Office of Unclaimed Funds



Presenters

Jennifer Brown, Assistant Director, Compliance Services

(518) 474-7440, <u>JLBrown@osc.state.ny.us</u>

Jack Gibbins, Manager of Reports Processing

(518) 549-2380, <u>JGibbins@osc.state.ny.us</u>

David Small, Manager of Voluntary Compliance

(518) 408-4161, <u>DSmall@osc.state.ny.us</u>



Welcome

This seminar is to provide members of the holder community who report unclaimed wages under Article V of New York's Abandoned Property Law (APL) the opportunity to:

- Learn how to report unclaimed wages properly;
- Increase accuracy and reduce errors on reports submitted to the Office of Unclaimed Funds (OUF);
- Hear about changes to the APL; and
- Learn about reporting media options, including electronic reporting.



Core Functions

- Pay abandoned property claims \$424 million last FY.
- Process reports of abandoned property from holders over 15,000 holders.
- Ensure compliance with the APL.



Key Services

- Raise public awareness about unclaimed property matters'
- Seek out and return funds to rightful owners.
- Provide guidance and expertise to holders.
- Provide holders with filing options that facilitate the process.
- Create and maintain a database of owners.



Article V of the APL covers:

- Wages; Property Type 8A
 - Deemed abandoned property after 3 years where:
 - remain unpaid, and
 - no written communication from the owner, and
 - mailings sent to the last known address have been returned as undeliverable by the postal authorities.
- Securities; Property Type 31
 - Deemed abandoned property after 3 years.
 - Stock purchase plans or incentive programs.



Other Property Types covered by the APL:

- Vendor checks;
- Securities;
- Deposits all types such as layaways, utilities, rental;
- Gift cards;
- Bank accounts; and
- Insurance policies.



Who reports wages under Article V of the APL?

Almost all holders have un-cashed payroll checks.

- Corporations
- Not for Profits
- LLP's
- Payroll companies
- Even small proprietorships



Dormancy

- Time that passes without contact from the rightful owner.
- Uncashed check, no account activity.
- 3 years for most property types.



Important Dates – Article V

- December 10 First Class Mailing Completed
- December 31 Cut-off Date

- January 10 Certified Mailing Completed
- March 10 Final Report and Remittance Due



Important Dates – Other holders

Different property types are due at different times of the year. Some key deadlines for final reports and remittances include:

Corporations March 10

CourtsApril 10

InsuranceSeptember 10

UtilitiesOctober 10

BankingNovember 10

If a company holds property types subject to differing deadlines, it should report each property type on its appropriate deadline.



The Reporting Process

Step 1: Review your books and records to determine which items may be dormant.

Step 2: Complete all Due Diligence required.

Step 3: Calculate number of items to be reported.

Step 4: Deduct allowed costs for certified mailings from individual accounts.



The Reporting Process (Cont.)

Step 5: Select a format based on the number of items and allowable parameters.

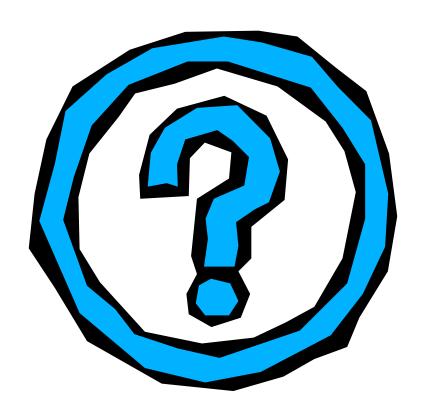
Step 6: Enter data into the chosen format.

Step 7: Finalize the report.

Step 8: Send appropriate remittance.



Questions



What is Due Diligence?

Trying to contact account owners before turning funds over to the state.

Conducted by the entity holding the account – "Holder".

Know your customer, keep in contact.



New York Requirements

Section 1422 - Mailings

First Class mailings to all account owners.

Second: Certified mailings to owners of accounts over

\$1,000.

Cost deductions for mailing

- not allowed for first mailing.
- allowed on second (certified) mailing.



First Class Mailings

Who: Account owners expected to appear on your report unless

the address is demonstrably undeliverable (i.e. prior mailings

were returned as undeliverable).

What: Contact owner at their last known address.

When: At least 90 days before final report is due – December 10.

Exceptions: Owner address not known.

Proof that address is not current (returned).



Certified Mailings

Serves as a second notice, after first class mailing.

Accounts over \$1,000

Note: In spirit of the law, mail if all accounts for one owner total more than \$1,000.

Return receipt requested.

At least 60 days before final report due - January 10.



