West Virginia Unclaimed Property

Manual Online Reporting Instructions for Holders

If a business or government entity is holding Unclaimed Property, they must file a report annually. West Virginia requires electronic reporting for all holders. This booklet will provide detailed instructions on how to use the Manual Online Reporting tool on the West Virginia Unclaimed Property website in order to file the Unclaimed Property report.

Before filing the report, you will need to compile the required information for each property being reported, if known:

- Property Type
- Owner name, last known address, social security number / tax ID number, date of birth
- Name and information of any known beneficiary
- A description of the property, including check or account number
- The Start Date. This date should be the date of last contact with the owner or the date the check was issued.

Creating the report will have 5 basic steps. All steps will be required each time a report is submitted:
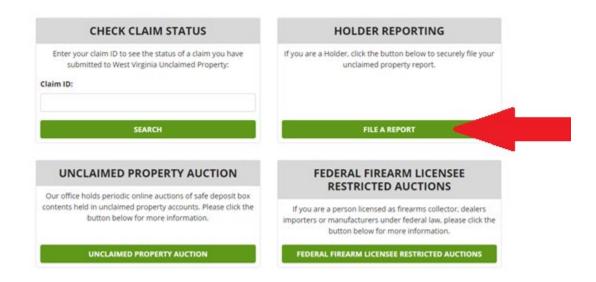
1. Register and Log In
2. Enter Holder Information
3. Enter Property Information in a two step process:
   - Enter the owner information
   - Enter the property details
4. Review and agree with the Report Summary
5. Submit the report

For additional reporting instructions, please see the Business Reporting Guidelines and Remittance Instruction booklets on the State Website here:

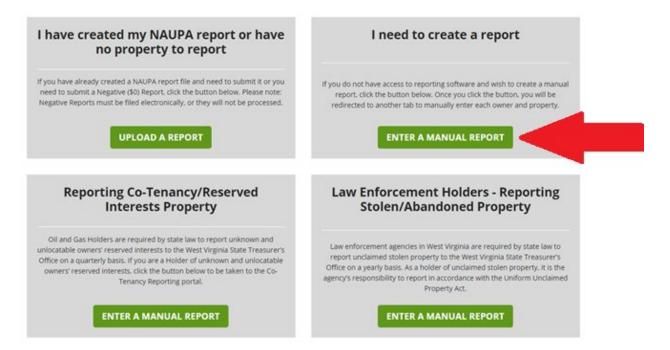https://wv- findyourunclaimedproperty.com/app/reporting-guidelines

1. To begin your report, go to the West Virginia Unclaimed Property website at: http://www.wv-findyourunclaimedproperty.com

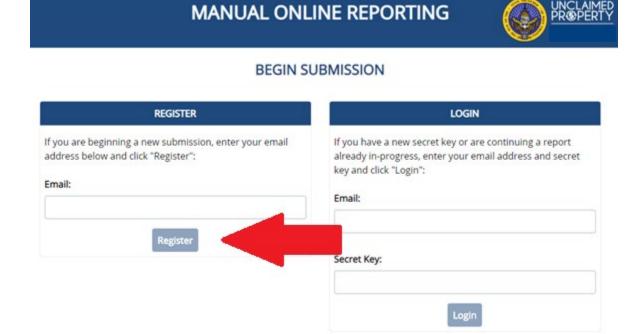   Under the Holder Reporting section at the top right, select the **File a Report** button.

