



Tangible Property Electronic Reporting Using HRS Pro

Table of Contents

UNCLAIMED PROPERTY TERMS	2
DOWNLOADING	3
SIGNING IN AND SETTING UP	4
ENTERING THE DATA.....	7
FINISHING THE REPORT	13
Creating the File	13
Sending the File.....	16
Tangible Reporting Contact Information	16

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.

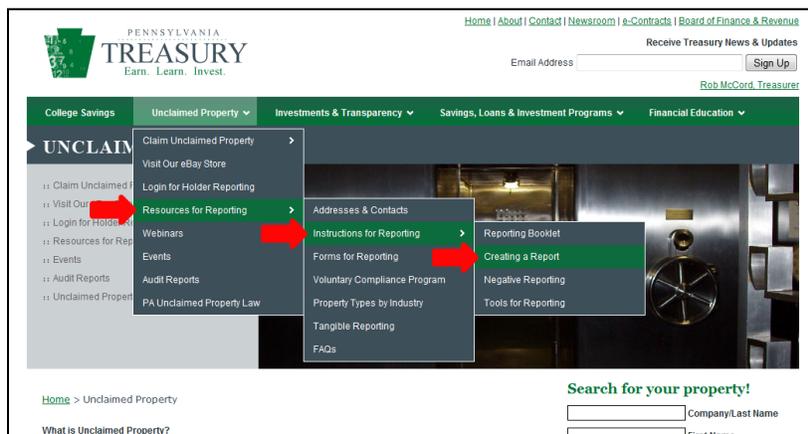
Owner: The individual to whom the property was originally owed. This can be one person, multiple people, or a business.

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.

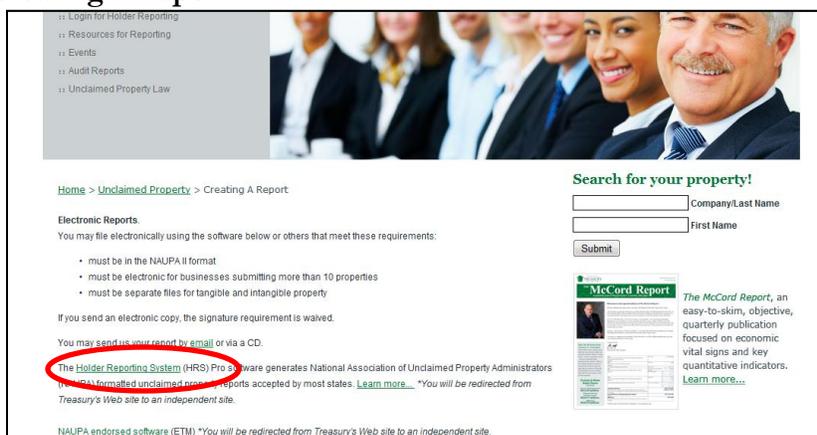
Tangible Property: Physical property normally turned over from safe deposit boxes, police confiscations, or left behind in hospitals or nursing homes.

