

Office of the New York State Comptroller
Office of Unclaimed Funds

ONLINE HOLDER REPORTING USER GUIDE

Submit your annual [Report of Abandoned Property](#) easily with Online Holder Reporting! Ideal for organizations with only a small number of unclaimed accounts to report, the Online Holder Reporting application allows you to enter information for 15 accounts on our secure website.

Enter the details for each owner and property you're reporting and a summary of your full report. We'll send you an email confirmation with a time and date stamp. Reference the stamp on your remittance to complete your report submission.

Be sure to provide the same information that you would include for other accepted reporting methods. Learn more in the [Handbook for Reporters of Unclaimed Funds](#).

General information about Online Holder Reporting:

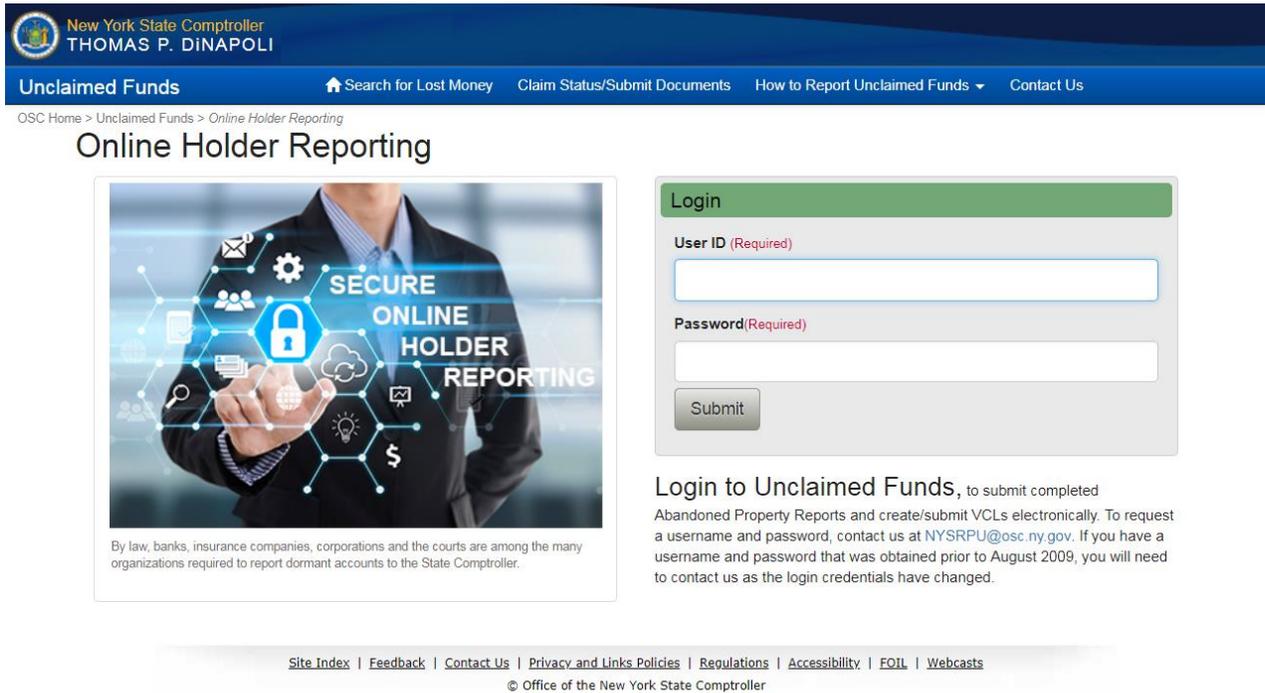
- Web based application – no download required
- Secure data – communication is encrypted and secure
- Recommended for 15 accounts (or properties) per report
- Time-out setting 20 minutes
- Data is not saved until you finish and submit file
- Check [security delivery instructions](#) prior to starting if reporting shares

Contact NYSRPU@osc.ny.gov if you need assistance with Online Holder Reporting or if you have questions about reporting unclaimed funds to New York State.

Getting Started

Email NYSRPUOHR@osc.ny.gov to obtain the User ID and Password.

Go to <https://ouf.osc.state.ny.us/ouf/ap?0> to login with the User ID and Password provided.



New York State Comptroller
THOMAS P. DINAPOLI

Unclaimed Funds Search for Lost Money Claim Status/Submit Documents How to Report Unclaimed Funds Contact Us

OSC Home > Unclaimed Funds > Online Holder Reporting

Online Holder Reporting

SECURE ONLINE HOLDER REPORTING

By law, banks, insurance companies, corporations and the courts are among the many organizations required to report dormant accounts to the State Comptroller.