Tips to Increase Responses

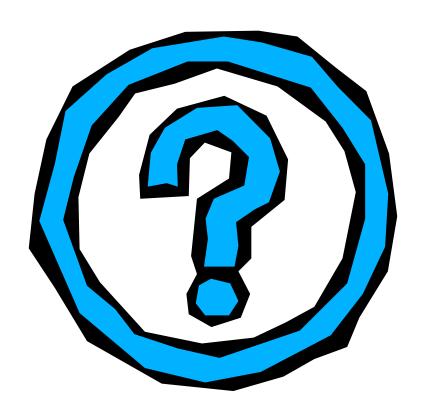
- Ensure outgoing envelope does not look like junk mail.
- Print key words on the envelope.
 - "Time Sensitive"
 - "Response Mandatory"
 - "Unclaimed Funds/Money"
- Keep due date time short to force quick response.
- Give response options: fax, mail, telephone, email.
 - Follow up on contact not "in writing"
- Use understandable words (not "escheat").

Do Not Send Certified Mail if...

- First class mailing was returned to sender.
- Account owner responds to first class mailing.
- Does not apply to residents of foreign entities.



Questions



Three Parts of a Complete Report:

- 1. Verification and Checklist (VCL) a summary of your report details and remittance.
 - New E-VCL online submission reports submitted via FTP do not require a paper VCL.
 - If submitting paper VCL (Form AC2709):
 - An officer of the reporting organization must sign the Verification & Checklist.
 - The signing officer must have the authority to attest to the fact that the report is true, and complete to the best of his or her knowledge.

Three Parts of a Complete Report Continued:

2. Report Details - a listing of all the account and owner details.

Complete each field with accurate data, which increases the likelihood of locating each claimant's property.

Reports are accepted in these formats:

- NYCD our free electronic reporting system.
- Nation Association of Unclaimed Property Administrators (NAUPA) Standard Electronic File Format.
- Reports may be submitted on paper using Form AC2686, if reporting 25 or fewer items.

http://www.osc.state.ny.us/ouf/reporters/index.htm

Three Parts of a Complete Report Continued:

- 3. Remittance the money or securities that you're transferring.
 - Electronic Funds Transfer
 http://www.osc.state.ny.us/ouf/reporters/files/achtransfer.pdf

Transfer securities as described on the Security Delivery Instructions.
 http://www.osc.state.ny.us/ouf/reporters/securities.htm

110 State Street

Albany, NY 12236

Verification & Checklist (VCL)

Each report must have its own VCL.

• Use E-VCL for FTP reports, no paper needed.

VCL includes:

- Organization Name
- Federal Employer ID Number
- Contact Name
- Signature
- Property Types
- Summary Totals



Paper VCL (Form AC2709)

| ACC2709 (Rev. 05/11) New York State Comptroller OFFICE OF UNICL AMED FUNDS 110 State Street, 0** Floor Albany, 10** 12206-0001 | | | | | | | |
|--|---|--|--|--|--|--|--|
| VERIFICATION AND CHECKLIST FOR UNCLAIMED PROPERTY | | | | | | | |
| Reporting Organization: | Verification for Period Ended, 20 | | | | | | |
| (name of business) | State of Incorporation | | | | | | |
| (name or business) | Date of Incorporation | | | | | | |
| (area or department, e.g., Corp Thust Division) | Are You Authorized To Do Business in NYS? | | | | | | |
| FEDERAL EMPL ID NO: | | | | | | | |
| (street address) | Contact Person | | | | | | |
| (street address) | Contact Title | | | | | | |
| | Contact Phone () | | | | | | |
| (city, state, sip code) | Contact Fax () | | | | | | |
| | | | | | | | |
| (service bureau, if used) | | | | | | | |
| | | | | | | | |
| (service bureau contact name) | Ernall Address | | | | | | |
| | | | | | | | |
| (service bureau contact phone) | | | | | | | |
| I certify that I am a duly authorized officer of the above named organization. To the best of my knowledge and belief this report is a true and complete statement of all abandoned property held by, or owing by, this organization as of the report period end data. | | | | | | | |
| | Signature | | | | | | |
| | | | | | | | |
| Payment Type: Electronic | Totals: Cash | | | | | | |
| Check | laues | | | | | | |
| Securities | Shares | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| RESERVED FOR USE OF STATE COMPTROLLER | | | | | | | |
| Amount Received Date Received Adv. Number | Media Type Class Report Sequence Year | | | | | | |
| | | | | | | | |
| Connects | ' | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Be sure to complete the "checkles" when, indicating types and encounts of property being reported. Also, please verify that the property type(s) used on this form are the same as the once used in your desired Report of Abandoned Property. Desired instructions for completing this form are in the Handbook for Reporters of Unclaimed Runds. | | | | | | | |

