

Reporting Forms & Instructions: (Updated November 2018)

1. General Reporting Instructions

2. Holder Report Coversheet

3. Electronic Holder Reporting Required - You must report electronically when reporting in Connecticut. Electronic reports must be in the National Association of Unclaimed Property Administrators (NAUPA) format. Connecticut does not have a dedicated website for delivery of the NAUPA file; you must copy to CD ROM or flash drive! There is one free software option for Connecticut:

- HRS Pro provided by Conduent's Wagers at www.wagers.net. The Single User Version – Desktop Standard - retired on 6/15/2017. The Web Standard Edition is a free application for up to 200 properties and one holder or tax id number. For multiple users (holders/ tax id numbers), please contact Conduent's Wagers at www.wagers.net. All data is maintained by the holder on the holder's computer - it is **not automatically transmitted** to the State.
- HRS Pro is an excel based program which allows holders to file using an electronic report in NAUPA format. You may use the downloaded excel template or input directly into the software. Connecticut encourages you to use the template and import the data file into the software.
 - Our office encourages all holders to make a paper file copy and an electronic file copy for your company records. We do not need the detail paper copy.
 - Copy/burn the electronic hde file onto a CD-ROM or Flash Drive and submit it with payment, as well as the signed, notarized coversheet. Remember, **data is not automatically transmitted to the state**.
 - If you use HRS Pro to complete your report, please send the hde file to Connecticut even if the report only has one or two items. Loading electronic reports into the database is preferable to manually entering properties.
 - If you need help with this software, email Cathy Kristof at cathy.kristof@ct.gov.

There are several other software packages available for purchase that will generate the unclaimed property holder report in the correct format. It is important to note that **Connecticut does not participate in any automatic delivery** by these firms. You must copy the NAUPA file to a CD ROM or flash drive, verify the file is on the media, and then submit to the State.

4. Holder Reporting Extension Request Form

5. Property Codes with Dormancy Periods

6. Acceptable Owner Relationship Codes (with definitions) and Owner Type Codes

7. Verification & Checklist Form (for your documentation only; do not send to Connecticut). Use the Holder Report Coversheet for filing.

8. Form ST77 (Manual Reporting for 3 or less Properties)

9. Due Diligence

- Criteria
- Instructions
- Sample Due Diligence Letter

10. Holder Reimbursement Request Form

11. First Time Reporting

- Instructions
- Form ST77 (Manual Reporting for 3 or less Properties)

12. Holder Instructions for Negative Reporting

13. Reporting and Delivery of Cash Property

14. Reporting and Delivery of Securities/DRP Property

- Reporting and Delivery of Mutual Funds
- Reporting and Delivery of DTC/DWAC Stock Securities Property
- Reporting and Delivery of DRP Property

15. Reporting Physical Certificates, Worthless, Privately Held, Delisted, Non-Transferable Securities

16. Reporting and Delivery of Safe Deposit Box Contents and Proceeds

17. Reporting Instructions for IOLTA Accounts

- Instructions
- Form ST77 (Manual Reporting for 3 or less Properties)

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