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

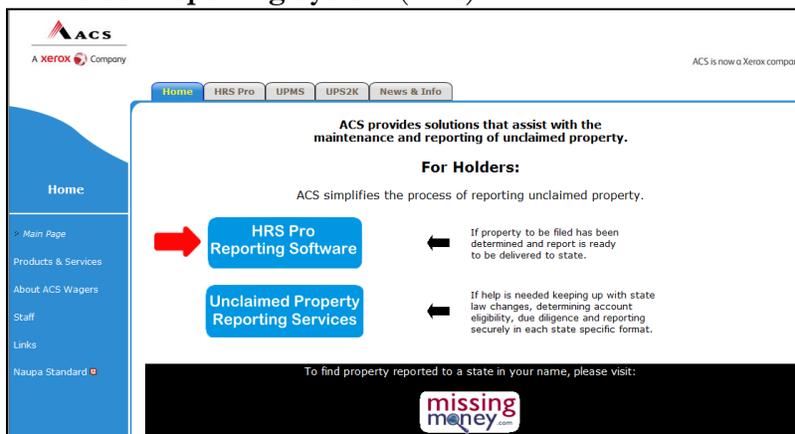
Downloading



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

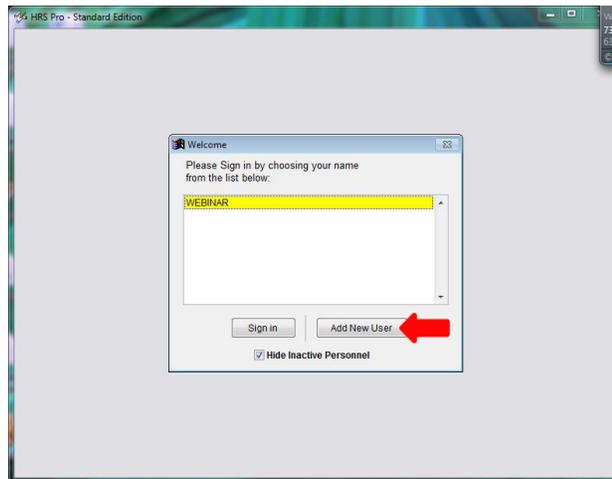


- Click link for **Holder Reporting System (HRS) Pro**

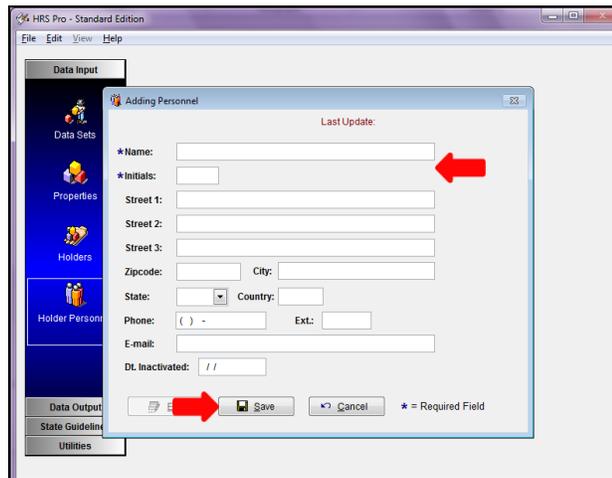


- Choose **HRS Pro Reporting Software** and follow the instructions on the screen to download the program

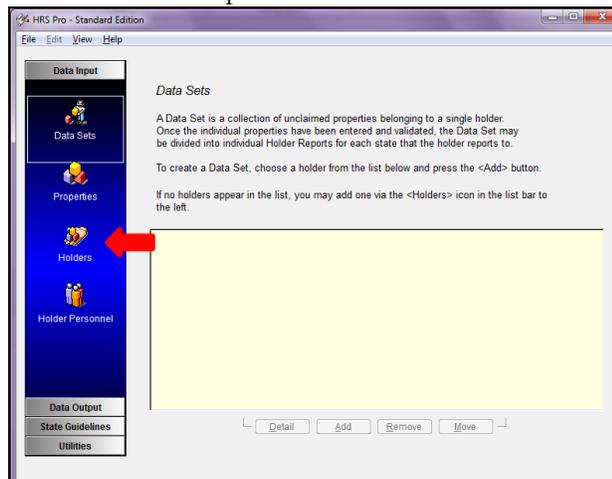
Signing In and Setting Up



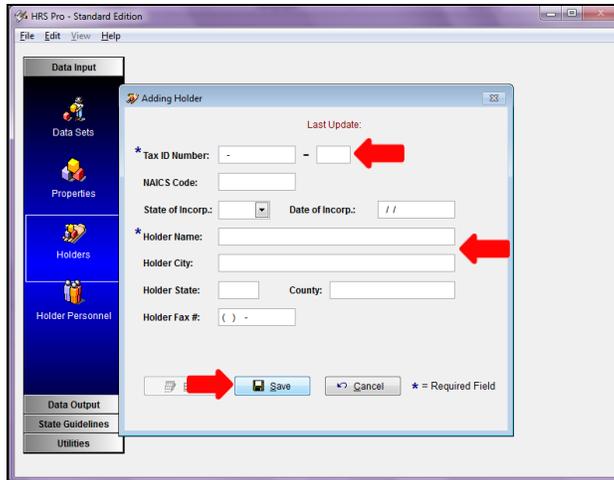
- Open HRS Pro
- Click **Sign In** or **Add New User**



