

# Reporting Checklist

(Last Updated: 09/19/2019)

## 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](#) 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.

## 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 Wyoming Unclaimed Property Division of the State Treasurer's Office now exclusively accepts reports through our online system. Please visit our website at [www.mycash.wyo.gov](http://www.mycash.wyo.gov) to submit your report.

Please note:

1. We no longer accept paper unclaimed property reports; and
2. We no longer require verification forms.

## **Where to report**

Reports and remittances should be mailed to:

*Mailing Address:*

Herschler Building East  
122 West 25th St., Suite E300  
Cheyenne, WY 82002

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:

[www.mycash.wyo.gov](http://www.mycash.wyo.gov)  
307-777-5590  
[upreports@wyo.gov](mailto:upreports@wyo.gov)