



STATE OF CONNECTICUT
Office of the State Treasurer
Unclaimed Property Division

DEADLINE FOR FILING REPORTS

Anytime within 90 days after end of current calendar year but no later than March 30, 2020

Holder Instructions for Negative Reporting

If your Company is incorporated in Connecticut, is a Connecticut licensed business, or physically located in Connecticut, **you MUST file every year even if your Company has no property to report. If you have nothing to report, you must file what is called a “Negative Report.”**

If your Company is not incorporated in Connecticut, or is not a Connecticut licensed business, or does not write any business in Connecticut, your Company does not need to submit a negative report.

Filing the Negative Report

Send a letter on Company letterhead with the name and address of the Company, federal tax identification number, the calendar year of the report, and a statement that your Company has no property to report for this year. **The letter must be signed by an officer of the Company and their signature properly notarized.**

Some electronic unclaimed property software programs allow for paper negative reports and may be submitted as long as they are properly signed and notarized.

You may use the Holder Report Cover Sheet found on the website and put “zero” or “none” in the amount field and have the form properly signed and notarized.

ELECTRONIC COPIES OF THE NEGATIVE REPORT WILL NOT BE ACCEPTED.

Connecticut requires that all “negative reports” be originally signed by an officer of the company and properly notarized.

Revised: October 2019