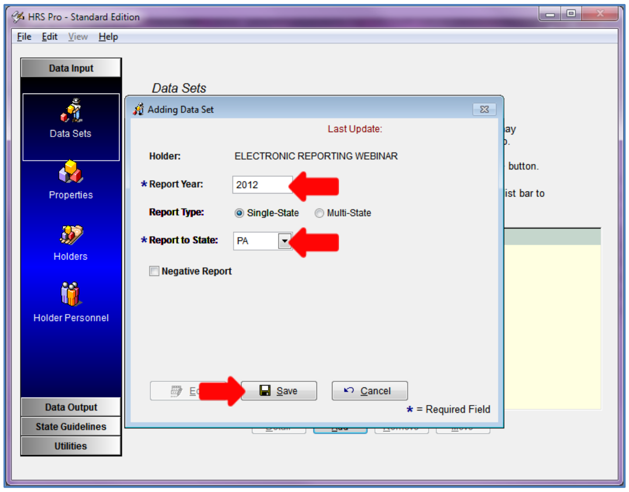
- Under Data Input, choose **Holders**



- Complete the fields with the information for the company/holder for which you are reporting and click **Save**

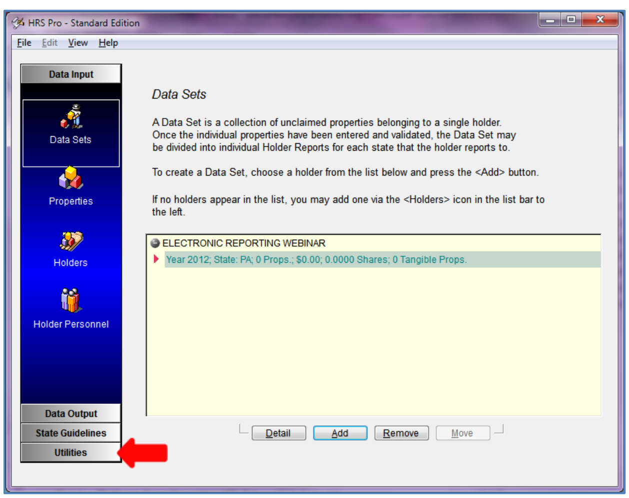


- Under Data Input, choose **Data Sets**
- Highlight the correct holder if more than one is listed
- Click **Add** to create a new Data Set

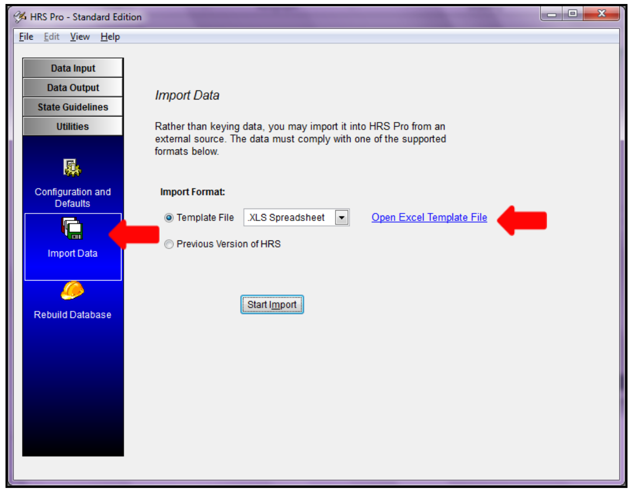


- Complete the Year and the State
  - The Report Year is the year prior to when you are submitting the report. Ex. On April 15, 2013, you will be submitting the 2012 Report, so the Report Year is 2012.
- Click **Save**
- On the next window click **Close**

