

NORTH CAROLINA  
DEPARTMENT OF STATE TREASURER



BRADFORD B. BRINER  
STATE TREASURER OF NORTH CAROLINA

# A Local Government Guide to Unclaimed Property Identify It, Report It, Claim It

June 10, 2025

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UNCLAIMED PROPERTY

## What is Unclaimed Property?

Unclaimed property refers to property as defined in G.S. 116B-52(11) that is subject to Chapter 116B.

In simpler terms, it's property held by an organization that hasn't been claimed by the rightful owner within a certain time.

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## Common Unclaimed Property Held by Local Governments

- Outstanding vendor checks
- Credit balances
- Unclaimed wages, payroll or salary
- Refunds due to customers or taxpayers

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## When is Property Considered Abandoned?

Property is considered abandoned or unclaimed when there has been no documented transaction or contact between the owner and the holder (local government) for a period of time known as the “dormancy period.”

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## Governmental Dormancy Period

The dormancy period is **one year** for governmental holders.

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## Conversion Table

1 YEAR PROPERTY			
ISSUE YEAR	HOLD PERIOD	NOTICE TO OWNERS	REPORT DUE
7/1/19 TO 6/30/20	6/30/21	8/15/21	11/1/21
7/1/20 TO 6/30/21	6/30/22	8/15/22	11/1/22
7/1/21 TO 6/30/22	6/30/23	8/15/23	11/1/23
7/1/22 TO 6/30/23	6/30/24	8/15/24	11/1/24
7/1/23 TO 6/30/24	6/30/25	8/15/25	11/1/25
7/1/24 TO 6/30/25	6/30/26	8/15/26	11/1/26

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## Four Step Reporting Process



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## Identify Unclaimed Property

- Annually, in July, begin the review of your financial records to identify potential abandoned properties.
- [NAUPA Class Codes and Dormancy Periods for Governmental Holders](#)

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## Attempt to Locate Owners

### Customer Service Efforts

- Don't wait for the dormancy period to expire to attempt to locate owners.
- Change of address is a common reason property becomes unclaimed.
- Take action on mail returned by Post Office as soon as it's received. This may prevent the need to report unclaimed property.

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## Attempt to Locate Owners

### Due Diligence Requirements

- If the address on record is known to be invalid, you are responsible for taking reasonable steps to ensure the notice is sent to the owner's correct address. Use resources such as LexisNexis(Accurint), Google, etc. to obtain a current address. Search your own database for current vendors, customers, or employees.
- Written notice by first class mail is required if the property has a value of \$50 or greater.
- Send notice to the owner 60 to 120 days prior to filing. We recommend sending notice to owners around August 15.

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## Information Needed to Prepare Report

- First, middle, and last name(s) and suffix (such as Jr., III) or Business name
- Last known address(es)
- Date(s) of birth
- Social Security Number(s) or Tax Identification
- Account number or check number
- Property type code
- Owner relation code(s) (ex. sole owner, payee, and, or)
- Drivers license number(s) and state
- Email address(es)

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## Preparing the Report

- Reporting software and services are available to assist holders in reporting via the electronic file format.
- Reports created using software must be saved in an electronic file format prescribed by the Treasurer (Enhanced NAUPA Format).
- Alternatively, the Holder Reporting tile allows you to enter a manual report. This option is available for those who don't have access to holder reporting software. Register and enter a prescribed secret key to start your manual report.

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## Submit the Report and Remit the Funds

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DALE R. FOWELL, CTA

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I have created my NAUPA report

If you have already created your NAUPA report and simply need to submit it, click the button below.

UPLOAD A REPORT

I need to create a report

If you do not have access to reporting software and wish to create a manual report, click the button below. Once you click the button, you will be redirected to another tab to manually enter each owner and property.


ENTER A MANUAL REPORT

Remit a payment via ACH, Wire, or Check. Report and Remittance are due November 1. Extensions can be requested for good cause.

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## Holder Reporting e-Updates

**Sign Up for Holder Reporting e-Updates**

If you are an unclaimed property holder in North Carolina, sign up using the form below to stay up-to-date on new laws and legislation, reporting deadlines, upcoming conferences and more!