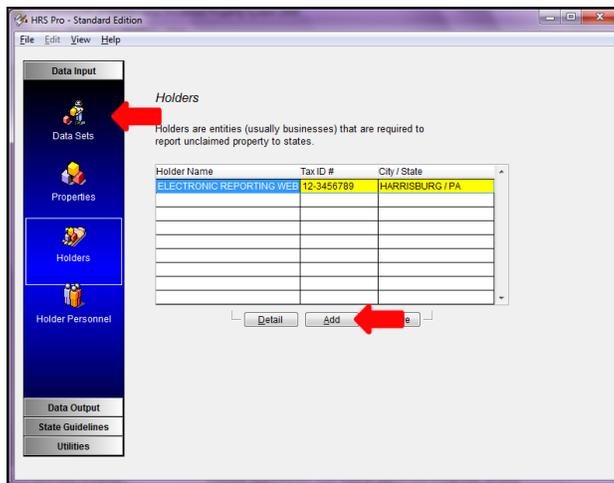
- Complete the fields with the contact person's information and click **Save**



- 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



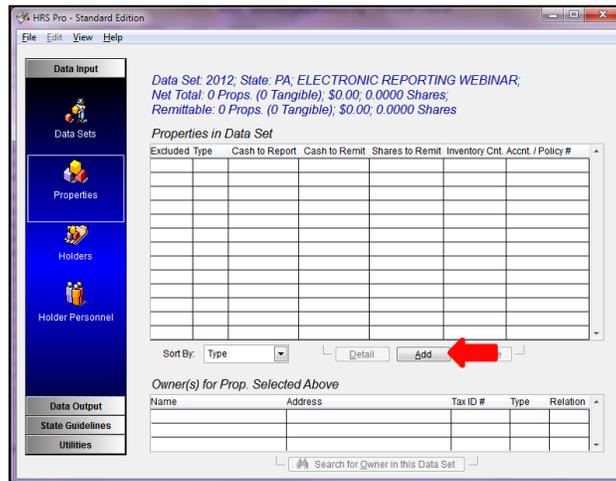
- Complete the Year and the State
 - o The Report Year is the year prior to when you are submitting the report. Ex. On April 15, 2013, you will be submitting the 2012 Report, so the Report Year is 2012.
- Click **Save**
- On the next window click **Close**

Entering the Data

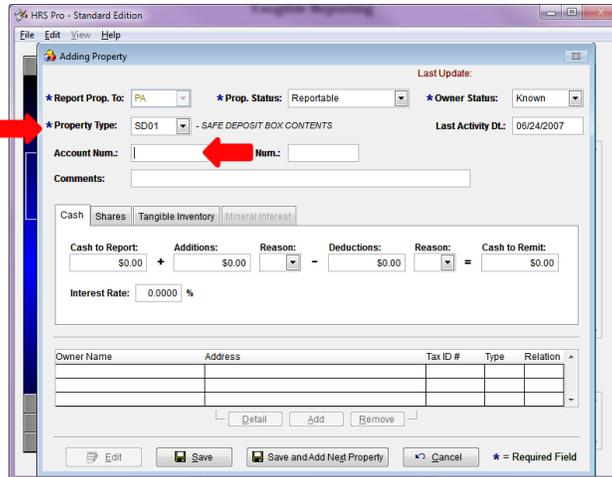
- Begin by creating a Data Set and be sure the correct Data Set is highlighted
 - o If you already have a Data Set for Intangible property, a new one will need to be created for tangible property



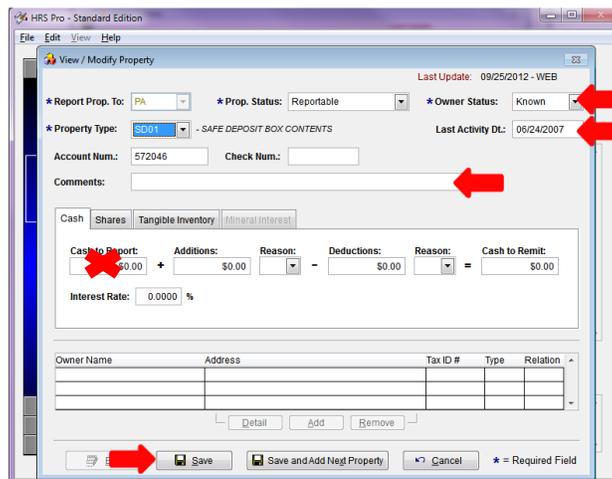
- Under **Data Input**, go to **Properties**