The VCL (Form AC2709) is available online:

http://www.osc.state.ny.us/ouf/forms/ac2709.pdf



THOMAS P. DINAPOLI



Search for Lost Money | Check Claim Status | How to Report Unclaimed Funds | Contact Us

Login Subscribe Site Index Co

Home > Unclaimed Funds > Reporting Unclaimed Funds to New York State > Reporting Forms

Reporting Forms and Publications

- Annual letter to Banking Organizations 6/2016
- Annual letter to Corporations 12/2014
- Annual letter to Insurance Companies 2/2016
- Approved Newspapers
- Calendar of Events
- Electronic Payments ACH, Book Transfer, CHIPS, EFT, Federal Wire
- Electronic Reporting Program
- · Extension Request Form
- Handbook for Reporters of Unclaimed Funds
- OFAC License
- Property Type Table
- Report of Abandoned Property (AC 2686
- · Security Delivery Instructions
- Verification and Checklist for Unclaimed Property (AC 2709)
- Waiver Request Form

Filing Methods:

Electronic formats:

- FTP transmitted on the internet, use E-VCL.
 - NYCD, HDT (old magnetic tape), NAUPA
 - Note: EXCEL files are not currently accepted via FTP



- .pgp format of NYCD, HDT or NAUPA files
- For Mainframes only
- Email information request to NYSRPU for details
- CD, DVD or USB mailed with paper VCL and remittance.
 - All formats including EXCEL

<u>Other</u>

Paper – NOT preferred, AC 2686 only.

Not accepted

Email



Extensions

If you are unable to comply with any reporting requirement in a timely manner, you may request an extension of time to complete the activity using the form found at:

http://www.osc.state.ny.us/ouf/forms/extension_request.pdf

Requests should:

- Contain the reason for the request;
- Contain an estimated time frame for completion of the activity;
- Be submitted at least 30 days in advance of the final report due date; and
- Remit, with the request, 75% of the estimated amount due or 75% or last year's remittance.

Approved/Denied by:



110 STATE STREET ALBANY, NEW YORK 12236

STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER OFFICE OF UNCLAIMED FUNDS

EXTENSION REQUEST

To request an extension of time to complete activities relative to your abandoned property filing, complete the form below and return to the Office of Unclaimed Funds, 110 State Street, Albany, New York, Attn.: Reports Processing Unit; or via email at NYSRPU@osc.state.ny.us; or fax at 518-270-2220.

Please note, if a final report filing extension is granted, payment is still due as mandated while the report's detail can follow on a later date. If the value of a final report has not been determined, the payment may be estimated. An estimated payment would be either 75% of the expected report's value, if known, or 75% of the previous year's report value. Any request for an extension in time should be received in our office at least 30 days prior to the event due date.

Direct any questions to the Office of Unclaimed Funds, Reports Processing Unit at NYSRPU@osc.state.ny.us, or contact our Communication Center at 1-800-221-9311.

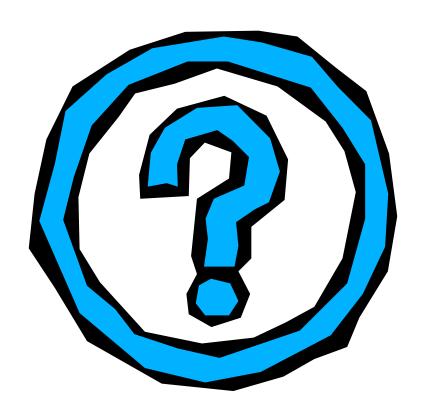
| EXTENSION REQUEST FORM | | | | | | |
|---|-------------------|----------------------|--------|--------------|-------------------------------|-----------|
| /e respectfully request an extension of time to complete the below checked activities relative to our abandoned roperty filing. The final report and payment relating to this filing are due on | | | | | | |
| Compliance Report Due Diligence Additional Time Requested: | 30 days | Proof of Final Re | eport* | on Affidavit | | |
| le are applying for this extension rief explanation: System Problems Transfer Agent Change Additional Time Requested: Please Explain: | based on the reas | New Sy: | | sfer Agent | propriate and | provide a |
| Reporting Organization Name & Address | | | | | Federal Employer ID No. | |
| C + 17 | | | | | Telephone | |
| Contact Name | | | | | | |
| Contact Title | | | | | Fax | |
| Contact Email | | | | | | |
| Contact Signature | | | | | Date | |
| RESERVED FOR USE BY OFFICE OF THE STATE COMPTROLLER | | | | | | |
| XTENSION APPROVED | EXTENSIO | ON DENIED | | ACTIVITY | DUE DATE | |



