

## Quick Reference – Helpful Information

(Last Updated: 07/13/2023)

### How to report

The only method of reporting is electronically, through our website. The required format is .txt. CDs/DVDs and emailed reports are no longer accepted, nor do we accept HDE-formatted files. You can upload your report or manually create a report by going directly to <https://wyoming.findyourunclaimedproperty.com/app/submit-a-report> or by visiting [www.mycash.wyo.gov](http://www.mycash.wyo.gov) and then navigating through “reporting unclaimed property” options. **Please note – Wyoming does not accept negative reports.**

### Making payment

**If you have already submitted your report** but did not make payment at that time, you have two options to make payment:

1. Mail a check (along with a copy of our confirmation page containing FEIN information) to:

Wyoming State Treasurer’s Office  
Unclaimed Property Division  
122 W. 25<sup>th</sup> St., Ste. E300  
Cheyenne, WY 82002

*Note: Checks should be made payable to Wyoming State Treasurer’s Office*

2. Make an ACH payment:

<https://wyoming.findyourunclaimedproperty.com/app/holder/payment/search>

You will need to submit your company Tax ID/FEIN number and then select the report you are wanting to make payment for.

*Note: ACH payments can only be made for each individual report. Those making multiple reports and wanting to make a single payment will need to submit a check along with a copy of each confirmation page.*

### Securities (stocks and mutual funds)

Securities should be registered to:

Wyoming State Treasurer  
Unclaimed Property Division  
Tax ID: 83-0208667

### **DTC eligible shares**

All DTC eligible shares should be delivered through DTC or DWAC (if not DTC participant) to RBC Wealth Management:

DTC #0235

Account #31946272

Registration: Wyoming State Treasurer, Unclaimed Property Division

### **Need assistance?**

Please contact the Unclaimed Property Division at:

[www.mycash.wyo.gov](http://www.mycash.wyo.gov)

307-777-5590

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