

## Reporting Electronically to the Commonwealth of Virginia

- Virginia has developed a new electronic reporting portal for the delivery of NAUPA II format text files being submitted to provide report detail information for the owners and properties included in your report. We hope you find this process easy to use and responsive to your needs.
- We no longer require the use of a login and password to access our submission page on our website. The web address for this page is <https://www.trsvirginia.gov/HolderUpload>. Here is what the page looks like:


The screenshot shows the 'Holder Upload' page. At the top, there is a navigation bar with 'Virginia.gov', 'Online Services | Agencies | Governor | Help', and a search box. Below the navigation bar is a header with the 'Holder Upload' logo and the text 'Virginia Treasury's Unclaimed Property Program' and 'Returning money, stocks, bonds, dividends, utility deposits, insurance proceeds, tangible property and more to the rightful owners.' The main content area has a heading 'Welcome to Holder Upload' and a paragraph: 'Welcome! This series of pages are designed to assist you in submitting NAUPA format text files for the purpose of reporting unclaimed property to the Commonwealth of Virginia. There are several steps along the way, beginning with you providing a file. There is a box located below this text for you to either drag and drop a file or click on the box to open a navigation dialogue box so you can navigate to the file that you wish to submit.' Below this text is a box with the text 'Drop NAUPA2 file here or click to upload.' At the bottom, there is a footer with contact information and a security policy: 'Our Security Policy: We take every precaution to ensure that any data you enter here on this website is stored securely.'

- As you can see, it is a secure portal. You can get there by using the url provided or by going to <https://www.vamoneysearch.org/Report> and looking for the link there:

The screenshot shows the 'Report' page. At the top, there is a navigation bar with 'Virginia.gov', 'Online Services | Agencies | Governor | Help', and a search box. Below the navigation bar is a header with the 'vaMoneySearch.org' logo and the text 'Virginia Treasury's Unclaimed Property Program' and 'Returning money, stocks, bonds, dividends, utility deposits, insurance proceeds, tangible property and more to the rightful owners.' The main content area has a heading 'Report' and a red arrow pointing to a button labeled 'NEW HOLDER UPLOAD! - The new upload page is here!'. Below this is a paragraph: 'Please review our REPORTING CHECKLIST to ensure that you are delivering a complete report!'. Below the paragraph is a table with tabs: 'Notable', 'Due Diligence', 'Securities', 'Tangible Property', 'Electronic Reporting', and 'Reciprocal Reporting'. Below the table is a list of items: 'There are changes to Securities Delivery Instructions and to Electronic Report Delivery Instructions', 'Negative reports are NOT required. If you have nothing to report, there is nothing to do!', 'INTEREST BEARING ACCOUNTS - If the account you are reporting is interest-bearing, you must report the interest rate!', 'NAICS Lookup Tool', and 'New Holder Upload Portal'. At the bottom, there is a section titled 'Report Deadlines:' with a list: 'November 1st for corporations, public entities, etc.' and 'May 1st for insurance companies'. Below the section is a button labeled 'Click & Report!'.

- To submit a file to us, simply drag and drop your file into the box provided, or click in the box to initiate a dialog box to navigate to where your file is located and submit it that way. The file submitted will then be subjected to an initial validation routine. If it is not a NAUPA II file, you will see a screen similar to this:

Virginia.gov Online Services | Agencies | Governor | Help Search Virginia.Gov



Virginia Treasury's Unclaimed Property Program  
Returning money, stocks, bonds, dividends, utility deposits, insurance proceeds, tangible property and more to the rightful owners.

Department of the Treasury > Unclaimed Property Division > Holder Upload

## Invalid NAUPA File

We detected some problems in your file. This initial level of validation checks to be sure this is a structured NAUPA II file. We are listing up to 10 issues found with this file so far. If you are using a vendor software, please check with your vendor to see if they can diagnose the issue. If you have developed your file using in house software, please have your IT staff look at the file.

```
Validating Holderdata.txt...
Line 1, Position 1: The first record type must be 1 (Holder)
Line 1, Position 1: Invalid Record Type H.
Line 2, Position 1: Invalid Record Type ".
Line 3, Position 1: Unexpected Record Type 5 (Securities) after Record Type ".
Line 3, Position 1: The last record must be type 9 (SUMINFO).
```

Try again


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- If it is deemed to be a NAUPA II file, you will be asked to provide an e-mail address for us to communicate our validation findings back to you. Please note that you can only submit one text file at a time. You may, however, submit a single NAUPA II file that contains multiple reports. Here is the e-mail screen for a single file:

Virginia.gov Online Services | Agencies | Governor | Help Search Virginia.Gov



Virginia Treasury's Unclaimed Property Program  
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Department of the Treasury > Unclaimed Property Division > Holder Upload

## So Far So Good!

Congratulations! Your file has passed the initial validation routine to confirm it is in the correct format. Next, we will review the file for other potential errors and provide you with an acceptance or a list of issues. Please provide your e-mail address below so we can communicate our findings to you.

Email Address

Confirm Email Address

This is a test file:

Send

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Our Security Policy: We take every precaution to ensure that any data you enter here on this website is stored securely.

- Here is the screen if you submit a file with multiple reports in it:

This is a test file:

## Multi-report contact info

We have detected that this file contains multiple reports. Please complete the contact information requested below, so we may contact you in the event of any other concerns than the file validation. Please make sure that your remittance matches the sum total of these files, and that you supply all of the required AP-1 forms as a group.

Holder Name

Federal Tax ID

Contact Name

First Name	Last Name
------------	-----------

Title

Street Address

City

State

Zip

Phone

Send

- Notice we ask for more contact information in case one of the reports has issues.
- Please note that you are able to submit TEST FILES, so you can see how your file is progressing.
- Within the next 24 hours, you should receive an e-mail notification with the results of your submission. If there are errors recognized by our automated validation routine, you will be provided with the location and description of the errors. To read the errors, you must open the NAUPA II file in Notepad and turn on the Status Bar under the VIEW Option. It will provide you with the line numbers and location to see what is wrong.
- If you do not receive this e-mail, you should contact us to confirm that your file was received and is in process.
- If the file has errors, you MUST correct them and resubmit the file.
- If the file passes the automated validation, you will be advised of our acceptance of the file for your report, and an AP-1 form will be provided to you to mail in with your remittance check. PLEASE NOTE – we will continue to perform a manual review of your file, which may reveal errors the automated validation could not catch. If these are found, you will be contacted by our staff to discuss these errors.
- If you plan to pay via ACH or wire transfer, you may complete the AP-1 form and get it signed, scan it and send us the completed copy to [Report.Remit@trs.virginia.gov](mailto:Report.Remit@trs.virginia.gov). PLEASE do NOT send in a hardcopy of the AP-1 form AND an electronic copy of the AP-1.

Pretty easy, right? If you need to ask questions about the process, please email the Records and Receipts unit at [report.remit@trs.virginia.gov](mailto:report.remit@trs.virginia.gov) or call 804-225-2547.

Thank you for reporting electronically!!