Holder Notice Report Checklist

The Notice Report, due to the State Controller’s Office (SCO) before November 1 (before May 1 for life insurance companies), consists of two items: a Universal Holder Face Sheet (UFS-1) and a complete list of reportable properties. Do not send funds or tangible property with the Notice Report. Property is due with the Remit Report June 1 - 15 (December 1 - 15 for life insurance companies).

Step 1: Supply Property Owner Details

☐ Submit a list of reportable properties and property owner details on a CD or USB flash drive using the National Association of Unclaimed Property Administrators ([NAUPA II](#)) format. Label the CD or USB flash drive with your business name, Federal Employer Identification Number (FEIN), report year, and total dollar amount reported.

☐ If reporting fewer than 10 properties, you may use the Annual Report of Unclaimed Personal Property Owner Detail Sheet ([UDS-1](#)). Do not use the UDS-1 when reporting 10 or more properties.

☐ If reporting contents from a safe deposit box or safekeeping repository you may use the [Safe Deposit Box Inventory Form](#) and the [Safe Deposit Box Detail Sheet](#).

☐ Check that reported property has met the required dormancy period.

Step 2: Complete the Universal Holder Face Sheet (UFS-1) ([video tutorial](#))

☐ In Section A, Holder Information, the “Report As of Date” is your fiscal year-end date or June 30, and should be the same every year; life insurance companies use December 31. The date format for the “As of Date” field is MM/DD/YYYY.

☐ In Section B, Holder Contact Information, enter your business name and the contact information of the person responsible for completing the report. This person may receive questions from our Reporting Unit regarding the report. This information must match the business name and contact person identified on the CD or USB drive.

☐ In Section C, Property Owner Contact Information, enter your business name and the contact information for the person responsible for handling inquiries from property owners and heirs. This contact information will be made available to the public. The person listed should be prepared to reactivate the account or refund the property to the owner(s) or heir(s). If Section C is blank, SCO will refer owners to the contact information listed in Section B.

☐ In Section F, Holder Report Totals, enter the total dollars and total shares reported. Ensure the amount matches the total on your property owner details as well as the submitted CD or USB drive. Under “Includes Safe Deposit Box,” check “yes” if the report includes safe deposit contents or safe keeping items, or “no” if it does not.

☐ In Section J, Verification, include a signature and the date signed.

Step 3: Save and Mail

☐ Save a copy of the complete report for your records and mail all components in one package using a secure, trackable method to: Office of State Controller Betty T. Yee, Unclaimed Property Division

10600 White Rock Road, Suite 141, Rancho Cordova, CA 95670

All materials and information contained within this guide are for informational purposes only and do not constitute legal advice.
**Holder Notice Report Tips**

**DO**
- Submit your report BEFORE November 1 (before May 1 for life insurance companies).
- Submit a list of properties:
  - Paper report (UDS-1) for nine or fewer properties.
  - CD or USB flash drive for ten or more properties (label with holder name, FEIN, report year, and total dollar amount). **Free software available.**
- Include the signed UFS-1 with your Notice Report. Review the **form instructions** for completion details.

**DO NOT**
- Do not remit any payments or transfer any property with your Notice Report. Remittance is due with the Remit Report June 1—15 (December 1-15 for life insurance companies).
- The “Report As of Date” is not the date you sign the UFS-1. (Use June 30 or your fiscal year end date. Life insurance companies must use December 31.)
- Do not report any property that has not met the required dormancy period.

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In Section B, include the contact information the Reporting Unit can reach with any questions.

In Section C, include the contact information for owners to use until property is remitted. If left blank, SCO will refer owners to the contact listed in Section B.

Ensure form is signed and dated by an authorized person.

The “Report As of Date” is June 30 or your fiscal year-end date. Life insurance companies must use December 31. Use MM/DD/YYYY date format (for example, 06/30/2020).

The amounts entered in Section F are the same total dollar amount and same total share amount from your property owner list as well as the submitted CD or USB drive.

Make a selection for “Includes Safe Deposit Box” and choose “Yes” or “No.”

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**Outreach and Compliance Unit (OCU)**
(916) 464-6088
UPDHolderOutreach@sco.ca.gov

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We’re Here to Help!
The OCU educates holders through webinars, speaking engagements, and more. Visit the events page for up-to-date information or contact us to schedule one-on-one assistance. www.sco.ca.gov ● www.claimit.ca.gov

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