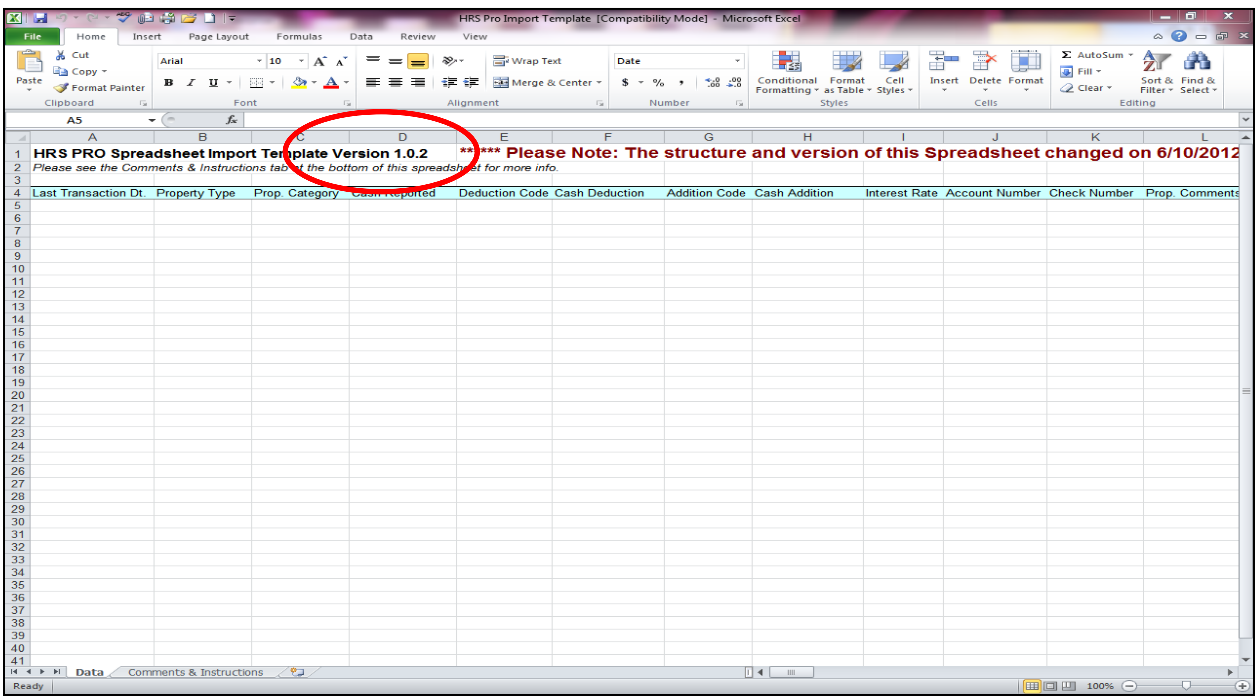
Option 1: Utilizing the Excel Template



- Select **Utilities**

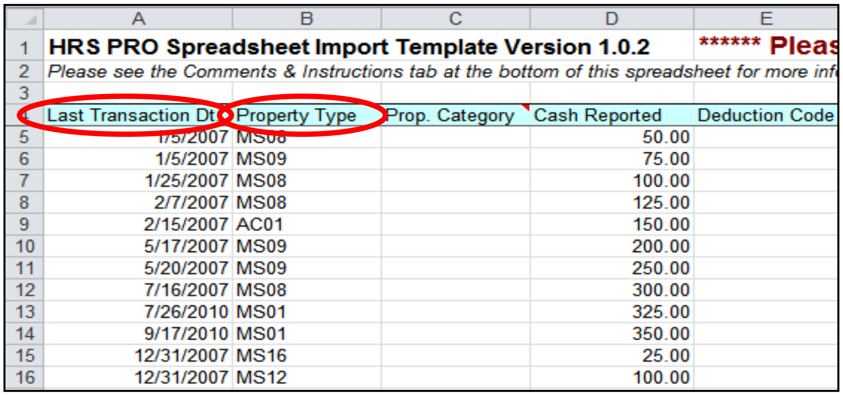


- Select **Import Data**
- Click the link for Open Excel Template File



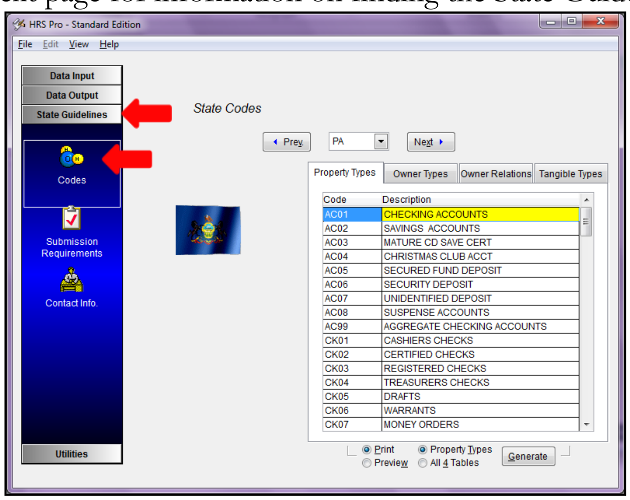
- Use **Version 1.0.2**
- Type information for each property into the correct fields
- Use the **Comments & Instructions** tab for an explanation of what belongs in each field

Required and Recommended Fields



	A	B	C	D	E
1	HRS PRO Spreadsheet Import Template Version 1.0.2				****** Pleas
2	Please see the Comments & Instructions tab at the bottom of this spreadsheet for more inf				
3					
4	Last Transaction Dt	Property Type	Prop. Category	Cash Reported	Deduction Code
5	1/5/2007	MS08		50.00	
6	1/5/2007	MS09		75.00	
7	1/25/2007	MS08		100.00	
8	2/7/2007	MS08		125.00	
9	2/15/2007	AC01		150.00	
10	5/17/2007	MS09		200.00	
11	5/20/2007	MS09		250.00	
12	7/16/2007	MS08		300.00	
13	7/26/2010	MS01		325.00	
14	9/17/2010	MS01		350.00	
15	12/31/2007	MS16		25.00	
16	12/31/2007	MS12		100.00	

- Last Transaction Date: Date of the Last Activity on the check, account, etc.
  - For a check, this is the date of the original issuance
  - For a bank account, this is the date of the last customer generated activity
- Property Type: See State Guidelines in HRS Pro for proper codes – referred to as NAUPA Codes
  - See next page for information on finding the State Guidelines section



- In HRS Pro, choose **State Guidelines**, then **Codes**
- Select PA for the state
- This section also gives information on Owner Types and Owner Relations which you will need later

	A	B	C	D	E
1	HRS PRO Spreadsheet Import Template Version 1.0.2				****** Pleas
2	Please see the Comments & Instructions tab at the bottom of this spreadsheet for more inf				
3					
4	Last Transaction Dt.	Property Type	Prop. Category	Cash Reported	Deduction Code
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9	2/15/2007	AC01		150.00	
10	5/17/2007	MS09		200.00	
11	5/20/2007	MS09		250.00	
12	7/16/2007	MS08		300.00	
13	7/26/2010	MS01		325.00	
14	9/17/2010	MS01		350.00	
15	12/31/2007	MS16		25.00	
16	12/31/2007	MS12		100.00	

- Cash Reported: Monetary value of the property
  - For Aggregates, this is the total value of all amounts being reported as "Aggregate" for this property type

I	J	K	L	M
of this Spreadsheet changed on 6/10/2012				
Interest Rate	Account Number	Check Number	Prop. Comments	Stock Issue Name
	11111	1234		
	22222	2345		
	33333	3456		
	44444	4567		
	55555	5678		
	66666	6789		
	77777	7891		
	88888	8912		
	99999	9123		
	101010	1345		
	131313	2456	Purchased by Marion Smith	

- Account & Check Numbers: If unavailable, any identifying number other than the social security number or other confidential number may be used
- Property Comments: Any additional information that may be helpful in identifying the rightful owner

N	O	P	Q	R
Stock CUSIP	Stock Ticker Symbol	Subissue Name	Stk. Delivery Method	Stk. Delivery Acct. #

- Stock Columns: Required only if there is stock to be reported

W	X	Y	Z	AA
Owner1 Corporate Status	Owner1 Relationship	Owner1 Type	Owner1 Tax ID	Owner1 Tax ID Extension
C	P	1	12-3456789	
	P	1	234-56-7891	
	P	1	345-67-8912	
	P	1	456-78-9123	
	AN	1	567-89-1234	
	P	1	789-12-3456	
	P	1	891-23-4567	
	P	1	912-34-5678	
	P	1	134-56-7891	
	P	1	245-67-8912	
	P	2		
	P	3		

- Owner 1 Corporate Status: Add a "C" to the column for an owner that is a business
- Owner 1 Relationship: Primary for sole ownership, specific codes for joint ownerships – see Owner Relations in State Guidelines in HRS Pro for other available codes

X	Y	Z	AA	AB
Owner1 Relationship	Owner1 Type	Owner1 Tax ID	Owner1 Tax ID Extension	Owner1 Date of Birth
P	1	12-3456789		
P	1	234-56-7891		1/1/1972
P	1	345-67-8912		
P	1	456-78-9123		
AN	1	567-89-1234		
P	1	789-12-3456		
P	1	891-23-4567		
P	1	912-34-5678		
P	1	134-56-7891		
P	1	245-67-8912		
P	2			
P	3			

- Owner 1 Type: **1** for individuals or businesses, **2** for Aggregate, **3** for Unknown