Summary

- Prepare a properly formatted report.
 - Account details.
- Prepare VCL
 - Original paper form or E-VCL for each report submitted.
- Prepare Remittance
 - Electronic payments:http://www.osc.state.ny.us/ouf/reporters/files/achtransfer.pdf
 - Checks made payable to "New York State Comptroller".
 - Transfer securities following the Security Delivery
 Instructions: http://www.osc.state.ny.us/ouf/reporters/securities.htm

Questions





Unclaimed Funds

OSC Home > Unclaimed Funds > Search for Lost Money >

Search for Lost Money

We're currently processing paper claims submitted by mail that we acknowledged on or before April 04, 2017. Information isn't readily available about claims submitted after that date.

×

We process online claims within two weeks. If you filed a paper form, it takes longer to process because we must open, sort, and scan it before we can start processing it.

| Search F | or Individual | |
|-------------|-----------------|--|
| Last Name | (Required) | |
| | | |
| First Name | | |
| | | |
| Search | | |
| | | |
| | OP | |
| Search F | OR Organization | |
| 10 NO 110 | or Organization | |
| 10 NO 110 | | |
| Organizatio | or Organization | |
| 10 NO 110 | or Organization | |



Comptroller DiNapoli has a surprise in the form of unclaimed funds for Maritza Martinez (SUNY Albany), as Lenny Caro (The Bronx), looks on during the Somos El Futuro conference in Albany.



Unclaimed Funds

♠ Search for Lost Money

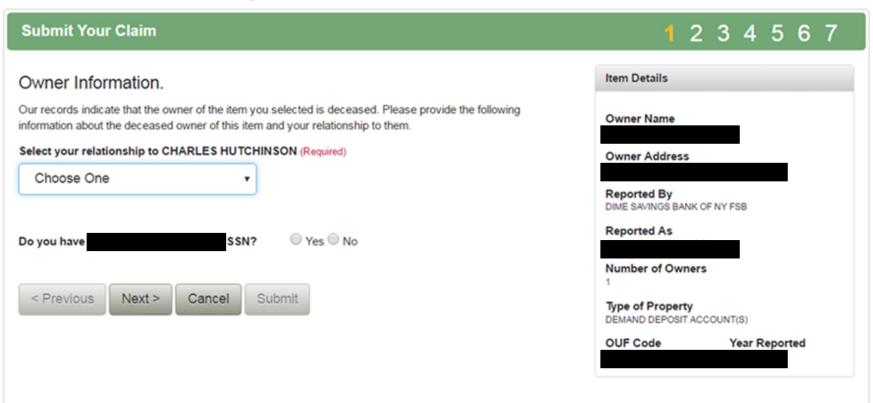
Claim Status/Submit Documents

How To File a Claim ▼

Contact Us

OSC Home > Unclaimed Funds > Search for Lost Money > Search Results

Search for Lost Money





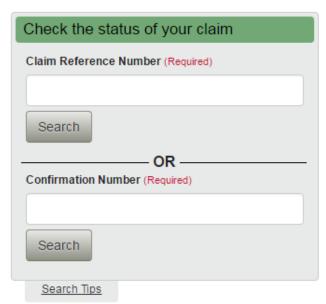
Unclaimed Funds

OSC Home > Unclaimed Funds > Check Your Claim Status and Submit Documents

Check Your Claim Status and Submit Documents

Check your claim status online. You may also submit documents that support your claim if we sent you a letter requesting them. We can process your claim **faster** if you submit your documents online.

Enter the required information and select Search.



| Instructions |
|----------------------------------|
| How to Submit Your Documentation |
| Claim Status Tips |

Communication Center

Hours Monday – Friday 8:00 a.m. – 5:00 p.m.

Call toll-free 1-800-221-9311

Email

– for Claims: <a href="https://www.nysouth.com/nyso

for Reports: <u>NYSRPU@osc.state.ny.us</u>

for Securities: <u>NYSSMU@osc.state.ny.us</u>

for Voluntary Compliance: <a href="https://www.nysus.nysus.com/



Interactive Voice Response (IVR) 1-800-221-9311

- Reporting Organizations
 - Report format options and materials
 - How to file a report
 - How to submit remittance (cash or securities)
 - And more...
- OUF Mailing Address:

Office of the State Comptroller

Office of Unclaimed Funds

110 State Street – 8th floor

Albany, NY 12236-0001



Interactive Voice Response (IVR) 1-800-221-9311

Claims

- Status on a Claim in Progress
- How to start a claim & search unclaimed funds
- Check date
- And more...
- FAQ's on Claims
 - What is proof of address?
 - O What are estate requirements?
 - And more...

