

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.



# 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."



Unclaimed Property

# Governmental Dormancy Period

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

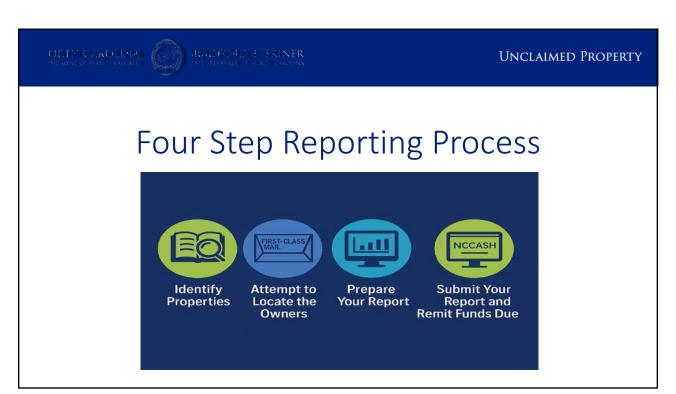
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## **Conversion Table**

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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# **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



### 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.



## 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.



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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### 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 <u>upreports@nctreasurer.com</u> with the subject UNCLAIMED PROPERTY REPORTING ERROR



## 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.





# Types of Holder Claims

- Holder Reimbursements
- Holder Refunds
- Holder as Owner



#### Holder Reimbursement

 Get reimbursed for funds you've returned to the owner by completing and submitting a <u>Holder</u> <u>Reimbursement Request</u> form.

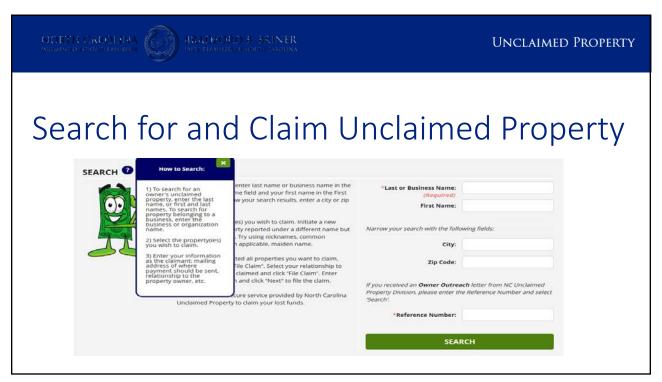
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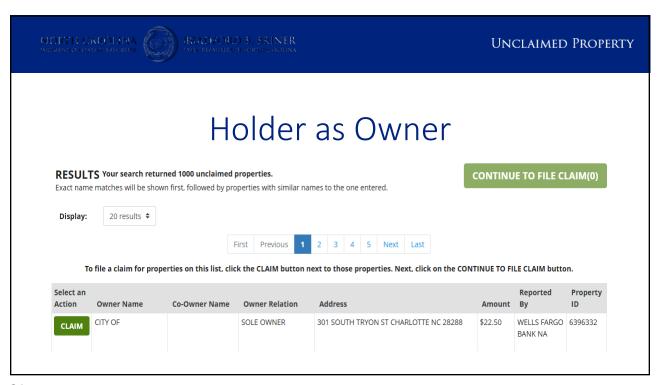


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#### Holder Refund

 Request a refund for property remitted or delivered in error by completing and submitting a <u>Holder Refund Request</u> form.







#### Resources

- Visit the website at <a href="NCCash.com">NCCash.com</a> for information regarding the reporting, remitting, and delivering of unclaimed property.
- Visit the <u>Reporting Library</u> to locate additional reference materials and guides to assist in compliance with <u>North Carolina General Statute Chapter 116B</u>.
- North Carolina's 4-Step Reporting Process located on the <u>Holder Information and</u> <u>Reporting</u> tab at <u>NCCash.com</u>.
- See <u>Holder FAQs</u> 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 <u>upreports@nctreasurer.com</u> or call 919-814-4200, Option 3.
- For additional assistance claiming property, email unclaimed.property@nctreasurer.com.



#### Demo

- www.nccash.com
- Uploading a NAUPA file
- Manual Online Reporting
- Search and Claim Property
- Reporting Library
- FAQs

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