Email Address\*

First Name\*

Last Name\*

Select your Type of Organization\*

☐ All types of organizations (except life insurance companies)
 ☐ Life insurance company

Submit

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## Common Questions Holders Have

- **What if I have past due unclaimed Property?**  
Visit our website to learn about the [NC Voluntary Disclosure Program](#).
- **How long must supporting records be retained after a report is filed?**  
5 years from the date the report is filed
- **What records should be retained?**  
Owner information, proof due diligence was performed, notes/memos related to unclaimed property, supporting documentation, outstanding checklists and reconciliations, information pertaining to void checks or checks issued in error

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## Common Questions Holders Have

### **What happens if I determine that property was reported in error?**

For incorrect information submitted on a report, holders should:

- Submit corrected report by selecting report type "Replacement Report"
- Send email to [upreports@nctreasurer.com](mailto:upreports@nctreasurer.com) with the subject  
UNCLAIMED PROPERTY REPORTING ERROR

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## Common Questions Holders Have

**Do I have to report unclaimed property to other states?**

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## Property Subject to North Carolina Laws

- The last known address of the apparent owner is a North Carolina address.
- The identity and/or last known address of the apparent owner is **unknown**, and the holder is incorporated in North Carolina.
- The last known address of the apparent owner is in a **foreign country**, and the holder is domiciled in North Carolina.

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# Search for and Claim Property

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## Types of Holder Claims

- Holder Reimbursements
- Holder Refunds
- Holder as Owner

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## Holder Reimbursement

- Get reimbursed for funds you've returned to the owner by completing and submitting a [Holder Reimbursement Request](#) form.


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## Holder Refund

- Request a refund for property remitted or delivered in error by completing and submitting a [Holder Refund Request](#) form.

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## Search for and Claim Unclaimed Property

**SEARCH ?**



**How to Search:**

- 1) To search for an owner's unclaimed property, enter the last name, or first and last names. To search for property belonging to a business, enter the business or organization name.
- 2) Select the property(ies) you wish to claim.
- 3) Enter your information as the claimant: mailing address of where payment should be sent, relationship to the property owner, etc.

enter last name or business name in the [field] and your first name in the First [field] to view your search results. enter a city or zip [field].

(es) you wish to claim, initiate a new [field] reported under a different name but [field]. Try using nicknames, common [field] applicable, maiden name.

ted all properties you want to claim. [field] File Claim". Select your relationship to [field] claimed and click "File Claim". Enter [field] and click "Next" to file the claim.

Secure service provided by North Carolina [field] Unclaimed Property to claim your lost funds.

**\*Last or Business Name:**

**First Name:**

*Narrow your search with the following fields:*

**City:**


**Zip Code:**

*If you received an **Owner Outreach** letter from NC Unclaimed Property Division, please enter the Reference Number and select "Search".*

**\*Reference Number:**

**SEARCH**

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## Holder as Owner

**RESULTS** Your search returned 1000 unclaimed properties.

Exact name matches will be shown first, followed by properties with similar names to the one entered.

**CONTINUE TO FILE CLAIM(0)**

Display: 20 results

First Previous 1 2 3 4 5 Next Last

To file a claim for properties on this list, click the CLAIM button next to those properties. Next, click on the CONTINUE TO FILE CLAIM button.

Select an Action	Owner Name	Co-Owner Name	Owner Relation	Address	Amount	Reported By	Property ID
<b>CLAIM</b>	CITY OF		SOLE OWNER	301 SOUTH TRYON ST CHARLOTTE NC 28288	\$22.50	WELLS FARGO BANK NA	6396332

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## Resources

- Visit the website at [NCCash.com](https://nccash.com) for information regarding the reporting, remitting, and delivering of unclaimed property.
- Visit the [Reporting Library](#) to locate additional reference materials and guides to assist in compliance with [North Carolina General Statute Chapter 116B](#).
- North Carolina's 4-Step Reporting Process located on the [Holder Information and Reporting](#) tab at [NCCash.com](https://nccash.com).
- See [Holder FAQs](#) for information on steps to take if you've identified a reporting error after submission and other frequently asked questions.

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## Contact Us

- For additional assistance reporting property, email [upreports@nctreasurer.com](mailto:upreports@nctreasurer.com) or call 919-814-4200, Option 3.
- For additional assistance claiming property, email [unclaimed.property@nctreasurer.com](mailto:unclaimed.property@nctreasurer.com).

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## Demo

- [www.nccash.com](http://www.nccash.com)
- Uploading a NAUPA file
- Manual Online Reporting
- Search and Claim Property
- Reporting Library
- FAQs

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## Unclaimed Property Division

## Thank You!

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