Login

User ID (Required)

Password (Required)

Submit

Login to Unclaimed Funds, to submit completed Abandoned Property Reports and create/submit VCLs electronically. To request a username and password, contact us at NYSRPU@osc.ny.gov. If you have a username and password that was obtained prior to August 2009, you will need to contact us as the login credentials have changed.

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Click on 'Electronic Reporting'



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OSC Home > Unclaimed Funds > Online Holder Reporting

Online Holder Reporting

Welcome

New York State's Abandoned Property Law requires certain entities to transfer abandoned money or securities to the New York State Comptroller's Office of Unclaimed Funds. The Comptroller serves as the custodian of unclaimed funds until they're claimed by the rightful owners.

- [Upload File](#) - your NAUPA or NYCD formatted report via FTP.
- [Electronic Reporting](#) - use our new online application to enter details for reports containing up to 10 property records.
- [Verify Report Format](#) - Verify your report format is acceptable before uploading here.
- [Contact Us](#) - if you have any questions about submitting your report online.

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

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1. Holder Information Screen

Enter information about the organization who is reporting the unclaimed funds, including contact information for where we can direct any questions. Once completed, select **'Add Owner Property'** to start adding property items.

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OSC Home > Unclaimed Funds > Online Holder Reporting

Online Holder Reporting

1. Holder Information > 2. Properties > 3. Report Preview > 4. Report Summary

Use this application to enter report details for up to 10 property records. Note - your data is not saved until you finish and submit the file.

Enter Holder Information

Holder Name* Tax ID* Reporter Class*
Incorporated State* Incorporated Date (mm/dd/yyyy)

Enter Contact Person's Information

First Name* Last Name*
Address* City*
State* Postal Code* Country*
Province/Region
Phone Number* Ext. Email*

Add Owner Property

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Note: select your organization's industry from the **'Reporter Class'** dropdown.

Reporter Class*

Banks

BANKS

Banks

Credit Unions

COURTS

Court and Trust

Court - City

Court - Civil

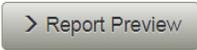
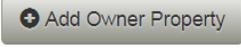
2. Properties Screen

Enter in Property and Owner Information.

Property Note: Select 'Cash' or 'Shares/Stock'

Owner Note: Select 'Individual' or 'Business/Estate/Trust Name'

If there is more than one owner, you must first change 'Relationship to Owner' from SOLE OWNER to another owner relationship type.

Button	Description
	Review Holder Information, Property Information, Submit Report, Cancel Report
	Cancels current entry only
	Add new owner property
	Add additional owner property
	Field description

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OSC Home > Unclaimed Funds > Online Holder Reporting

Online Holder Reporting

1. Holder Information > **2. Properties** > 3. Report Preview > 4. Report Summary

Enter Property Information

Use this application to enter report details for up to 10 property records. Note - your data is not saved until you finish and submit the file.

Property Type *
1A - DEMAND DEPOSIT ACCOUNTS

Account/Check Number * Dormancy Date (mm/dd/yyyy) *

Description *

Cash Shares

Cash

Initial Amount * Amount Remitted *

Shares

Stock Name * CUSIP * No. of Shares being Remitted *

Security Delivery Method
Choose One

Enter Owner Information

Individual Business/Estate/Trust Name

SSN/TIN * Relationship to Owner * Date of Birth (mm/dd/yyyy) *

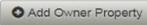
Sole Owner

Last Name * First Name * Middle Name/Initial * Suffix *
Choose O

Address * City * State * Postal Code * Country *

NEW YORK UNITED STATES

Province/Region *

> Report Preview  

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

Select correct 'Relationship to Owner' from the dropdown.

The screenshot shows a form with two radio buttons at the top: 'Individual' (selected) and 'Business/Estate/Trust Name'. Below is a dropdown menu for 'Relationship to Owner' with a list of options: Sole Owner, Administrator, Agent For, Attorney For, Co Conservator, Conservator, Custodian, Executor or Executrix, For Benefit of, Guardian, Insured, Joint Tenants(In common), Joint Tenants with rights of Survivorship, Power of Attorney, Remitter, Sole Owner (highlighted), and Trustee. To the right, there are input fields for 'Date of Birth', 'Name/Initial', and 'Country' (set to UNITED STATES).

Select 'Add Additional Owner' to add other owners if a property has more than one owner.

