



Unclaimed Property Division Quarterly Newsletter for Holders

Extension Requests due to Impact of Natural Disasters

Any holder (or agent of a holder) whose ability to submit the Holder Notice Report before November 1 is impaired by recent hurricanes or wildfires may file a [Holder Request for Extension of Due Date](#).

Maintaining Compliance

Whether your organization is reporting unclaimed property to California for the first time or has reported for many years, it is important to understand California’s two-report process. To ensure accuracy, holders should develop a clear compliance plan and consider these guidelines for following California laws and regulations.

Understand Holder Responsibilities

- Check records annually to identify unclaimed property. See pages 12 and following in California’s [Holder Handbook](#).
- Know requirements for formatting, deadlines, and remittance.

Mitigate Risk of Holding Property

- Perform due diligence by contacting owners of dormant property. See pages 17 and 18 of the [Holder Handbook](#).
- Maintain account records, and be prompt when updating owner contact information.
- Increase awareness by providing escheatment information for employees and customers.

Establish Procedures

- Identify personnel responsible for reporting.
- Use [Property Reporting Cycle tables](#) to prepare a timeline for reporting.
- Provide internal training and succession planning. Check the Controller’s [events page](#) for webinars and events.
- Monitor changes in laws and requirements through the [Notices to Holders](#).

Important Holder Resources Available Online



[Unclaimed Property Holder Handbook](#)

[Unclaimed Property Law and Regulations](#)

[Holder Notification Email Subscription](#)

Ask an Analyst

Do you have a question about reporting unclaimed property? We want to hear from you! Each quarter, the Outreach and Compliance Unit will select a holder question to address in our newsletter. Submit questions to UPDHolderOutreach@sco.ca.gov.

Q: What should we do if our Holder Notice Report contact information changed?

A: If any contact information changed since you last submitted a Universal Holder Face Sheet ([UFS-1](#)), email UCPReporting@sco.ca.gov or mail the updated details on company letterhead to:

Office of State Controller Betty T. Yee
Unclaimed Property Division
10600 White Rock Road, Suite 141
Rancho Cordova, CA 95670

Contact information for the person who handles property owner inquiries is printed on notices to owners and included on the Controller's public website.

Holder Reimbursements

The State Controller will reimburse a holder who reinstates an owner's account or reissues payment to the owner for property that has already been escheated to the State of California. However, a reimbursement can only be processed after the Controller loads the report and reconciles it to the remittance received.

Before reimbursing a property owner, search for the property on the [Controller's website](#) to ensure the Controller has not already returned the property. If the property is listed on the Controller's website, make a note of the property ID number and notify the Controller's Office at CAHCR@sco.ca.gov to avoid a duplicate return.

Holder reimbursement or account reinstatement requires all holders to provide the following items:

- Holder's Claim for Reimbursement ([HCR-1](#)) form
- A copy of the [UFS-1](#) from the original Holder Remit Report
- Letter of authorization from holder
- Proof of payment
- Proof that the payee was entitled to the property
- Other documentation as necessary

Review the [Holder Reimbursement Requests](#) guide for more details.

4.1 million

Number of new properties from
Holder Remit Reports available to be claimed
through the State Controller in Fiscal Year 2016-17

Upcoming Important Dates

Before November 1

Annual Holder Notice Reports Due

December 1 – 15

Life Insurance Holder Remit Reports
with Remittance Due

We're Here to Help!

(916) 464-6088 | UPDHolderOutreach@sco.ca.gov

The Outreach and Compliance Unit provides holder education and resources through one-on-one assistance, webinars, and speaking engagements. Visit the [events page](#) for up-to-date information or contact us for participation in your next event.

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