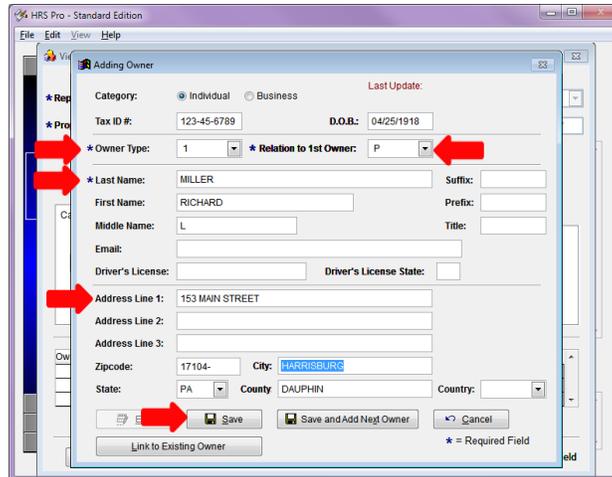
- Click **Add**



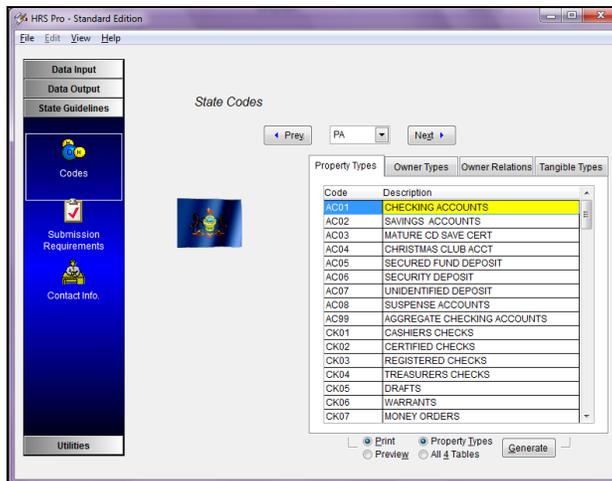
- For Tangible Property, always use the Property Type **SD01**
- Account Number – box, case, or other identifying number associated with the property



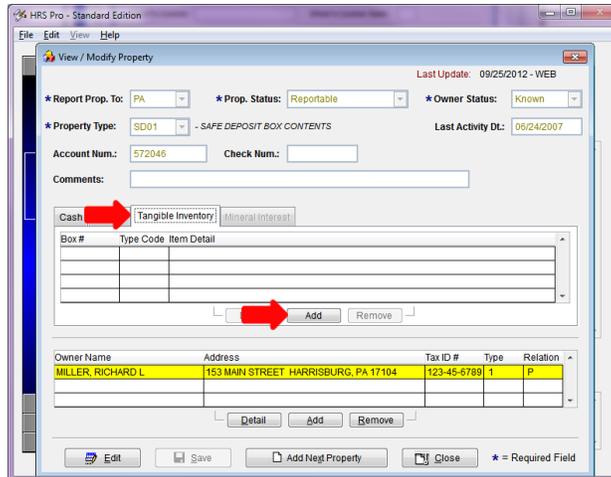
- Complete all required and recommended fields, except Cash to Report
 - o Owner Status: Known or Unknown
 - o Last Transaction Date: Date of the Last Activity on the box, case, etc.
 - o Comments: Any additional information that may be helpful in identifying the rightful owner
- Click **Save**



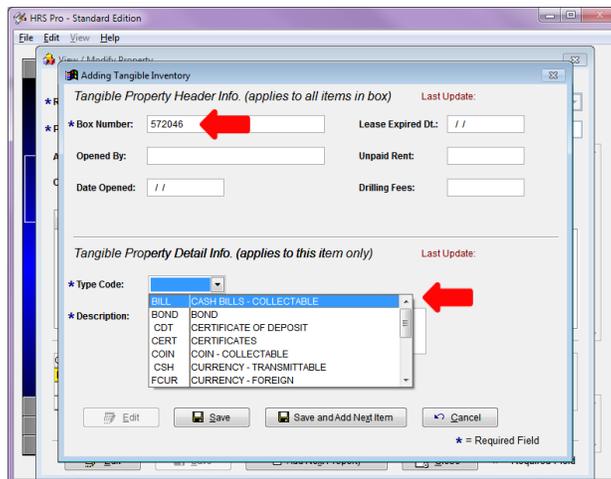
- Complete Owner Information
 - o Owner Type: **1** for individuals or businesses, **3** for Unknown (**2** is not used in tangible reporting)
 - o Relation to 1st Owner: Primary for sole ownership, specific codes for joint ownerships – all codes are available in the State Guidelines section in HRS Pro (see below for more information)
 - o Owner Name and Address: Include all information that is available even if it is not complete
- Click **Save** and on the next screen **Close**