Z	AA	AB	AC	AD
Owner1 Tax ID	Owner1 Tax ID Extension	Owner1 Date of Birth	Owner1 Lastname	Owner1 Firstname
12-3456789			ABC Co	
234-56-7891		1/1/1972	Adams	June
345-67-8912			Brown	Robert
456-78-9123			Finnegan	Matthew
567-89-1234			Green	Harold
789-12-3456			Hill	Sadie
891-23-4567			Johnson	Raymond
912-34-5678			Miller	Timothy
134-56-7891			Sands	Jason
245-67-8912			Thompson	Julie
			Aggregate	
			Unknown	

AC	AD	AE	AF	AG	AH
Owner1 Lastname	Owner1 Firstname	Owner1 Middlename	Owner1 Prefix	Owner1 Suffix	Owner1 Title
ABC Co					
Adams	June	B			
Brown	Robert	R		Jr	
Finnegan	Matthew				
Green	Harold			III	
Hill	Sadie				
Johnson	Raymond				
Miller	Timothy	M			
Sands	Jason				
Thompson	Julie				
Aggregate					
Unknown					

- Owner 1 Information: Include all information on file for the owner of the property
  - Include suffix when available to ensure that the rightful owner will be paid

AI	AJ	AK	AL	AM	AN	AO
Owner1 Address line 1	Owner1 Address line 2	Owner1 Address line 3	Owner1 City	Owner1 County	Owner1 State	Owner1 Zipcode
Midtown Office Center	1 Main Street Suite 500		Harrisburg	Dauphin	PA	17104
2 Main Street			Harrisburg	Dauphin	PA	17104
3 Main Street			Harrisburg	Dauphin	PA	17104
PO Box 57			Harrisburg	Dauphin	PA	17104
5 Main Street			Harrisburg	Dauphin	PA	17104
C/O Sally Jones	6 Main Street		Harrisburg	Dauphin	PA	17104
7 Main Street			Harrisburg	Dauphin	PA	17104
8 Main Street			Harrisburg	Dauphin	PA	17104
			Harrisburg	Dauphin	PA	17104
Main Street					PA	17104

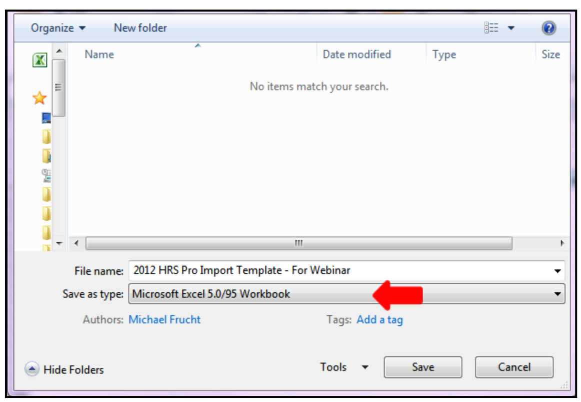
- Owner 1 Address Information: Include all address information on file for the owner of the property
  - Include C/O or Attention where necessary – these belong in the address line, not listed as a joint owner

AQ	AR	AS
Owner1 Email	Owner1 Driver License	Owner 1 Driver License State
	123457	PA

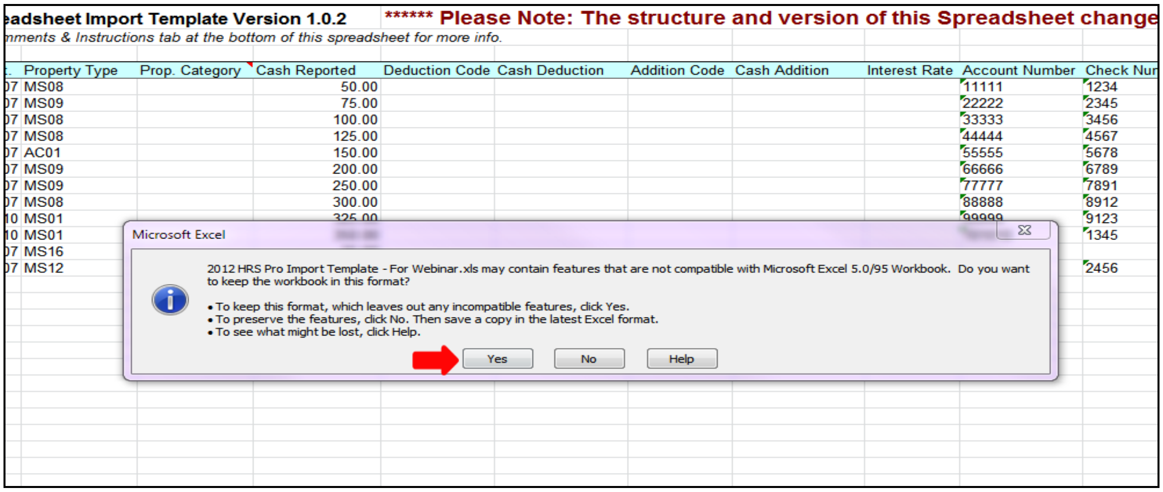
- Owner 1 Email, Driver License, & Driver License State: These are new columns on Version 1.0.2 – They are available for all owners listed on the spreadsheet

AU	AV	AW	AX	AY	AZ	BA
Owner2 Relationship	Owner2 Type	Owner2 Tax ID	Owner2 Tax ID Ext	Owner2 Date of Birth	Owner2 Lastname	Owner2 Firstname
AN	1	678-90-1234			Green	Janice

- Owner 2 Information: Include all information you have on file for the second owner of the property, if applicable
  - Be sure to use the correct relationship code to show what type of joint owner this is
- Fields repeat for Owner 3

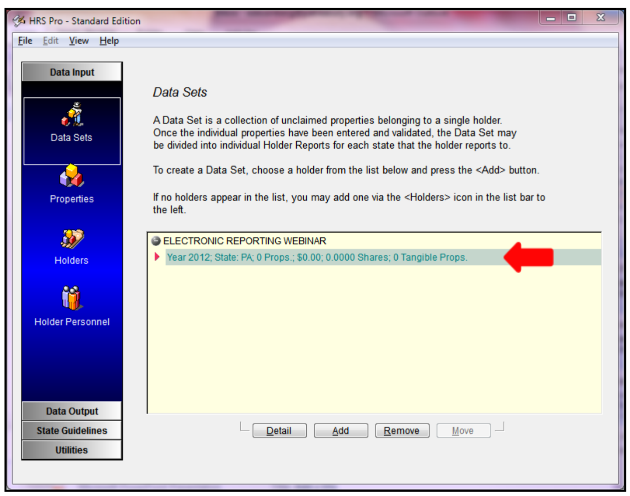


- Save the template as file type "Microsoft Excel 5.0/95 Workbook"

