

# Notice

Susan Combs  
Texas Comptroller of Public Accounts

## Unclaimed Property Texas Updates

### Important Notice Regarding 2011 Unclaimed Property Legislative Updates

The 2011 Regular Session of the Texas Legislature passed House Bill 257, making changes to the dormancy period for certain property types and changing the state's reporting timeline.

#### DORMANCY PERIOD CHANGES

- Checking/savings accounts and matured CDs are reportable after three years instead of five.
- Money orders are reportable after three years instead of seven.
- Utility deposits are reportable after one year instead of three.

The effective date of the dormancy period changes is September 1, 2011. However, these changes will not be enforced until the 2012 report cycle since the June 30th cutoff date for report preparation has already passed and data is already being evaluated for reporting on November 1, 2011.

#### FILING DEADLINE CHANGE

- The due date for filing the unclaimed property report and remitting the property has been changed from November 1 to July 1.
- The new cutoff date for reviewing your records is March 1 and any due diligence letters required must go out by May 1.

The effective date for changing the report filing deadline is January 1, 2013, making the date of the last November report in 2012 and the first July 1 report in 2013.

For more information, you may view or print our new reporting manual, Publication 96-478 *Unclaimed Property Reporting Instructions*, at <http://www.window.state.tx.us/up/forms.html>.

### Filing Your 2011 Report

Your next unclaimed property report is due Nov. 1, 2011, as required by Texas Property Code Title 6. We are not mailing a *Holder Report and Payment Form 53-119* this year. Holders paying by check or mailing their property report should print the form located at [www.window.state.tx.us/up/forms.html](http://www.window.state.tx.us/up/forms.html).

Go to [www.window.state.tx.us/up/reporting.html](http://www.window.state.tx.us/up/reporting.html) to find everything you need for filing, including free reporting software. Version 4.1 was updated in August 2010 to include a new postage deduction field for property amounts valued at more than \$250. Holders that did not upgrade their software last year must install version 4.0 of the application before downloading the newest version.

#### STEP 1: PREPARE THE PROPERTY REPORT

For this year's report, review your records as of June 30, 2011, and report all property that has had no owner activity for the requisite abandonment period and for which the whereabouts of the owner is unknown.

The abandonment period is the number of years that you hold the property before sending it to the state Comptroller's office. The length of time is based on the type of unclaimed property. The property types and their abandonment periods can be found in the *Quick Start Reporting Guide* and the *Unclaimed Property Reporting Instructions* manual located at [www.window.state.tx.us/up/forms.html](http://www.window.state.tx.us/up/forms.html).

- Group your records by property type and abandonment period.
- Sort each type in transaction date order.
- Compare the dates on your records to the dates shown below for the applicable abandonment period to determine which property should be included in this year's report.

Abandonment Period	Dates of Last Contact
One Year	7/1/2009 – 6/30/2010
Three Years	7/1/2007 – 6/30/2008
Five Years	7/1/2005 – 6/30/2006
Fifteen Years	7/1/1995 – 6/30/1996

- Prepare the report using our Online Express Reporting System or with our free software application. You may also use any third party reporting software that generates a file in the NAUPA 2 layout.

#### STEP 2: SEND THE PROPERTY REPORT

There are now two ways to file your report electronically. Texas uses the reporting format developed by the National Association of Unclaimed Property Administrators (NAUPA). Files must be prepared in the NAUPA 2 record layout, regardless of the method you select.

- Our new **Online Express Reporting** system allows you to enter your unclaimed property reports directly into the Comptroller's computer after you set up a password-protected account with the Unclaimed Property Division. Apply for a User Id and Password at [www.window.state.tx.us/up/online\\_express.html](http://www.window.state.tx.us/up/online_express.html).
- To send your property report using the reporting software, click on the NAUPA file icon in the reporting software or open your Web browser and go to <https://txcpa.cpa.state.tx.us>. You can also submit your files on diskette or CD-ROM.