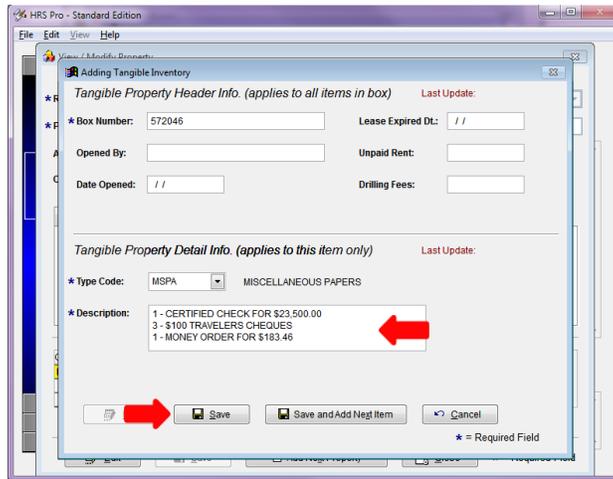
- In HRS Pro, choose **State Guidelines**, then **Owner Types**, **Owner Relations**, or **Tangible Types** – you will need all of these types to complete the report
- Select PA for the state



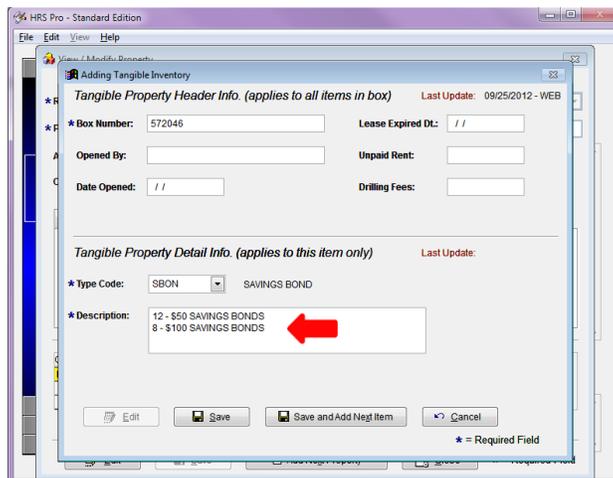
- Click **Tangible Inventory** then **Add**



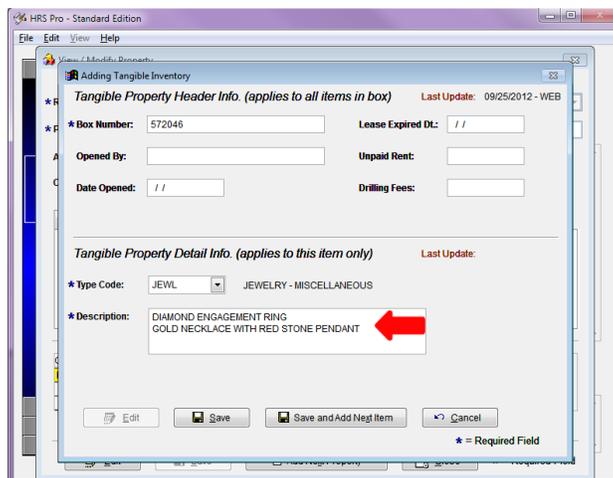
- Complete Box Number with the identifying number on file
- Choose Type Code
 - o A complete list of Type Codes is available in the State Guidelines Section (see page 9 for details)



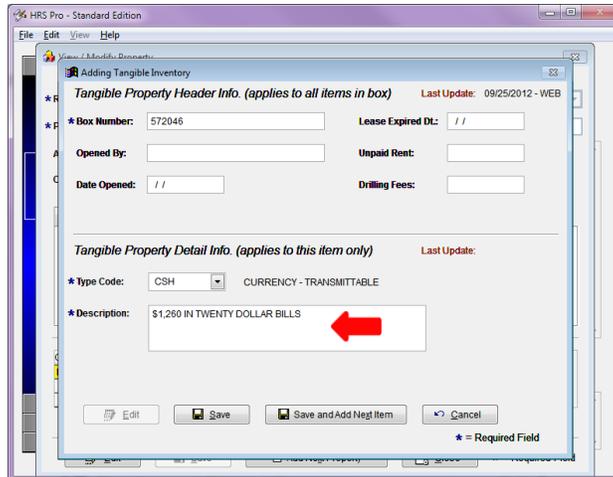
- Complete Descriptions of all items of this Type Code belonging to this box/case and click **Save**
- If there are other items of a different Type Code, click **Save and Add Next Item**



