

Vermont State Treasurers' Office Unclaimed Property

Submitting Report to the Holder Website

December 2020

This document provides guidance on using Vermont's Unclaimed Property reporting website, <https://vermontholder.unclaimedproperty.com/>. Please note that signed and notarized Report Cover Sheet is still required to be sent. Other helpful resources for reporting are:

https://www.vermonttreasurer.gov/sites/treasurer/files/UnclaimedProperty/PDF/2016/Holder_Reporting_Manual_FINAL.pdf

<https://www.vermonttreasurer.gov/content/unclaimed-property/holder-info>

Go to: <https://vermontholder.unclaimedproperty.com/>

Registration is required the first time filing through this site.



Report Unclaimed Property

Welcome to the state of Vermont reporting portal. We have created this portal to improve the security of the data and cooperation in using this portal with their missing property.

For additional information or [Unclaimed Property Home](#).

If you need assistance using [Tutorials](#) for answers to the questions use this website.

[Register Now »](#)

You will find a home screen:

Your Reports	
Created	File Uploaded
10/15/2020	21st Century North
10/15/2020	Bank Of The West,

A list of previously loaded reports will be shown on the home page. Click “Create new reports” to load a new report.

[Create new report »](#)

Options of loading a new reporting via a previously created HDE or TXT file OR filing a negative report will be provided:

Upload Naupa File

Select your Naupa file from your computer (.hde encrypted or plain text naupa file) and upload it to begin

NOTE: You must be using a supported browser (Internet Explorer 10+, Google Chrome, Safari, Mozilla Firefox)

Select File

File Name:
Size:

Or

Start negative report

You can start a new negative report manually without uploading a Naupa file.

2021 Reporting Year*

Assets: \$
Sales: \$

Insurance Policies Written
Number of Employees

[Create Negative Report](#)

Click "Select File" then choose a HDE or TXT file. Once the file is selected, click "Upload."

Upload Naupa File

Select your Naupa file from your computer (.hde encrypted or plain text naupa file) and upload it to begin

NOTE: You must be using a supported browser
(Internet Explorer 10+, Google Chrome, Safari, Mozilla Firefox)

Select File

File Name:
KellyServicesUS_F473600855_7902_2020_VT... .txt

Size:
0.8 kB

Upload

One of the following errors may appear:

Your file has errors and has been rejected. Please select the button "Download Errors" to obtain a report of your errors. Once you have corrected your report please resubmit.

Download Errors

Error
There was a problem reading the file or the file does not meet the NAUPA specifications.

The Holder will then need to go back and correct the error and recreate the HDE or TXT file. The top error will give you a list of the errors by clicking "Download Errors." These are mostly missing or invalid NAUPA codes, Owner Type, and Relationship Type. To correct these errors visit https://www.vermonttreasurer.gov/sites/treasurer/files/UnclaimedProperty/PDF/2016/Holder_Reporting_Manual_FINAL.pdf. The second error means the file did not convert correctly from the reporting software and will need to be converted again.

The fill error summary looks like this:

Summary

Your file has 5 total errors.

line #:39 The relationship code UT was not found for the following owner:

line #:41 The relationship code UT was not found for the following owner:

line #:175 The relationship code UT was not found for the following owner:

line #:245 The relationship code UT was not found for the following owner:

line #:253 The relationship code UT was not found for the following owner:

To assist you with correcting your file, a copy of the NAUPA file layout and accepted codes can be obtained from our website:
<https://www.unclaimed.org/uploads/resources/52/naupa-format-revised-9-26-13-new-relationship-ownership-codes-final-correct1.pdf>

For common reports (no stocks or errors):

COGNIZANT TECHNOLOGY SOLUTIONS
CORP.
Tax ID: 13-3728359
TEANECK, NJ

Reporting Year: 2020
Amount Reported: \$44.63

Property list Only first 10 are displayed

Type	Description	Owner	Shares	Amount
MS08		BETTER VISION CENTER ,	0	\$44.63

[Continue to file details](#) [Submit Report to State](#)

Click "Submit to State."