For more information, please visit our website at [www.ClaimItTexas.org](http://www.ClaimItTexas.org)

### STEP 3: PAYMENT

Holders that paid \$100,000 or more in unclaimed property during the previous state fiscal year are required to make subsequent payments electronically under Texas Government Code Section 404.095. You may pay electronically by wire or with an Automated Clearinghouse (ACH) debit or credit through the state's automated payment system, TEXNET.

### TEXNET PAYMENTS

One-time enrollment is required prior to using the TEXNET system. Complete the Unclaimed Property Holder Payor Form 53-316 located on our website and fax the application to the Cash Management address shown on the form. Allow two weeks for the enrollment process. If you are already enrolled for unclaimed property in the TEXNET system, go to <https://texnet.cpa.state.tx.us> when you are ready to authorize your payment.

### WIRE PAYMENTS

If you choose to wire your funds, provide your financial institution with the following information:

Financial Institution (Short Name):	TX COMP AUSTIN
Routing Number:	114900164
Account Name:	COMPTROLLER OF PUBLIC ACCOUNTS – TREASURY OPERATIONS
Account Number to Credit:	463600002
Reference:	YOUR HOLDER NAME AND CONFIRMATION NUMBER
For Further Credit Information:	UNCLAIMED PROPERTY

### PAYMENT BY CHECK

- Make checks payable to Texas Comptroller of Public Accounts – Unclaimed Property.
- Print the *Holder Report and Payment Form* from our website. Provide your contact information on the top section of the form.
- Complete the middle section of the form with the number of property items, report total and payment amount. Make sure you include the confirmation number you were given when you transmitted your property report over the Internet.
- Write the amount of your check on Line 5 of the coupon at the bottom of the form.
- Mail the form with your check for payment to the address shown on the form. Also include your property report on a diskette or CD-ROM if you did not submit it online.

### MAIL CHECKS AND DISKETTE/CD-ROM REPORTS TO:

Texas Comptroller of Public Accounts  
Unclaimed Property Division  
P.O. Box 12019  
Austin, Texas 78711-2019

### PHYSICAL ADDRESS FOR COURIER DELIVERY:

Texas Comptroller of Public Accounts  
Unclaimed Property Division  
111 E. 17th St.  
Austin, Texas 78774-0100

### USING THE COMPTROLLER'S WEBSITE

For Internet Access	Web Address
Transmit your Report	<a href="https://txcpa.cpa.state.tx.us">https://txcpa.cpa.state.tx.us</a>
Reporting Overview	<a href="http://www.window.state.tx.us/up/reporting.html">www.window.state.tx.us/up/reporting.html</a>
Download Reporting Software	<a href="http://www.window.state.tx.us/up/up_disk.html">www.window.state.tx.us/up/up_disk.html</a>
Delivering Stock Electronically	<a href="http://www.window.state.tx.us/up/stock_remit.html">www.window.state.tx.us/up/stock_remit.html</a>
Unclaimed Property Reporting Forms	<a href="http://www.window.state.tx.us/up/forms.html">www.window.state.tx.us/up/forms.html</a>
Texas Quick Start Reporting Guide	<a href="http://www.window.state.tx.us/up/forms.html">www.window.state.tx.us/up/forms.html</a>
TEXNET Enrollment Form	<a href="http://www.window.state.tx.us/up/forms.html">www.window.state.tx.us/up/forms.html</a>
Initiate ACH Debit or Credit (TEXNET)	<a href="https://texnet.cpa.state.tx.us/TXN_StartPage.asp?">https://texnet.cpa.state.tx.us/TXN_StartPage.asp?</a>
Search for Property and File a Claim	<a href="http://www.ClaimItTexas.org">www.ClaimItTexas.org</a>
Holder Express Reporting	<a href="http://www.window.state.tx.us/up/online_express.html">www.window.state.tx.us/up/online_express.html</a>

### CONTACT US

For questions or assistance, contact the Holder Reporting Section at (800) 531-5441, ext. 6-6246. You can email us at [up.holder@cpa.state.tx.us](mailto:up.holder@cpa.state.tx.us).



For more information, please visit our website at [www.ClaimItTexas.org](http://www.ClaimItTexas.org)  
Sign up to receive email updates on our Web page changes at [www.window.state.tx.us/up](http://www.window.state.tx.us/up).