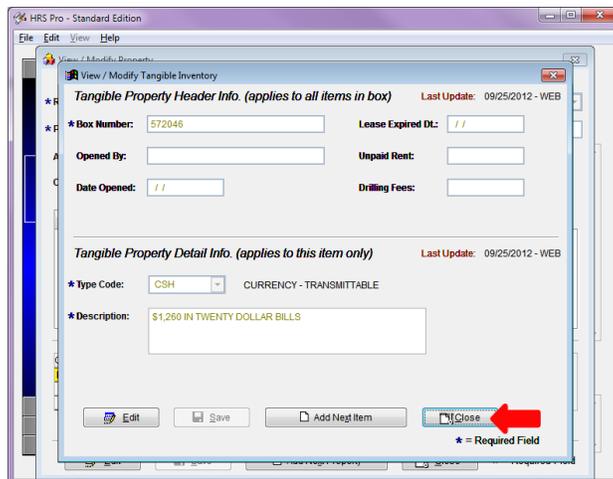
- Example of savings bond descriptions



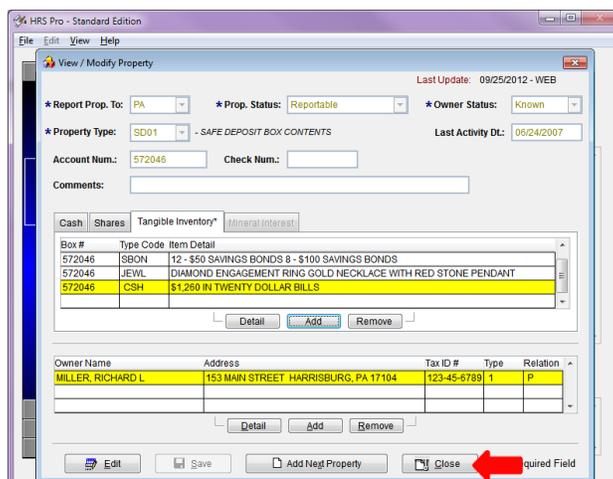
- Example of jewelry descriptions



- Example of transmittable cash description



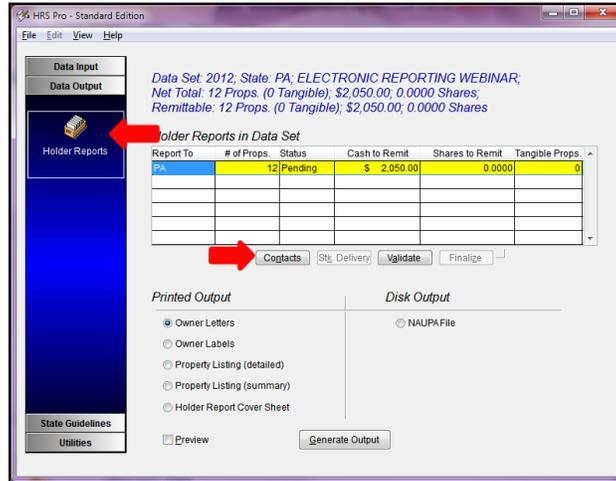
- When all items in the box/case are added, click **Close**



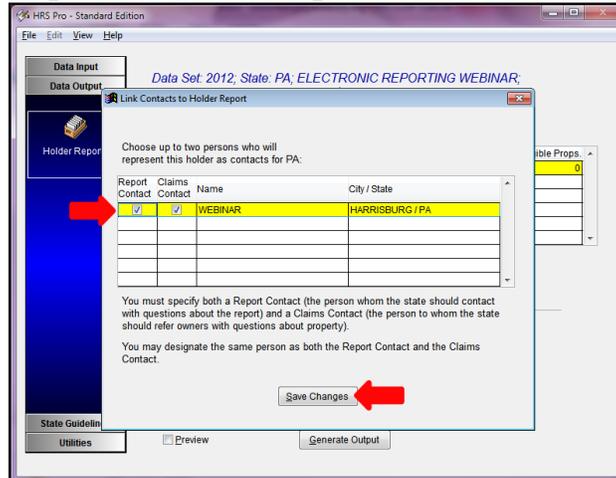
- Click **Add Next Property** if there are more boxes/cases to add
- Click **Close** when all properties have been added

