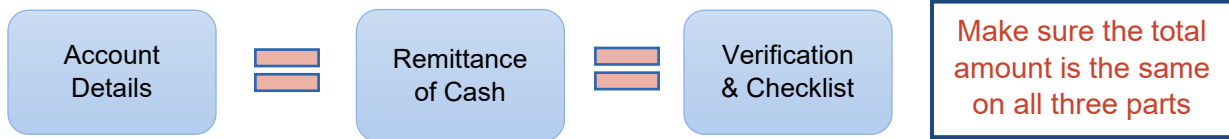


## Unclaimed Property Relating to Utility Companies – Reference Sheet

Schedule of Events for APL Article IV and Section 1311	
July 1	Cut-off date – if funds have become dormant in the year prior to this date, include them in this report cycle
July 10	First-class mailing completed
August 10	Certified mailing completed
September 1	Publication notice due
September 10	Proof of publication due
October 10	Final report, Verification and Checklist and remittance received in our office by the close of business

**How to Report (due 10/10)** – Include the following when reporting:

1. Account details of the funds you are transferring in an approved format.
2. Remittance of cash.
3. Verification and Checklist (Electronic VCL or Form AC2709).



Visit our website at: [osc.ny.gov/unclaimed-funds/reporters](https://osc.ny.gov/unclaimed-funds/reporters) for more details including forms and contact information.

### Applicable Property Types

NAUPA II Property Type	Property Type Description	Dormancy Period
UT01	Utility Deposits (including advance payments for services not rendered)	2 years
UT03	Refunds or Rebates	2 years
UT21	Utility Tax Refunds	1 year
ZZZZ	Late filing interest	

## Unclaimed Property Relating to Utility Companies

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This document is supplemental to the [Handbook for Reporters of Unclaimed Funds](#) and contains information which corresponds to Article IV and §1311 of New York’s Abandoned Property Law (APL). For more information, refer to [Article IV](#) and [§1311](#) of the statute.

This document includes the following sections:

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## Unclaimed Property

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Unclaimed property subject to Article IV of the APL includes:

- Deposits made to secure payment for utility services.
- Amounts paid in anticipation of utility services being provided which are not provided.
- Refunds of any excess charges.

Coverage for erroneously collected tax or assessment monies for which the consumer was not liable is provided under §1311, which has a one-year dormancy period, unlike refunds due on overcharges provided under Article IV, which has a two-year dormancy period.

## Statutory Considerations in Addition to Article IV and Section 1311

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### Due Diligence

#### *APL Section 1422*

The APL requires that, at least 90 days prior to submitting its final report, the holder send a notice by first-class mail to each owner whose name is expected to appear on the report unless the address for the owner is unknown or the holder can demonstrate that the address it maintains for the owner is not the owner's current address.

In addition, at least 60 days prior to submitting its final report, the holder must send a notice by certified mail (return receipt requested) to each owner whose name is expected to appear on that report with abandoned property valued in excess of \$1,000 unless contact with the owner has been established, the first-class mailing was returned as undeliverable or the mailing address is outside the United States.

### Electronic Contact

#### [2 NYCRR § 125.1](#)

Certain types of electronic contact can be used to satisfy the written communication requirements in the APL to prevent the property from being deemed abandoned. This includes email communication from the entitled owner of the property that matches the registered email address on record with the holder or a verifiable login by the owner using a website or mobile application made available by the holder.

### Holders Not Authorized to Conduct Business in New York State

#### *APL Section 1312*

The APL extends statutory coverage to any utility company that:

- Is chartered or organized in another state and not authorized to do business in New York.
- Holds unclaimed property payable to a person whose last known address is within New York.

Such reporting organizations are subject to the same statutory reporting requirements as organizations doing business in New York. However, the publication requirement does not apply.

### Other Property Types

Utility companies are subject to other statutory requirements of the APL. Review the Law to determine if any apply to your organization.

#### *Unidentified and Unapplied Payments*

Unidentified and unapplied payments received by a utility company are reportable under §1315, which has a three-year dormancy period, as a credit balance under property type MS09.

## Important Issues

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### Excess Taxes

The law requires you to report refunds of excess taxes.

### Interest

Utility deposits accrue interest at a rate established by the Public Service Commission.

## Publication

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The law requires you to:

- Publish a notice that abandoned property will be remitted to the State Comptroller. Do not include names, addresses, or amounts. The notice shall state that:
  - A report of unclaimed property has been compiled and will be sent to the State Comptroller and that a copy thereof is on file and open to public inspection at the principal office or place of business in any city, village, or county where such abandoned property is payable.
  - Such held properties will be paid to proven entitled parties by (reporter's name) through September 30.
  - On or before October 10, any remaining unclaimed properties will be forwarded to the State Comptroller.

Publish:

- On or before September 1.
- Once in two newspapers published in the county where such deposits, payments or payments to be refunded were made. If there are fewer than two newspapers published in any such county, publish in an adjacent county.
- In a newspaper printed in English and any other newspaper that will substantially serve to inform the public of such abandoned property.

File proof by affidavit of publication with the State Comptroller on or before September 10. Our preferred method is by email to [NYSRPU@osc.ny.gov](mailto:NYSRPU@osc.ny.gov).

Publications should be in English. You may not deduct publication costs from the value of the accounts being reported. This office advises not including additional details in the notice and using a readable font size for printing. See [2 NYCRR § 116](#) for more information.

