



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:
(Within 90 days after calendar year – before 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 (Note: If holder uses Form ST-77, no cover sheet is needed)
- **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 e-mail: Cathy Kristof at cathy.kristof@ct.gov . Other reporting questions can be submitted by email to marge.supple@ct.gov