



STATE OF CONNECTICUT
OFFICE OF THE STATE TREASURER
Unclaimed Property Division

State of Connecticut Deadline for filing reports: (within 90 days after end of current calendar year – before March 31, 2010)

First Time Filers - Reporting Instructions

1. First determine if you have any unclaimed property to report to Connecticut – fill out verification and checklist (form on website)
2. Mail due diligence letters to all owners of property within the last year of the dormancy period – to the owner's last known address – first class mail (see due diligence sample letter on website) Give the owners a 45 day due date to comply with your request to contact you before you transfer the property to the state at the end of the calendar year. **(Note: Do not mail due diligence letters in January 1, 2010 thru March 31, 2010 for property you are reporting to Connecticut before March 31, 2010. Holders should have sent letters in 2009 for property reported and paid to Connecticut in 2010.)** Questions regarding this issue can be submitted by email to marge.supple@ct.gov .
3. Prepare your holder report –
 - a. Use an electronic method of reporting your properties. CD-ROM and diskettes are accepted. We do not accept email submissions at this time. **If you need assistance with your holder report, please e-mail Cathy Kristof at cathy.kristof@ct.gov**
 - b. If you do not have a computer, you can use form ST-77.
4. A check must accompany the holder report for the total amount of the property on the report, made payable to: **Treasurer, State of Connecticut, Unclaimed Property**
5. Complete a coversheet –must be signed and notarized - coversheet is required with each report - See Reporting Forms & Instructions – bullet #2 – Cover Sheet Form (Note: If holder uses Form ST-77, no cover sheet is required – necessary information is already on form ST-77)
6. Mail the following:
 - a. Check
 - b. Cover sheet (notarized and signed by company officer)
 - c. or Form ST-77 (the necessary cover sheet information is already on form ST-77 – must be signed by company officer and notarized)
 - d. Diskette/CDto:
Treasurer, State of Connecticut
Unclaimed Property Division
POB 150435
Hartford, CT 06115-0489

Contact Information

If you need assistance with reporting: If you need assistance with the HRS PRO software, please e-mail: Cathy Kristof at cathy.kristof@ct.gov

Other reporting questions can be submitted by email to marge.supple@ct.gov