Finishing the Report

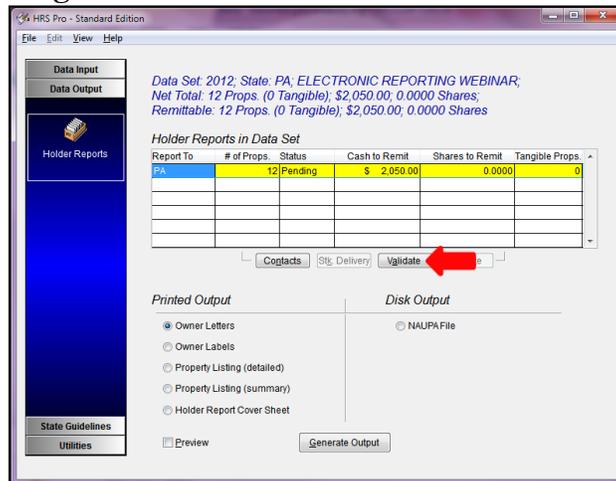
Creating the File



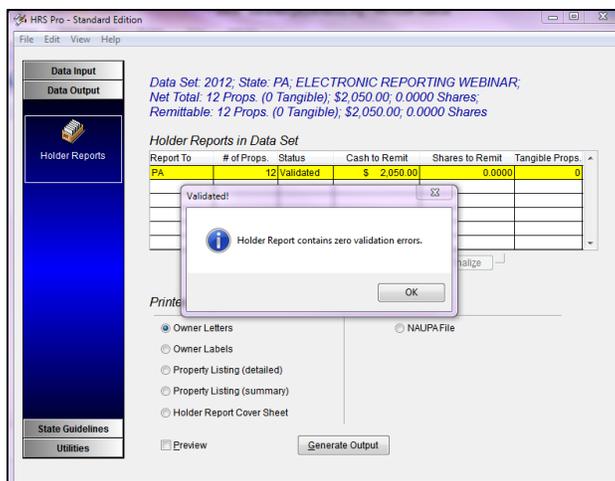
- Go to **Data Output**, then **Holder Reports** and choose **Contacts**



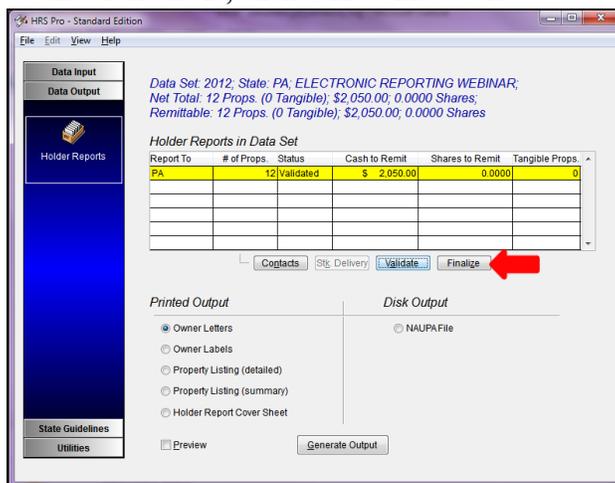
- Select contacts – there must be a check mark under Report Contact and Claims Contact
- Click **Save Changes**



