



STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER  
**Unclaimed Property Division**

**State of Connecticut Deadline for filing reports: March 31, 2007**

**General Reporting Instructions**

**Coversheet** - A signed and notarized coversheet is required with each report - See Item C. UP Cover Sheet Form

**Reports** - Electronic reporting is required for all reports with 5 owners or more – See Item B. Electronic Reporting which provides a link to free, easy to use reporting software).

CD-ROM and diskettes will be accepted. We do not accept email submissions.

Please note – the maximum number of properties accepted without an electronic file is less than 5. If we receive a paper report with 5 or more properties, the report will be returned to you and your filing will be recorded as incomplete. For paper reports see Item D. UP Holder Report Form.

**Negative reporting** is recommended. Please use the HRS Pro Cover sheet or provide a letter on company letterhead stating that there is no unclaimed property to report signed by an officer of the company and notarized.

**Property aggregates** are not recommended (if reported, companies required to maintain detailed information for 20 years and obtain pre-approval from State Treasurer)

**Contact Information**

Problems with reporting: If you need assistance with the HRSPRO software, please contact: Kevin DiBattisto at (860) 702-3174 or [Kevin.DiBattisto@po.state.ct.us](mailto:Kevin.DiBattisto@po.state.ct.us)

Other reporting questions can be submitted by email to [marge.supple@po.state.ct.us](mailto:marge.supple@po.state.ct.us).