The screenshot shows the 'Enter Owner Information' form. It has radio buttons for 'Individual' (selected) and 'Business/Estate/Trust Name'. Fields include: SSN/TIN, Relationship to Owner (dropdown with 'Co Conservator' selected), Date of Birth (mm/dd/yyyy), Last Name*, First Name, Middle Name/Initial, Suffix (dropdown with 'Choose One' selected), Address, City, State (dropdown with 'NEW YORK' selected), Postal Code, Country (dropdown with 'UNITED STATES' selected), and Province/Region. At the bottom, there are four buttons: 'Add Additional Owner' (with a red arrow pointing to it), '> Report Preview', 'Cancel', and '+ Add Owner Property'. A footer note says: 'For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.'

Select 'Security Delivery Method' to pick type of delivery only if the property is security related.

The screenshot shows the 'Shares' form. It has input fields for 'Stock Name' and 'CUSIP'. Below is a 'No. of Shares being Remitted' field with the value '1000.00'. A dropdown menu for 'Security Delivery Method' is open, showing options: Choose One (highlighted), Registration of Account Only, Direct Transfer, Physical Certificate Delivery, and Securities Not Transferable. At the bottom left, there are radio buttons for 'Individual' (selected) and another unselected option.

3. Report Preview Screen

Use the Report Preview Screen to verify the account information is correct and does not contain errors.

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1. Holder Information > 2. Properties > **3. Report Preview** > 4. Report Summary

Please review and verify all information.

Holder Information

Holder Name	Holder Name
Contact Name	FN TEST LN TEST
Phone Number	1235647895
Email	reporter@email.com
Address	Address 1 TEST Address 2 TEST City TEST NY, 12205 US

[✎ Edit Holder](#)

Properties

Primary Owner	Type	Initial Amount	Amount Remitted	Shares	
FN TEST LN TEST Address Test Address Test City Test NY, US	DEMAND DEPOSIT ACCOUNTS	\$1,256.23	\$1,256.23	0.0000	✎ Edit 🗑 Delete
test NY, US	SHARES OF STOCK (NON-ADR)			1,000.0000 CUSIP	✎ Edit 🗑 Delete
Totals:		\$1,256.23	\$1,256.23	1,000.0000	

[➕ Add Owner Property](#)

This report of abandoned property is made pursuant to the Abandoned Property Law. To the best of my knowledge and belief, such report is a true and complete statement of all abandoned property held by or owing by the said organization.

[✔ Submit](#)
[✖ Cancel](#)

Button	Description
	Edit Holder and Contact Information
	Cancels the entire report
	Submit report
	Edit Property
	Delete Property
	Additional owner information

4. Report Summary Screen

Save or print a copy of this screen to confirm that your report was submitted.

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Online Holder Reporting

1. Holder Information > 2. Properties > 3. Report Preview > **4. Report Summary**

An electronic VCL(s) has been filed for this report(s). You do NOT need to submit a hard copy. File Name uploaded to Office of Unclaimed Fund is : ABND.NAUPA.D032018.T081755.UFILTEST.f. Please print  out this page as a receipt for this submission.

Reminder, your report is not complete until you remit the related cash or securities. Follow the below instructions:

- Electronic Funds Transfer
- Security Delivery Instructions
- Mail Checks

Holder Information

Holder Name	Holder Name
Contact Name	FN TEST LN TEST
Phone Number	1235647895
Email	reporter@email.com
Address	Address 1 TEST Address 2 TEST City TEST NY, 12205 US

Properties

Primary Owner	Type	Initial Amount	Amount Remitted	Shares
FN TEST LN TEST Address Test Address Test City Test NY, US 	DEMAND DEPOSIT ACCOUNTS	\$1,256.23	\$1,256.23	0.0000
test NY, US	SHARES OF STOCK (NON-ADR)			1,000.0000 CUSIP
Totals:		\$1,256.23	\$1,256.23	1,000.0000

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

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Button	Description
	Print
	Additional owner information

Confirmation Email

Note: If you didn't receive an email from NYSRPU@osc.ny.gov, check your spam email folder. If the email is in that folder, mark it "not spam" to receive future electronic communications from us. If you don't find the email in your spam folder, please [Contact Us](#) at NYSRPU@osc.ny.gov.

Holder Data Submission - FILE NAME



NYS Office of Unclaimed Funds

Today, 3:21 PM

Inbox

Reported By Information
File Name Information
User Name Information
Phone Information
Email Information
Address Information

Reminder, your report is not complete until you remit the related cash or securities. Follow the below instructions:

- [Electronic Funds Transfer](#)
- [Security Delivery Instructions](#)
- [Mail Checks](#)

Primary Owner	Type	Initial Amount	Amount Remitted	Shares
test NY, US	DEMAND DEPOSIT ACCOUNTS	\$5,000.00	\$4,965.23	0.0000
Total		\$5,000.00	\$4,965.23	0.0000