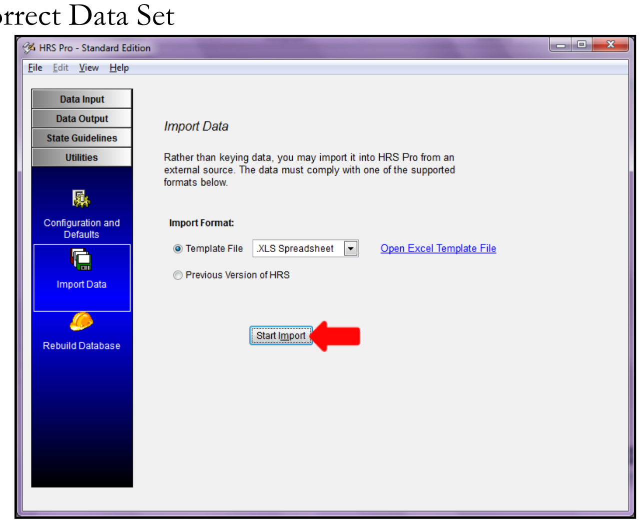


- Click **Yes** – no information will be changed or lost

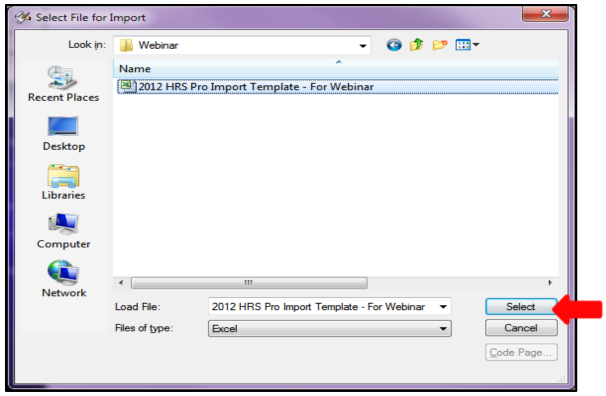
Importing the Excel Template



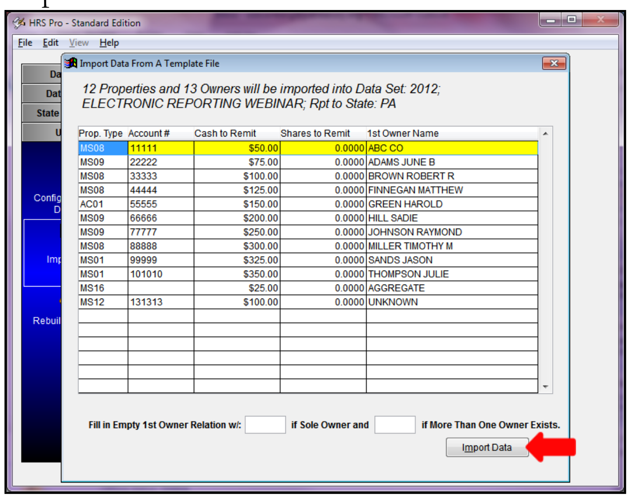
- Select the correct Data Set



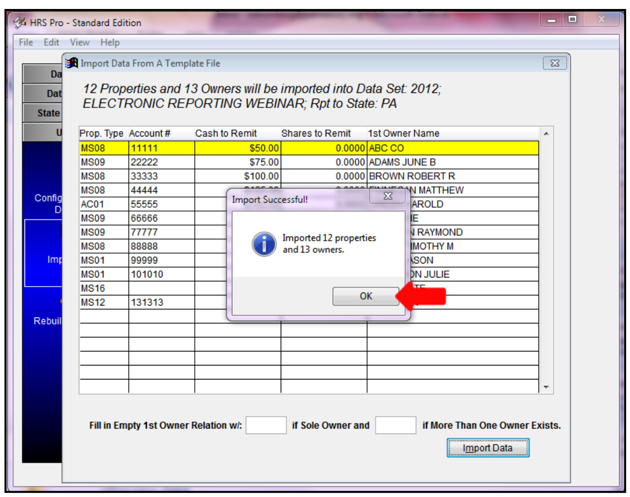
- Go to **Utilities**, then **Import Data**, followed by **Start Import**



- Select Excel template file



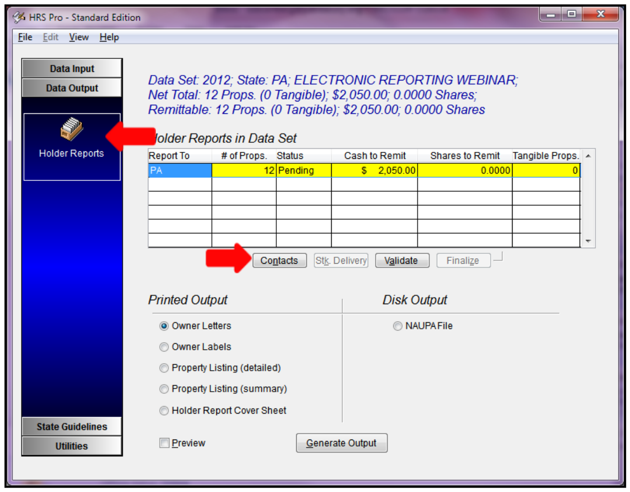
- Click **Import Data**



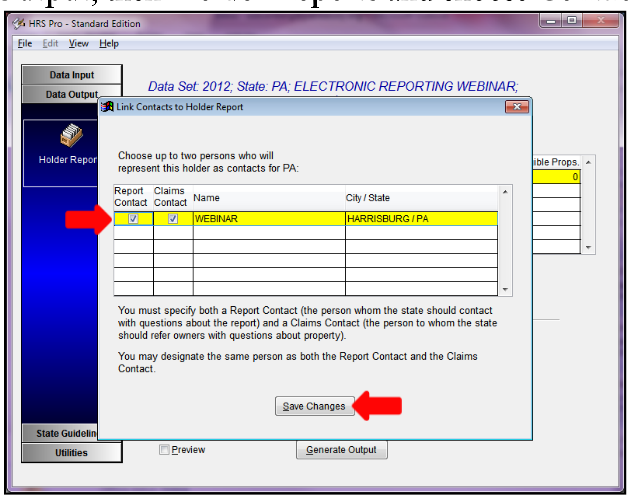
- Click **OK** – if there are joint owners, the number of properties and owners will be different