2. To create your Unclaimed Property report directly on the website, select the **Enter a Manual Report** button.
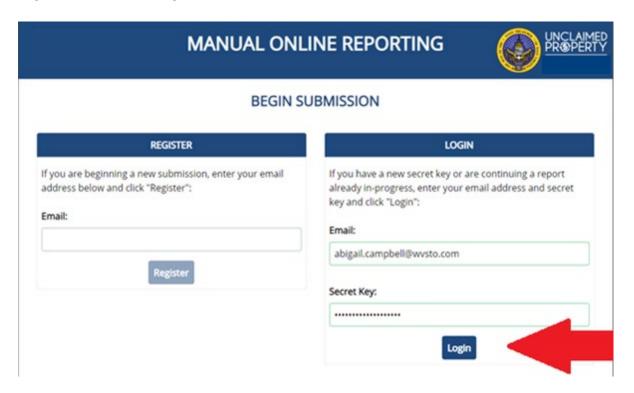
3. Begin your report by registering for a Secret Key. Enter your Email address and select the **Register** button. You must register for a new Secret Key every time you start entering a new report.
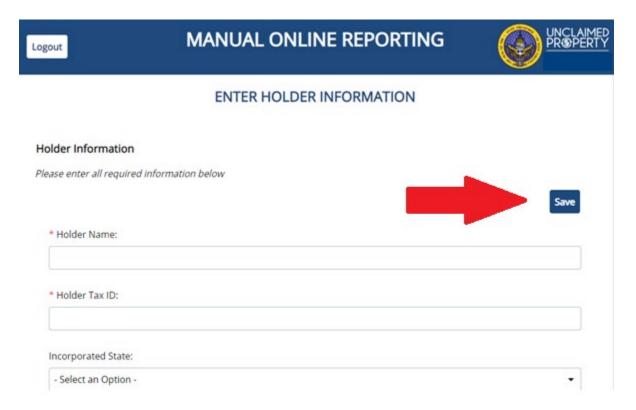

4. Make sure you **Print** your Secret Key. If you lose this key, it **cannot** be provided to you, and you will have to start over from the beginning.

5. Return to the Begin Submission page, enter your Email Address and Secret Key from the Registration and select **Login**.

6. Enter your Company information on the Holder Information page. All fields with a red asterisk are required. After you have entered all required information, select the **Save** button.
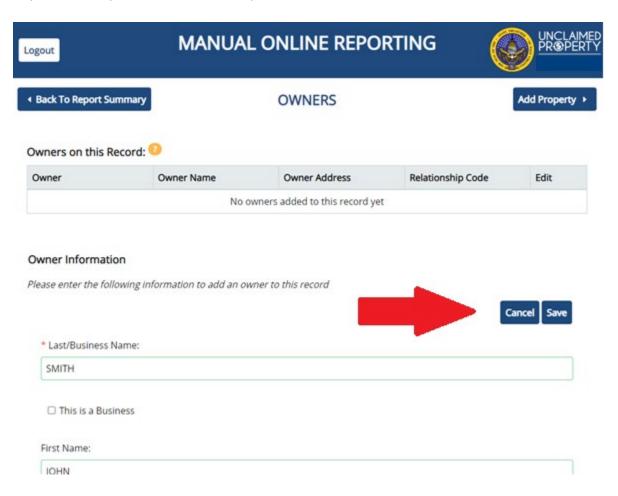
7. Review the Holder information for accuracy and edit if necessary. If everything is correct, begin adding properties to the report by selecting the **Create A Record** button.

8. Properties will be added in a two step process. You will first add and save the owner information by selecting **Add New Owner to Record**.
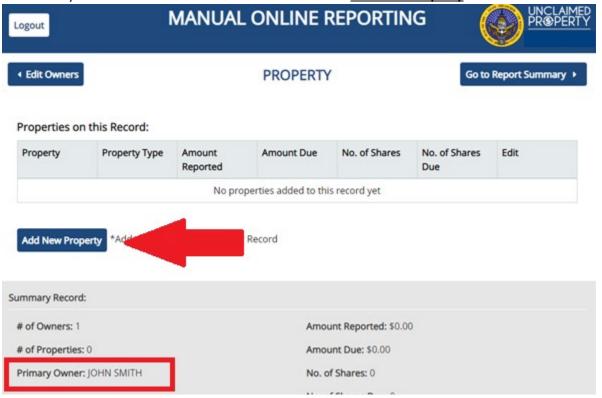
9. Add the property Owner Information, including Owner Name, Address and Relationship Code. This code will be the relationship of the owner to the property. All fields with a red asterisk are required. After you have entered all required information, select the **Save** button.

10. Review the Owner information for accuracy and edit if necessary. If everything is correct, complete the second part of the process by selecting the **Add Property** button.

