

## Reporting Checklist

### Who must report

Any financial institution, business, government entity, organization or person that is holding unclaimed property belonging to Wyoming residents (**Statutes 34-24-101 through 34-24-140**) must report the properties to Wyoming's Unclaimed Property Division.

### What to report

All unclaimed property that has reached its legal dormancy period (**link to property codes**) should be reported. All unclaimed property should be reported to the state of the owner's last known address.

Negative reports: Negative reports are not required.

Aggregate Reporting: Please include the names, last known addresses, amounts and all other account detail for all properties. Do not report in the aggregate.

Property Reporting specifics:

- Owner Type Codes: Properties should be reported as either Other or Unknown.
- Custodian accounts: Provide relationship designations for all custodian accounts.
- Cashier's Checks: Copies of cashier's checks are required. Include payee names only.
- Checks: review the original intent of the check to determine the property type code.
- Escrow accounts: Escrow accounts should include the owner's name and last known address, not the address of the escrow agent or bank.
- Fees: Fees cannot be assessed to an account unless there is an enforceable contract with the owner or the owner received disclosure of the fee prior to the account becoming dormant or deemed unclaimed.
- Social Security Number: Report valid SSNs or FEINs only in the SSN/FEIN field. Do not populate this field with zeroes, dashes, account numbers, etc.

### When to report

Reports are due on or before November 1. Reports must be in the NAUPA format.

Due Diligence: Not more than 120 days before filing, the holder is required to send written notice to the apparent owner at that owner's last known address informing the owner that the holder is in possession of property subject to Wyoming's Unclaimed Property Act (**Statutes 34-24-101 through 34-24-140**). This pertains to all properties with a value of \$50 or more. **If there has been contact with the owner during the remit year, the property should not be reported.**

Retention of Records: All holders are required to retain records of unclaimed property for five (5) years after the property becomes reportable, except to the extent that a shorter time period is provided in the law.

### How to report:

The preferred method of reporting is electronically. When filing electronically, the recommended programs are UP Exchange or HRS Pro.

Manual Reporting: Please see the Forms Library (**link**) for creating a paper report.

Please provide a Signed Verification Form with all reports. (**link**)

## Where to report

Reports and remittances should be mailed to:

*Mailing Address:*

Wyoming State Treasurer  
Unclaimed Property Division  
200 West 24<sup>th</sup> Street  
Cheyenne, WY 82002

*Physical, FedEx, UPS Address:*

Wyoming State Treasurer  
Unclaimed Property Division  
2020 Carey Avenue, 3<sup>rd</sup> Floor  
Cheyenne, WY 82002

Email: [upreports@wyo.gov](mailto:upreports@wyo.gov)

Passwords: [uppasswords@wyo.gov](mailto:uppasswords@wyo.gov)

Checks should be made payable to:

Wyoming State Treasurer Unclaimed Property Division

Don't forget to verify that all properties you are reporting have a last known address in Wyoming. Do you have properties with addresses in other states? Information regarding other states and their abandoned property reporting requirements can be found at [www.unclaimed.org](http://www.unclaimed.org).

## Need Assistance?

Please contact the Wyoming Unclaimed Property Division at:

307-777-5590

[upreports@wyo.gov](mailto:upreports@wyo.gov)