Finishing the Report

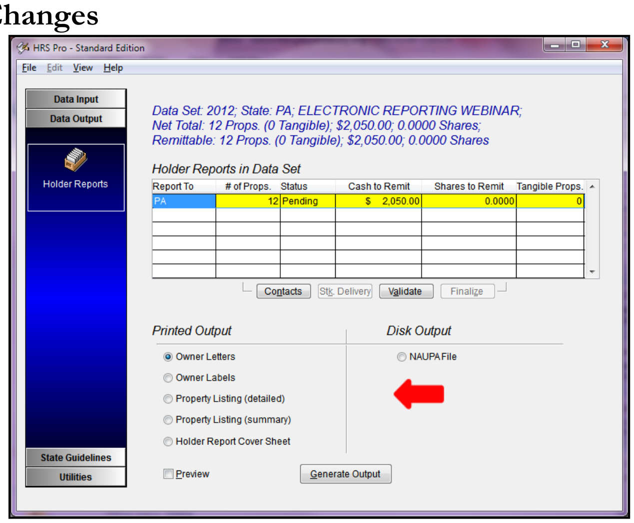
Creating the File



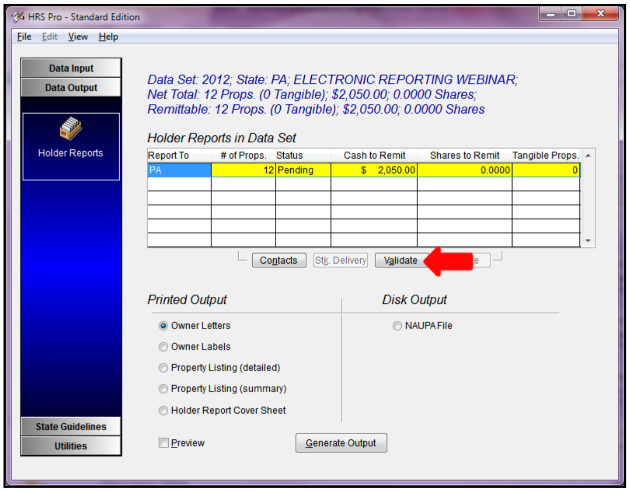
- Go to **Data Output**, then **Holder Reports** and choose **Contacts**



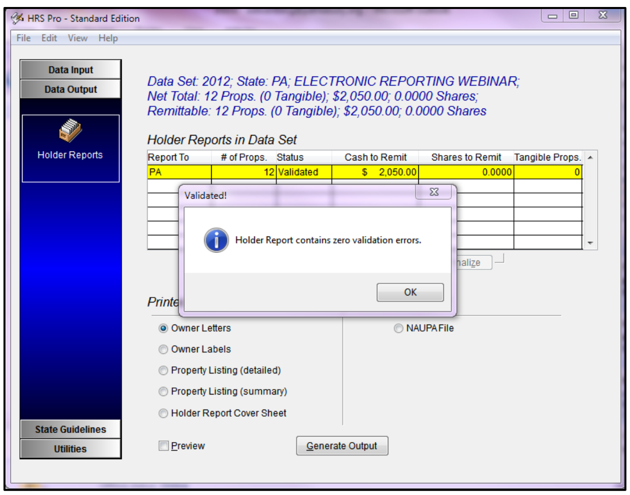
- Select contacts – there must be a check mark under Report Contact and Claims Contact
- Click **Save Changes**



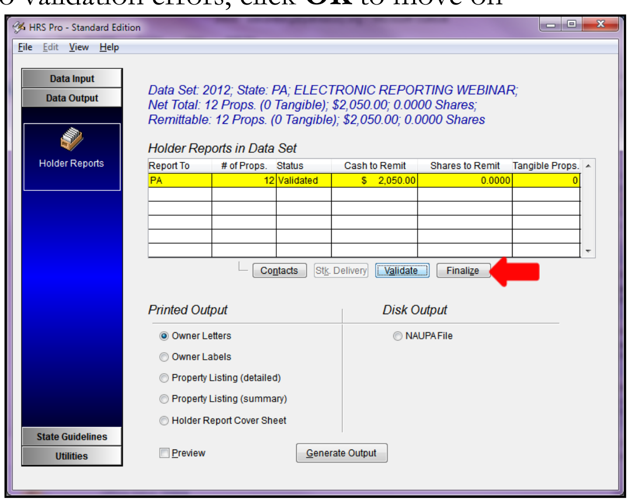
- If there is stock to report, select **Stk. Delivery** and select your method of delivery



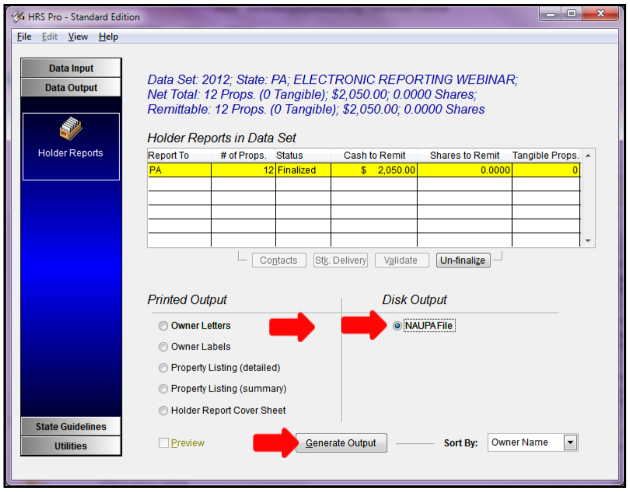
- Click **Validate**



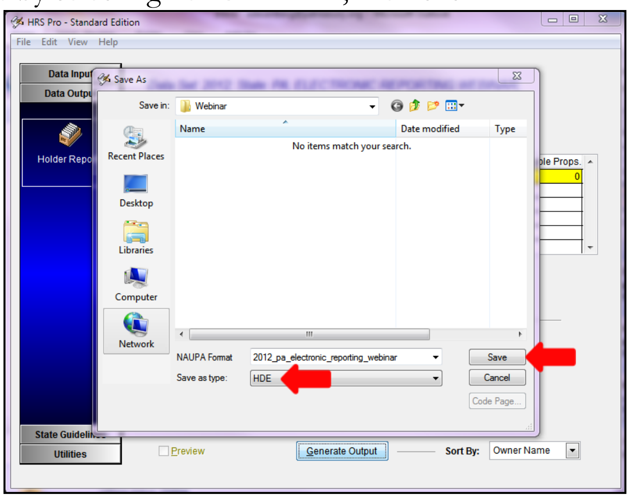
- If there are validation errors, go into the property to fix the problem, or delete the data set and fix the errors on the template
- If there are no validation errors, click **OK** to move on