If stocks are involved, click "Submit to State" and enter the stock date. Click "Save and proceed to report submission."

Assign Stock Date

500 INDEX FUND ADM
Tax ID: 23-1999755
VALLEY FORGE, PA

Reporting Year: 2020
Amount Reported: \$0.00

Property list Only first 10 are displayed

Type	Description	Owner	Shares	Amount
SC16		FENNER, WARREN	38.104	\$0.00
SC16		ROSLYN PAYNE TR UA 07 03 90 ,	525.574	\$0.00

[Continue to file details](#) [Submit Report to State](#)

Notice: Your report contains stock and requires a stock date to be specified. Please assign a stock date below for the report shown to the right.

Stocks were found, please enter the date the stock was delivered to our custodian. Email a copy of the transfer approval received from our custodian to TRE.UPCOMPLIANCE@vermont.gov

Date transferred*

[Save and proceed to report submission](#)

With all reports (stock, regular, safe keeping) a Holder Type (bank, credit union, tech company, etc) will need to be assigned:

Assign Holder Type

Notice: You are required to select a Holder Type for each holder in your reports before you can submit them.

Select a holder type for the holder shown on the right.

Holder type*

[Save and proceed to report submission](#)

To verify the report's authenticity:

Submit to state

File Summary	
File Name:	2019_VT_CognizantTechno_F133728359_4463_C6c1f031b7.HDE
Date Uploaded:	11/13/2020 2:01:25 PM
Fiscal Year:	2020
Number of reports in file:	1
Holder Name:	COGNIZANT TECHNOLOGY SOLUTIONS CORP.
Tax ID:	13-3728359

I declare under penalty of perjury, that, to the best of my knowledge, the foregoing report and supporting records contain a full true and complete report of unclaimed property now in the possession or under the control of the holder, which is presumed abandoned in accordance with the provisions of Tennessee Annotated Code, Sections 66-29-101 through 66-26-153. I have attempted to contact property owners at their last known address by first-class mail not more than 120 days and no less than 60 days prior to the filing date of the report. I am duly authorized to attest to this.

Verification and Affidavit

[Submit Report to State](#)

Click the "Verification and Affidavit" box, then "Submit Report to State."

A successful notification will appear:

Submit to state

File Summary	
File Name:	2019_VT_CognizantTechno_F133728359_4463_C6c1f031b7.HDE
Date Uploaded:	11/13/2020 2:01:25 PM
Fiscal Year:	2020
Number of reports in file:	1
Holder Name:	COGNIZANT TECHNOLOGY SOLUTIONS CORP.
Tax ID:	13-3728359

Successful!

[ACH Debit Payment](#)

Click "ACH Debit Payment" to proceed to payment processing.

Make a Payment

Payment for submitted file HOMEGOODS INC.2019FinalVT.hde

Total Amount Due*

\$ 303.33

Payor Name*

ABC XYZ

Bank Routing Number*

011100106

Bank Account Number*

123456789

Confirm Account Number*

123456789

Account Type*

Checking

Warning: Payment cannot be made from a foreign bank.

Confirm release of funds to the state?

By checking the box above you authorize the State of Vermont to initiate an ACH debit for the amount specified above to the bank account provided in accordance with the requirements set forth in the NACHA Operating Guidelines. This authorization will remain in full force and effect until the State receives written notification from you requesting termination in such a time and manner to afford the State a reasonable opportunity to act on it.

[Back](#) [Submit Payment Information](#)

Enter the bank account information in its entirety, click the box next to "Confirm release of funds to state?", then click "Submit Payment Information."

A confirmation of processing will appear:

Your payment has been submitted

Your report status will be updated once payment has been confirmed.

Confirmation emails will be to the provided email when the report is successful, payment is submitted, and payment is accepted. Please contact our office at 802-828-2407 or TRE.UPCompliance@vermont.gov if an email is not received.

Please use the contact information above to receive ACH payment information if you are submitting payment directly to our office.