



STATE OF CONNECTICUT
OFFICE OF THE STATE TREASURER
Unclaimed Property Division

State of Connecticut Deadline for filing reports: March 31, 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. 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.

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