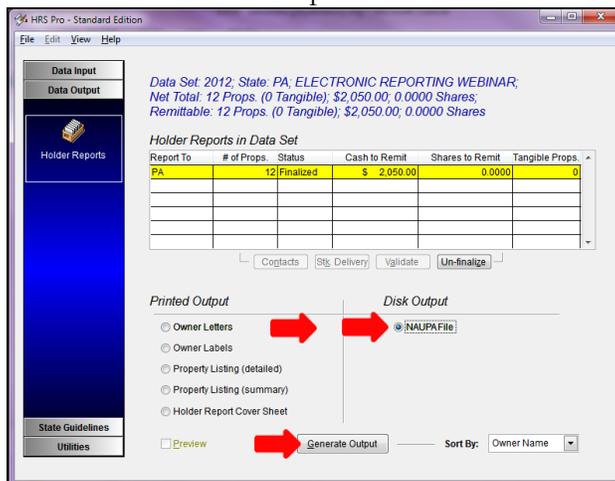
- Click **Validate**



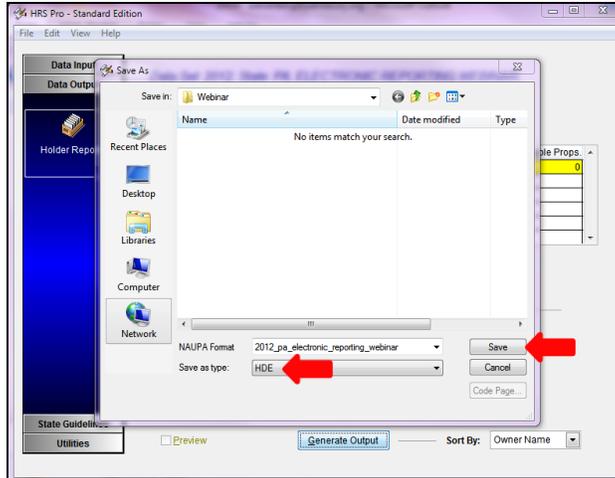
- If there are validation errors, go into the property to fix the problem, or delete the data set and fix the errors on the template
- If there are no validation errors, click **OK** to move on



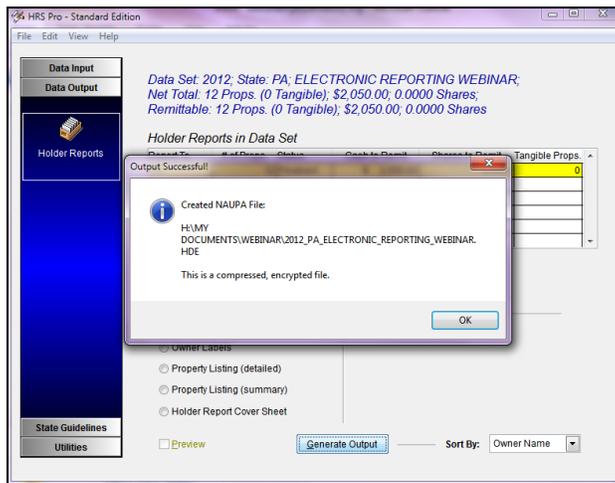
- Click **Finalize** – the report must be finalized before the file can be created
- Click **Yes** on the next window to complete the finalization



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



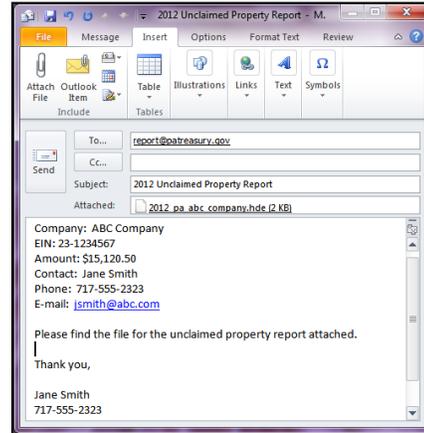
- The File Type will be HDE – Do not change the type
- Select where to save the file and click **Save**



- 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 Tangible Reporting Contact Information

report@patreasury.gov

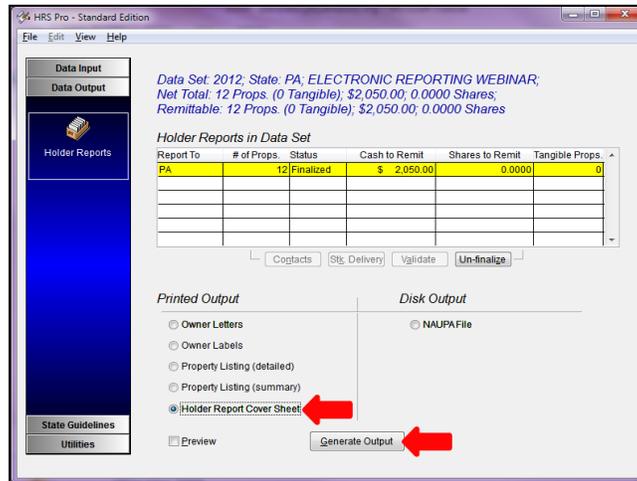


- To submit your file, you can attach it to an e-mail and send it to the above e-mail address
- The e-mail should include the company name, EIN, Amount of the Report, Contact Name, Phone Number, and E-Mail address
- Tangible property must be mailed/delivered to Treasury's Vault



**Bureau of Unclaimed Property
Vault, Finance Building
Harrisburg, PA 17120
Phone: 717-772-2957 or 717-705-6682**

- A second option is to burn the file to a CD and mail to the above address
- A check, wire or ACH Transfer will need to be sent for any transmittable cash – 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 will also need to enclose a hard copy of your report by selecting **Property Listing (detailed)** to send with your electronic file or keep for your records