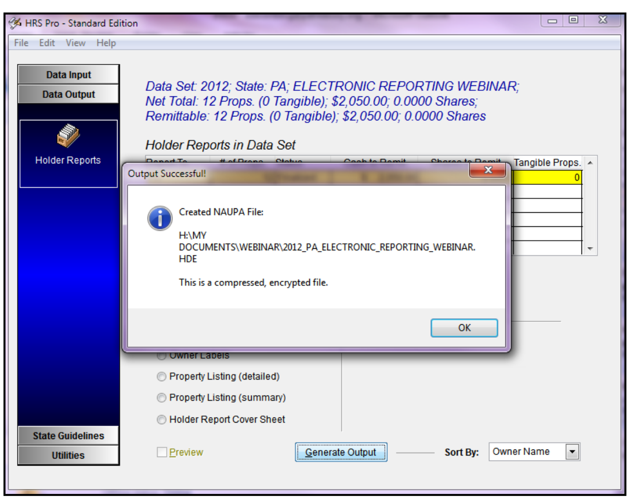
- Click **Finalize** – the report must be finalized before the file can be created
- Click **Yes** on the next window to complete the finalization



- Create the file by selecting **NAUPA File**, then click **Generate Output**



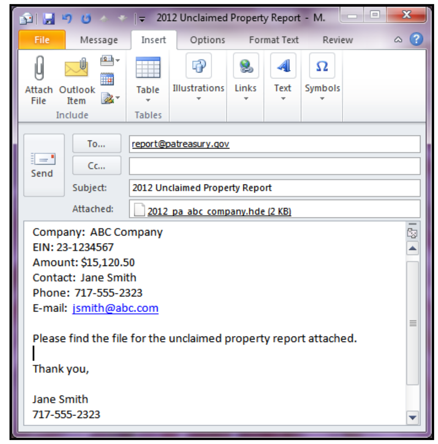
- The File Type will be HDE – Do not change the type
- Select where to save the file and click **Save**



- The file is now encrypted, so you will not be able to open and view the information on the file – no further protection, such as a password, is needed

Sending the File
Intangible Reporting Contact Information

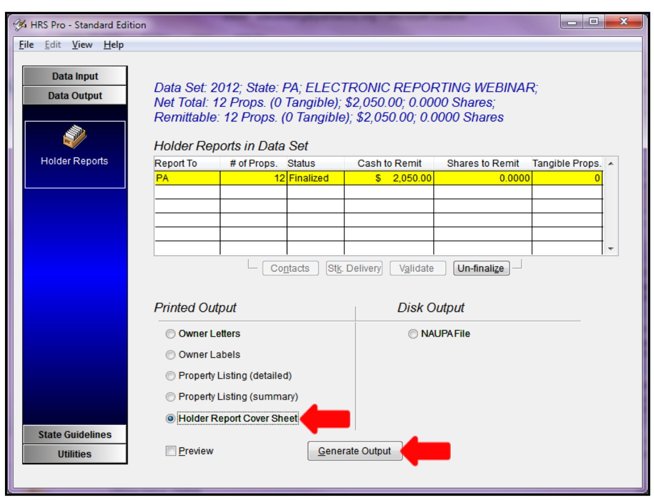
report@patreasury.gov



- To submit your file, you can attach it to an e-mail and send it to the above e-mail address
- The e-mail should include the company name, EIN, Amount of the Report, Contact Name, Phone Number, and E-Mail address

Commonwealth of Pennsylvania
Bureau of Unclaimed Property
P.O. Box 8500-53473
Philadelphia, PA 19178
Phone: 1-800-379-3999

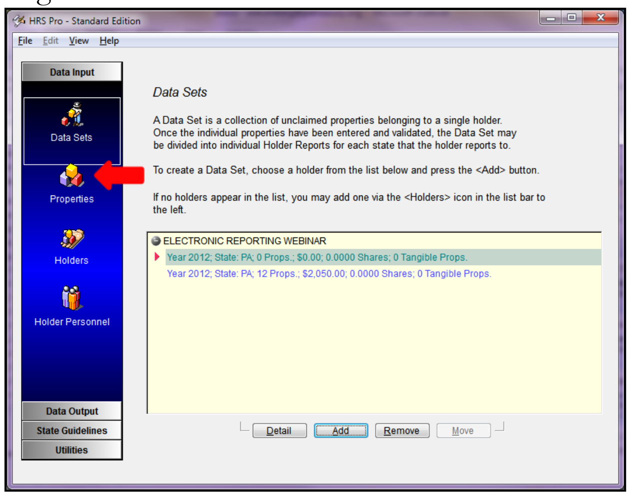
- A second option is to burn the file to a CD and mail to the above post office box
- A check, wire or ACH Transfer will need to be sent – the above address is used for checks



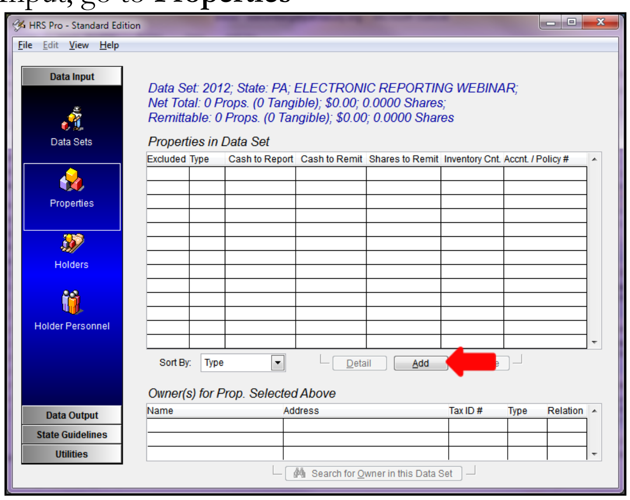
- When sending anything by mail, please enclose the Holder Report Cover Sheet
- Select **Holder Report Cover Sheet** then **Generate Output**
- You can also print a hard copy of your report by selecting **Property Listing (detailed)** to send with your electronic file or keep for your records

