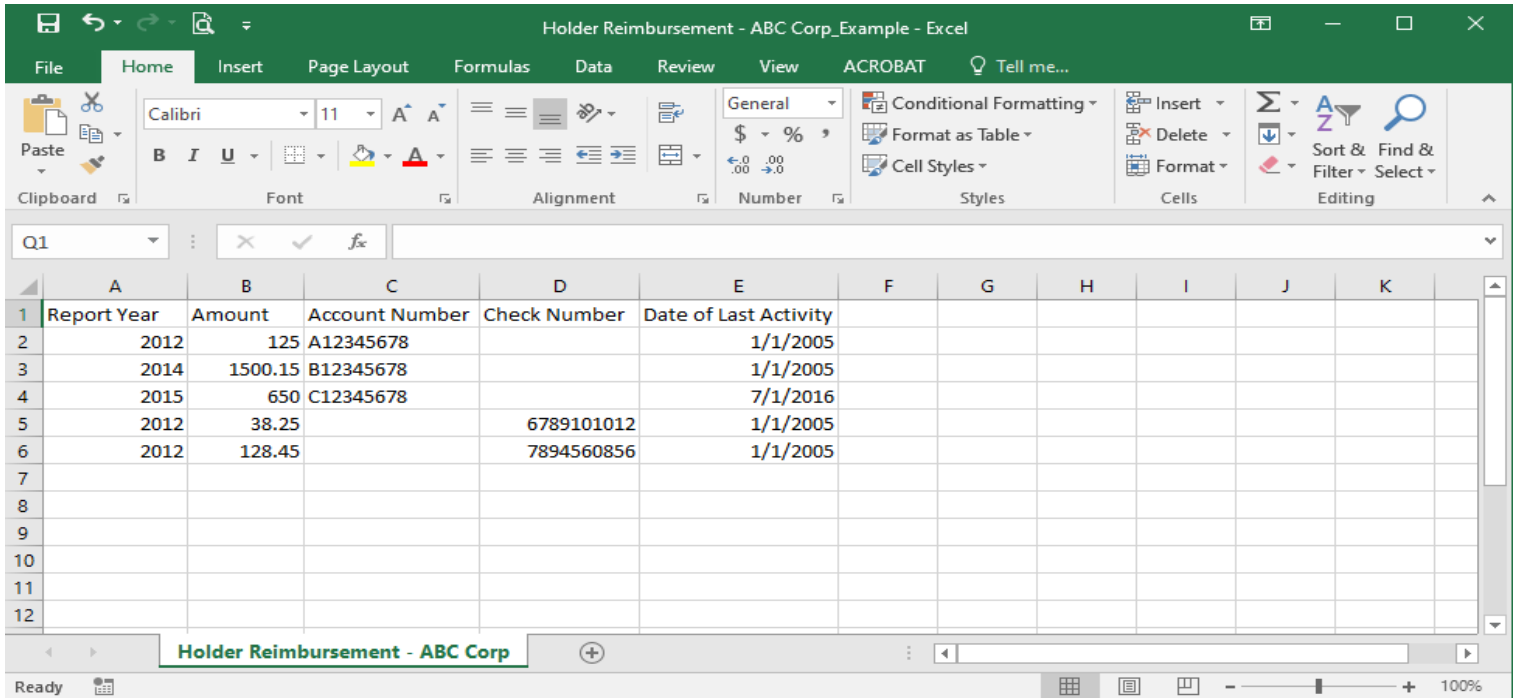


Holder Reimbursement CSV File

The Holder Reimbursement csv file is uploaded directly into our claims system to automatically locate the reported properties and add them directly to your claim. The information provided in the csv file must be specific to the format shown below to avoid having the system reject the entire file.



The screenshot shows an Excel spreadsheet with the following data:

Report Year	Amount	Account Number	Check Number	Date of Last Activity
2012	125	A12345678		1/1/2005
2014	1500.15	B12345678		1/1/2005
2015	650	C12345678		7/1/2016
2012	38.25		6789101012	1/1/2005
2012	128.45		7894560856	1/1/2005

1. The file must be saved in a csv format.
2. There should be five columns named in this order:

Report Year (year the property was originally reported)
Amount (dollar amount originally reported)
Account Number (if the property was reported with an account number, enter in this field)
Check Number (if the property was reported with a check number, enter in this field)
Date of Last Activity (as originally reported)

3. The dates in the Date of Last Activity column should be in "Date" format and all other columns in "General" format.
4. All properties listed must be under the same tax identification number.
5. The information provided for each property record must be identical to the information that was originally reported.

Common errors that will cause the system to reject your csv file:

- * Columns in the wrong order and renamed.
- * Additional columns of information. Ex. Owner Name, Address, City, etc.
- * Amount column in Currency format.
- * Screen shots included in the file.
- * Inserting additional headers.
- * The property information is not identical to how it was originally reported.
Ex. The property information in the csv file is entered in the Account Number column but it was originally reported in the Check Number field.