11. Make sure you are on the correct Owner Name and select **Add New Property**.
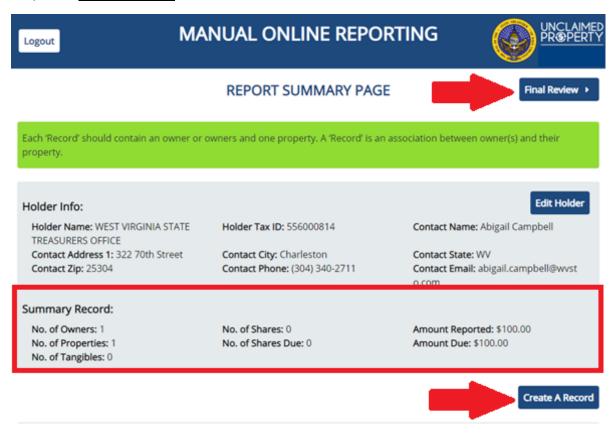

12. Add the Property Information, including Property Type Code, Dollar Amount, and Start Date. The Start Date is the date of last contact with the property owner, or date of the original check.   All fields with a red asterisk are required. After you have entered all required information, select the **Save** button.

13. Review the Property information for accuracy and edit if necessary. If everything is correct, select the **Go to Report Summary** button.

14. The running total amount of Owners, Properties, and Dollar Amount will be displayed. If you have no additional properties to report, select **Final Review**. If you have more properties to add, select **Create a Record**.
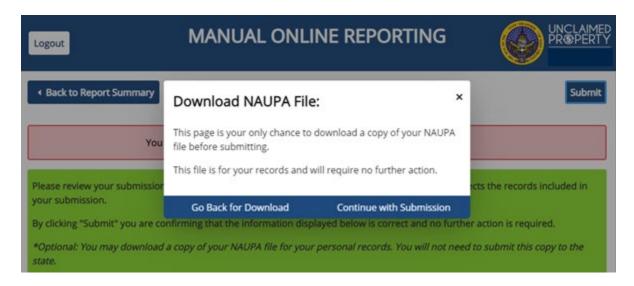
15. The **Final Review** button will bring up the Summary page. You will be able to review all properties entered and download a NAUPA file for your records. Make sure all Holder, Owner, and Property information is correct on this page. You will not be able to edit your report once it is submitted.
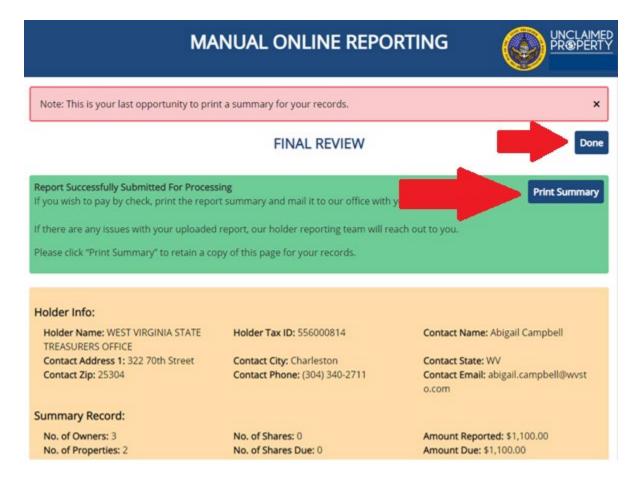

16. If all information is correct, check all the boxes in the Summary Record area to show that you agree with the amounts being reported. After checking the boxes, select **Submit**.
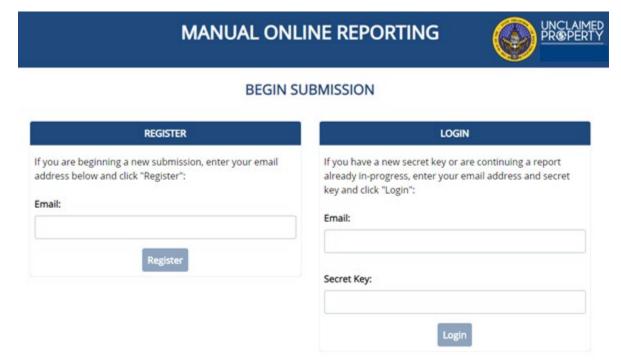
17. You will be given one last opportunity to save the NAUPA file for your records. If you have already downloaded the file, select **Continue with Submission**.

18. Your report has been submitted. You will have an opportunity to Print the report details for your records. If you close this page without printing, you will not be able to come back and print later. If paying by check, please print this page and submit with payment. Select **Done**.

19. You will be returned to the Begin Submission page. If you have more than one report to submit, you may start over here.

20. Please submit payment for the Amount Due. You may submit payment via the online payment portal, ACH Credit, or Paper Check. Please refer to the <u>Remittance Instructions</u> on the Treasurer's Office website for more instructions on submitting a payment.