



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
UNCLAIMED PROPERTY ADMINISTRATION (UPA)  
**REPORTING EXTENSION REQUEST**

**Name of Holder:** \_\_\_\_\_ **Federal Tax ID Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City State Zip Code:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Contact Person Title:** \_\_\_\_\_  
**Contact E-Mail Address:** \_\_\_\_\_ **Contact Telephone Number:** \_\_\_\_\_

REPORT YEAR \_\_\_\_\_ Please indicate with a check below the number of days for your report filing extension.

**Personal Property** Extension for Reports Due before November 1<sup>st</sup>

**30 Days** – Due December 1<sup>st</sup>                      **60 Days** –Due January 1<sup>st</sup>                      **90 Days** – Due February 1st

**Life Insurance Property** Extension for Reports Due before May 1<sup>st</sup>

**30 Days** – Due December 1<sup>st</sup>                      **60 Days** –Due January 1<sup>st</sup>                      **90 Days** – Due February 1st

Signature (required) \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

The New Jersey Unclaimed Property Administration (UPA) offers an automatic extension to file your annual New Jersey Unclaimed Property Report for the number of days you select above. However, pursuant to N.J.S.A. 46:30B-103, which expressly provides that when the unclaimed property is not paid to the State Treasurer when the report is due, interest on the unclaimed property will be assessed and computed at an amount that is 10% above the discount rate for 52-week United States Treasury Bills. The holder has two options.

1. The holder can make an estimated payment of the amount reportable prior to sending the report. Under this option, payment would only be subject to interest beginning November 1st for Personal Property, and beginning May 1st for Life Insurance property, to the date the payment is postmarked (if mailed) or received (electronic). If an overpayment is made, the overpayment will be automatically refunded after your report is balanced. If an underpayment is made, the discrepancy must be paid with the report. You may still be subject to interest on this sum from the statutory due date to the date the underpayment is postmarked.
2. The holder can file the report on the extended due date and make payment at that time. Interest at the statutory rate will be charged for the period between the statutory due date and the date the payment is postmarked.

In both cases, the UPA may bill you for the amount of interest that is due. Prior to UPA's receipt of a report and payment, the Holder continues to have the responsibility to receive and pay any valid claims made by the apparent owner of the property.

The final report will be due by the date you selected. Your estimated payment is due before the statutory due date (either 11/1 or 5/1).

**Email this completed form to [unclaimedreports@treas.nj.gov](mailto:unclaimedreports@treas.nj.gov). Once the form has been submitted the report extension is automatically approved provided the aforementioned procedures are followed. Please note that no confirmation will be sent.**