## Publication Sample

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### NOTICE OF UNCLAIMED PROPERTY HELD BY (name of utility, city of utility)

NOTICE IS HEREBY GIVEN pursuant to Section 402 of the Abandoned Property Law of the State of New York that

- a) a report of unclaimed amounts of money or other property held or owing by the above named corporation has been made to the Comptroller of the State of New York, and that a list of names of the persons appearing from the records of such corporation to be entitled thereto is on file and open to public inspection at its principal office or place of business in (name of city, village, or county) where any such property is payable;
- b) such deposits, payments, and refunds, together with interest due thereon and less lawful deductions, will be paid by it on or before the succeeding thirtieth day of September to persons establishing to its satisfaction their right to receive the same; and
- c) in the succeeding month of October, and on or before the tenth day thereof, such unclaimed deposits, payments, and refunds, together with interest due thereon and less lawful deductions, still remaining will be paid to the Comptroller of the State of New York and that it shall thereupon cease to be liable therefore.

(Name of Utility)  
(Address of Utility)

## Mailing Requirements

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### First-Class and Certified Mailings

Section 1422 of the APL requires that all organizations do the following:

- At least 90 days prior to their final report/remittance date, send a notice by first-class mail to each owner whose name is expected to appear in that report, unless:
  - The owner's address is unknown,
  - The holder can demonstrate that the address it maintains for the owner is not the owner's current address, or
    - Note – if you use an address validation service and find a new address for the owner, you may send the notice to the new address but you should not change the original address on your report or books and records.
  - The items you are reporting are valued at \$20 or less and you are reporting them in the aggregate, in which case the owner's name will not appear in the report, therefore you are not required to mail a notice.

And

- At least 60 days prior to their final report/remittance date, send a notice by certified mail, return receipt requested, to each owner whose name is expected to appear in that report with abandoned property valued in excess of \$1,000, unless:
  - Owner has established contact,
  - The first-class mailing returned as undeliverable, or
  - The last known address is outside of the United States.

### Costs

You may deduct the mailing costs for certified mail. Deduct such charges from each item for which you are mailing the notice. You may not make a bulk deduction against the final remittance. You cannot offset the costs for completing the first-class mailing requirements.

### Multiple Items

Where feasible, if you are reporting more than one item for the same owner, one letter should address all the items you are reporting.

### Multiple Owners

For cases in which multiple owners of an item have different addresses, you must send a notice to each owner. You may deduct the additional costs of mailing a certified notice to more than one address.

## Remittance

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Submit your remittance at the time you file a report. The remittance should be equal to the sum of the values of the accounts you are reporting to the Office of the State Comptroller. Pay your remittance by ACH debit, electronic transfer, or check.

### ACH Debit

If a [file upload or Manual Online Report](#) was completed, pay electronically with [ACH Debit](#) after uploading your file or by using this link.

### Electronic Funds Transfer

Electronic funds transfer alternatives are available to make payment of the amount due for your report of abandoned property. Find instructions, including the account and routing number information on [Electronic Funds Transfer Instructions](#).

### Checks

Make checks payable to Comptroller, State of New York. You should mail it to the following address:

New York State Office of the State Comptroller  
Office of Unclaimed Funds  
Remittance Control, 2<sup>nd</sup> Floor  
110 State Street  
Albany, NY 12236

Include the letters 'OUF' and the holder organization's FEIN in the memo and advice areas of your check if you send your report account details using one of our electronic reporting methods. This will help us apply your funds correctly.

In accordance with OUF's internal control procedures, you should send all payments to the above address. Do not send any checks to our New York City office.

## Schedule of Events

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### July 1

For the purposes of reporting abandoned property, a utility company's year runs from July 2 through the following July 1. July 1 is the cut-off or ending date for the reporting period, use it when identifying abandoned accounts/items. Do not submit your report of abandoned property until after the cut-off date has passed.

### July 2 through August 1

During this period, review your records and collect data related to any account/item that may be dormant and subject to reporting.

If you find accounts/items subject to reporting:

- Compile the data in one of our reporting formats, so that you may submit it as your final report.

If you do not have any items subject to reporting:

- Keep a record of your review.
- Do not send preliminary or negative (zero balance) reports.

## July 10

By this date:

- Send a notice by first-class mail to each person or entity whose name appears on your report of abandoned property and request a signed written statement from the owner that acknowledges the property's existence. This requirement does not apply to those accounts that meet the exclusionary provisions of §1422.
- Advise and educate internal staff about the due diligence notices for effective processing when the rightful owner contacts your organization.
- Reactivate all accounts of owners who respond to the notice or otherwise establish contact. Do not include these accounts in your report.

## August 10

By this date:

- If an owner has not responded to the first-class mailing, or if the first-class mailing was not returned as undeliverable, and the value of all unclaimed funds held for the owner exceeds \$1,000, you are required to send a second notification via certified mail, return receipt requested, if the address for the owner is within the United States.
  - You may charge the cost of the certified mailing against the property's value.
- Reactivate all accounts of owners who respond to the mailing. Do not include these accounts in your report.
  - Note: we consider a return receipt to be customer contact if the receipt bears the signature of the account owner. Verify return receipt signatures against the other signature records you may have for an owner.

## September 1

By this date:

- [Publish](#) a notice that abandoned property will be remitted to the State Comptroller. You may not deduct publication costs from the value of the accounts being reported.

Article IV does not require publishing individual names but instead requires publishing a general statement providing notice of the existence of abandoned property in a specific county.

## September 10

By this date:

- File proof of publication by email to [NYSRPU@osc.ny.gov](mailto:NYSRPU@osc.ny.gov), including an invoice, a copy of the advertisement and an affidavit.

## July 2 through September 30

During this period:

- Update your report as necessary to reflect any activity that has occurred.
- Complete report removals based on contact with owners.

## On or before October 10

- Finalize the report.
- Arrange for payment.
- Report, payment, and a Verification and Checklist to be received in our office by the close of business on October 10.