



**STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER**

**Unclaimed Property Division**

**State of Connecticut Deadline for filing reports:  
(within 90 days after calendar year – before March 31, 2009)**

**First Time Filers - Reporting Instructions**

1. First determine if you have any unclaimed property to report to Connecticut and then fill out the verification and checklist ([click here for forms on the unclaimed property 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.
3. Prepare your holder report – with two properties or less, you can use the form ST-77. If you have more than two properties to report, then you must 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](mailto:cathy.kristof@ct.gov).
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 needed).
6. Mail check, cover sheet and diskette/CD (or Form ST-77) to:  
**Treasurer, State of Connecticut  
Unclaimed Property Division  
55 Elm Street.  
Hartford, CT 06106**

**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](mailto:cathy.kristof@ct.gov).
- Other reporting questions can be submitted by email to [marge.supple@ct.gov](mailto:marge.supple@ct.gov)