Option 2: Manually Entering the Data

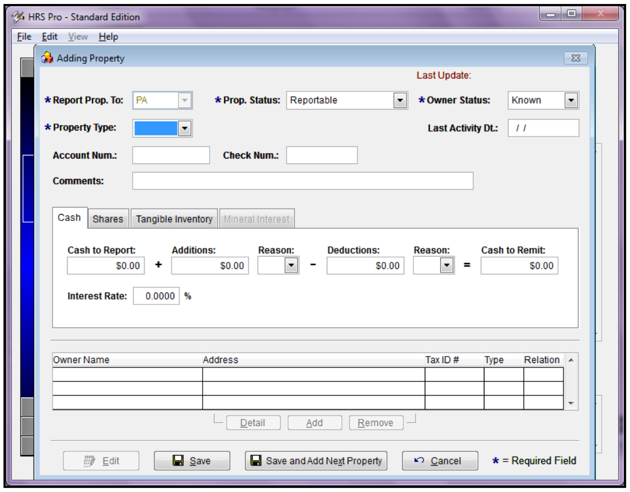
- The manual entry option should be used only for a small number of properties or for tangible properties
- Begin by creating a Data Set and be sure the correct Data Set is highlighted



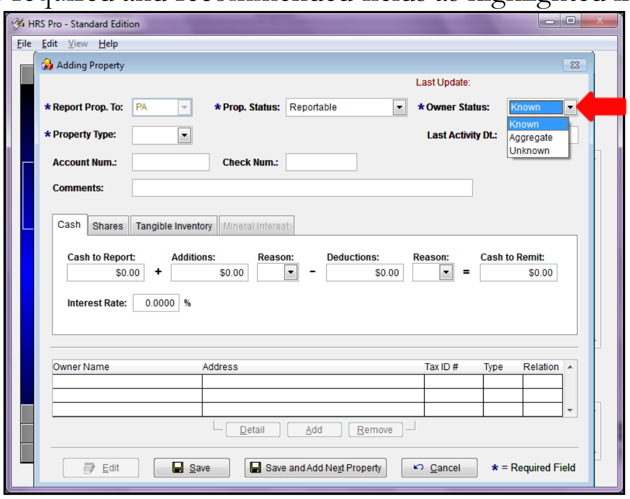
- Under **Data** Input, go to **Properties**



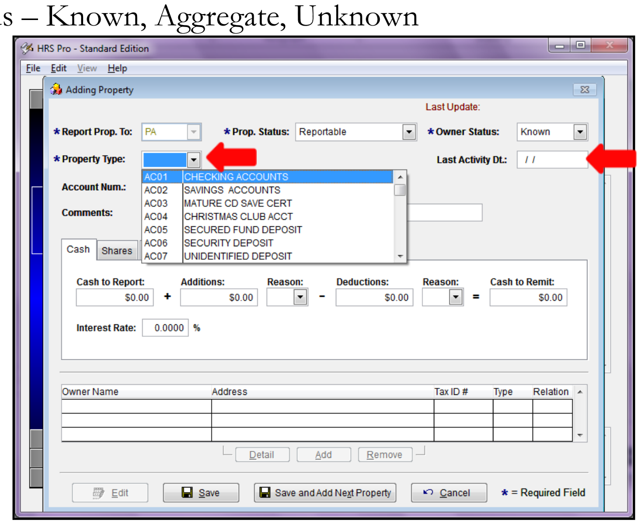
- Click **Add**



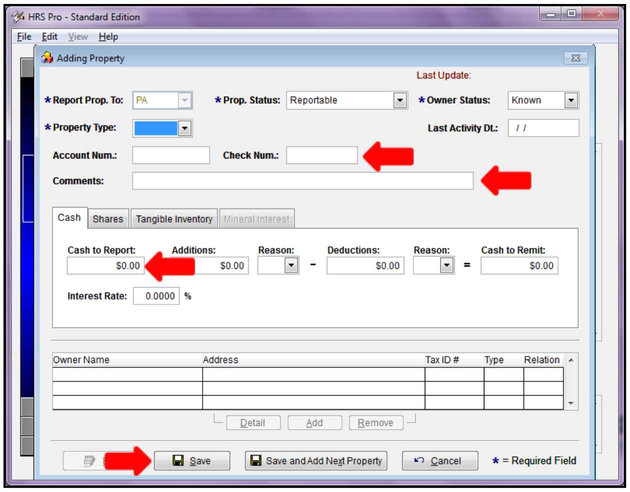
- Complete the required and recommended fields as highlighted in Option 1



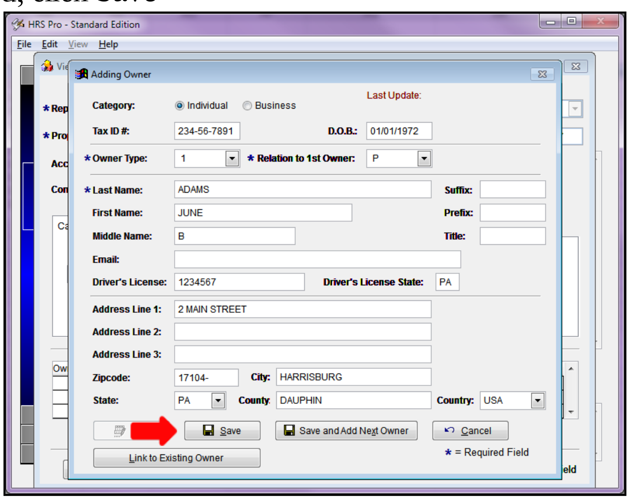
- Owner Status – Known, Aggregate, Unknown



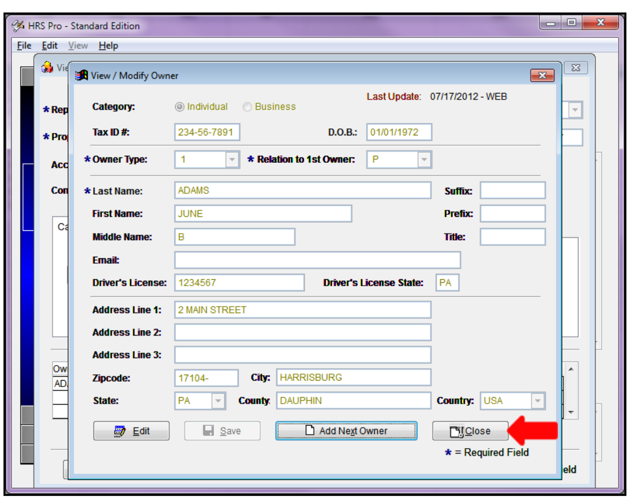
- Property Type
- Last Activity Date



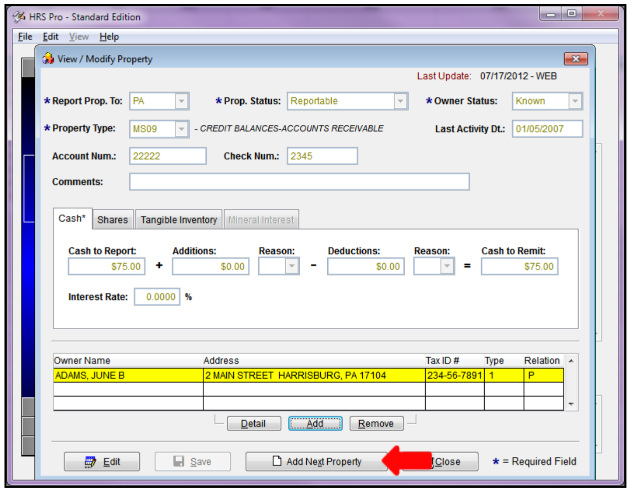
- Account Number and Check Number
- Property Comments/Description
- Cash to Report
- When finished, click **Save**



