



California State Controller Malia M. Cohen

Unclaimed Property Division

Other Report Types

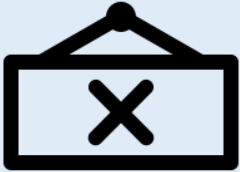
Supplemental Reports • Out of Business • Nil Reports

Supplemental Reports



Holders must report properties not included on their original Notice Report on a Supplemental Notice Report. The State Controller's Office (SCO) sends a notice to the owner to give them the opportunity to claim their property from the holder before it is transferred to the state. SCO will notify holders via a Remit Reminder Letter (14F) identifying the Remit Report due date for the properties on the Supplemental Notice Report. If the 14F is not received within six months of filing the Supplemental Notice Report, holders should contact the Reporting Unit at (916) 464-6284 or UCPReporting@sco.ca.gov.

Out of Business Reports



Entities closing their books and records due to the dissolution of business may submit a Remit Report without waiting for standard dormancy periods to apply, without completing due diligence notifications, and without submitting a Notice Report. Out of business holders may submit a Remit Report for property unclaimed within six months of the date of final distribution or liquidation.

Nil Reports



A Nil Report indicates the business has no property to report to California or has reunited all property reported on the Notice Report to its rightful owner. Businesses that do not have reportable unclaimed property are not required to submit a Nil Report unless they have received a written request from SCO to report. However, businesses that reunite all properties reported on their Notice Report are still expected to submit a Nil Report. SCO recommends that holders file a Universal Holder Face Sheet (UFS-1) every year, regardless of whether they have unclaimed property to report.

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

We're Here to Help!

The OCU educates holders through webinars, speaking engagements, and more. Visit the [training and tutorials page](#) for up-to-date information or contact the OCU to schedule one-on-one assistance.

GoReport.sco.ca.gov • claimit.ca.gov

All Reports, including Supplemental, Out of Business, and Nil Reports must include the Universal Holder Face Sheet (UFS-1). Use these tips to complete the UFS-1 for your report type.

Supplemental Reports

Any new properties identified that were not included on the original Notice Report must be reported on a Supplemental Notice Report.

Nil Reports

With a Nil Report, the values in Section F will be zero for "Total Reported/Remitted Dollars" and "Total Reported/Remitted Shares."

In addition, a Nil Report will not have any safe deposit box items to report.

Out of Business

Check "Remit Report" at the top.

Write "Final Remit Report" in the middle of the top of the UFS-1.

"Report As of Date" (Section A) should be marked with the date the business closed or was dissolved. Use MM/DD/YYYY date format (for example 06/30/2020).

Supplemental Notice Report Checklist:

- ✓ A complete UFS-1.
- ✓ A list of properties and owner information per reporting guidelines.

Supplemental Remit Report Checklist:

- ✓ A complete UFS-1.
- ✓ A list of remaining properties and owner information per reporting guidelines.
- ✓ A signed Remit Reminder Letter (14F). If the 14F is not received, holders should [contact the Reporting Unit](#).
- ✓ Remittance sent according to remittance guidelines.

Nil Notice Report Checklist:

- ✓ A complete UFS-1.

Nil Remit Report Checklist:

- ✓ A complete UFS-1.
- ✓ A signed Remit Reminder Letter (14F). If the 14F is not received, holders should [contact the Reporting Unit](#).

All materials and information contained within this guide are for informational purposes only and do not constitute legal advice.

Out of Business Notice Report:

Notice Reports are not required for out of business companies.

Out of Business Remit Report Checklist:

- ✓ A complete UFS-1.
- ✓ A list of remaining properties and owner information per reporting guidelines.
- ✓ Dissolved corporations must include articles of dissolution with their Remit Report. All other organizations must provide a letter on company letterhead stating out of business status and effective date.
- ✓ Remittance sent according to remittance guidelines.