



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
UNCLAIMED PROPERTY ADMINISTRATION (UPA)

HOLDER REPORTING REMINDER

The State of New Jersey's Unclaimed Property Administration (UPA) would like to remind all businesses with an operating presence in the State of New Jersey of their obligation to report abandoned or unclaimed funds to the UPA. Personal Property deemed abandoned as of June 30 should be reported and remitted no later than October 31. Life Insurance Property deemed abandoned as of December 31 should be remitted no later than April 30.

Important Reporting Information

- **Online Reporting is Required** – The UPA Online Holder Reporting application allows the business community to create an account, submit annual reports, and remit unclaimed property funds to the State. The UPA requires all Holders to utilize the online system. The application can be found here: [UPA Holder Reporting Application](#)
- **Manual Reports Can be Easily Created Electronically** – For reports where only a minimal amount of properties need to be reported, businesses are now required to create a manual report. This is fast, easy, and replicates the previous process of filling in UP-1 and UP-2 forms. Please watch the Holder Reporting Step-by- Step YouTube tutorial for instructions on how to complete a manual report. The video can be found viewed here: [Holder Reporting Step by Step](#)
- **Online Payment** – The UPA offers an electronic payment service that allows Holders to submit payment online after uploading their unclaimed property report. There is no fee for this service. Payments can be submitted here: [Submit a Payment](#)
- **Negative Reports Not Required But Recommended** – A negative report is an annual report submission made by the Holder even though the Holder is not reporting or remitting any unclaimed property for that report year. Filing a negative report is recommended if you typically report unclaimed property to New Jersey. A negative report filing acts as a confirmation that you reviewed your accounting for unclaimed property but did not identify any for that report year. The UPA only accepts negative reports through our Online Holder Reporting application.

Due Diligence Reminder

If the amount of the unclaimed property is \$50 or more, the holder shall send a certified letter with return receipt requested (R.S.46:30B-50) to the apparent owner at the last known address. This notice should inform the owner that the holder is in possession of unclaimed property that will be turned over to the State Treasurer unless the owner claims the property from the holder before the report is filed. This notice to apparent owners should be mailed not more than 120 days nor less than 60 days before filing the report. All Holders are strongly advised to provide a link to our website, www.unclaimedproperty.nj.gov, instructing users to use the Search for Unclaimed Property link to find their property in all correspondence to owners.

Do not refer property owners to the UPA before November 1.

Unclaimed Property Resources:

[UPA Website](#) (bookmark for future reference)

[Frequently Asked Questions](#)

[ACH Wire Instructions](#)