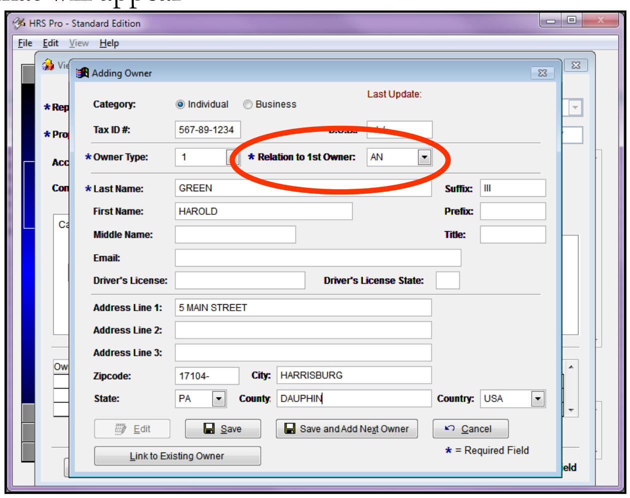
- Complete Owner Information – for more than one owner, this is for owner 1
- Click **Save**



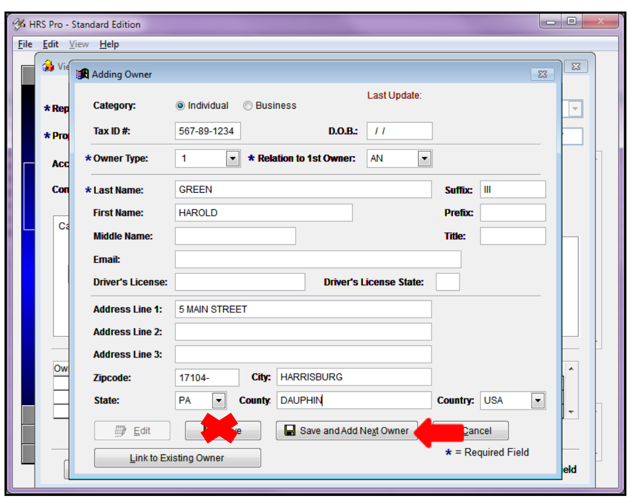
- Click **Close** if there is only one owner



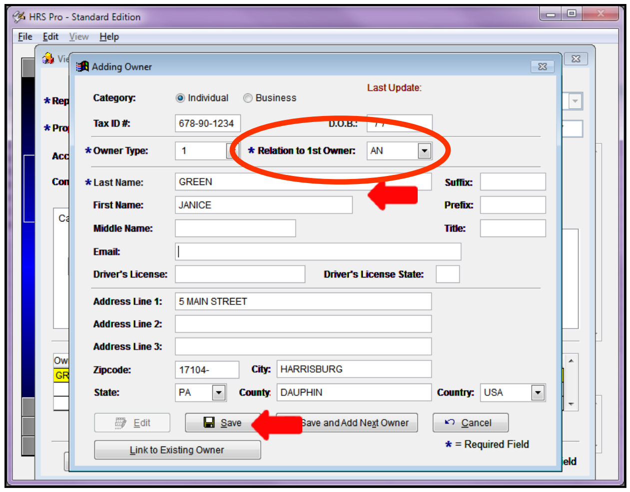
- To add more property, click **Add Next Property** and choose **Add New** from the drop down menu that will appear



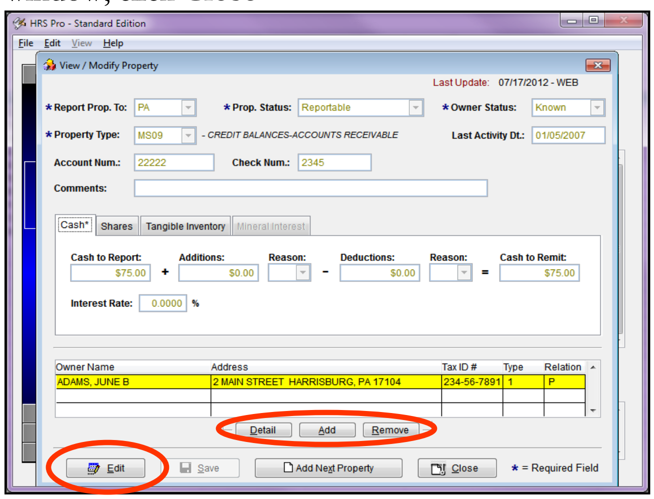
- When there is a joint owner, be sure to choose the correct Relation to 1st Owner for Owner 1



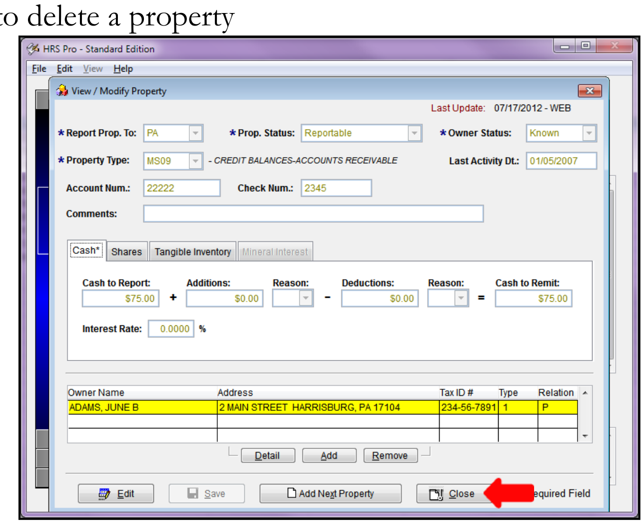
- To add a Joint Owner – after Owner 1's information is entered, click **Save and Add Next Owner** do not click Save



- Complete Owner 2's information (use the correct Relation to 1st Owner) and **Save**
- On the next window, click **Close**



- **Edit** – to change property information
- **Detail** – to edit owner information
- **Add** – to add joint owner(s)
- **Remove** – to delete a property



- Click **Close** after adding the last property