State Of Connecticut
Office of the State Treasurer
Unclaimed Property Division
http://www.state.ct.us/ott/holderoutreachoverview.htm

STATE OF CONNECTICUT DEADLINE FOR FILING REPORTS: MARCH 30, 2008

GENERAL REPORTING INSTRUCTIONS

- **Coversheet** - A **signed and notarized coversheet is required** with each report - See Reporting Forms & Instructions – bullet #2 – **Cover Sheet Form**

- **Reports** - **Electronic NAUPA II reporting is required for all reports with 5 owners** or more – See Reporting Forms & Instructions – bullet #3 - Electronic Holder Reporting System PRO (HRS PRO)which provides a link to free, easy to use reporting software on this website.

- **CD-ROM and diskettes are accepted.** We do not accept email submissions at this time.

- **Please note** – the maximum number of properties accepted without an electronic file is 5 properties. **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 Reporting Forms & Instructions – bullet #4 - Holder Report Form for 4 or LESS Properties (ST 77)

- **Negative reporting** is recommended for only Connecticut businesses. Please use the ST 77 Form 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. NO ELECTRONIC REPORTING of NEGATIVE REPORTS – state requires paper with signature of company officer and their signature notarized and a statement stating that their Company has no property to report.

- **Property aggregates** are **not** recommended. If reported in aggregate, then 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 HRS PRO software, please contact: Kevin DiBattisto at kevin.dibattisto@ct.gov. **Other reporting questions can be submitted by email to** marge.supple@ct.gov