



Stewardship·Integrity·Excellence

DIVISION OF UNCLAIMED PROPERTY
REQUEST FOR EXTENSION OF TIME TO
FILE UNCLAIMED PROPERTY REPORT

COMPANY NAME _____

FEDERAL TAX ID # _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT PERSON _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____

Please provide a brief explanation why the additional time is required:

REQUESTED EXTENSION DATE (30 or 60 days): _____

ESTIMATED AMOUNT OF REPORT TO BE FILED: \$ _____

ESTIMATED NUMBER OF OWNERS ON REPORT: _____

Signature

Date

FOR DIVISION USE ONLY

Your request for an extension has been granted.

***Please note – The granting of an extension of time to file does not relieve you of the obligation to remit unclaimed funds to the Commonwealth by the date due (Nov. 1 or May 1 for insurance companies). If you do not remit an estimated payment of the amount due, interest will accrue at the same rate as is applicable to delinquent taxes under §58.1-1812.**

Your report is due: _____

Your request for an extension has been denied. Please report and remit prior to the due date as required by statute.

Approved by	
Date	

E-Mail to: Report.Remit@trs.virginia.gov , or

Mail to: Department of the Treasury, Division of Unclaimed Property, attn R/R Supervisor,
P. O. Box 2478, Richmond, VA 23218-2478

Extension Request Instructions:

- ◆ Complete Extension Request; including holder number or FEIN (Federal Tax ID) if holder number unknown.
- ◆ Requests are granted in 30 or 60 day increments from the original deadline.
- ◆ E-mail electronic form to Report.Remit@trs.virginia.gov, or mail hardcopy form to address provided on form.
- ◆ Please note that interest at the rate applicable to delinquent taxes under §58.1-1812 will continue to accrue from November 1 (May 1 for insurance companies) of the report year until the date your remittance is postmarked.

- ◆ To avoid paying this interest charge, you may make an estimated payment postmarked no later than November 1 (May 1 for insurance companies).
- ◆ If no estimated payment is sent, please contact our office once your report is ready so we can provide you with the interest calculation. This amount must then be added to your unclaimed property liability amount to obtain the total remittance amount due.
- ◆ Failure to report by the new deadline may result in additional charges for penalties and interest

Follow-up Instructions:

- ◆ Please note the interest payment amount where indicated on the AP-1 form.
- ◆ If overpayment is made as a result of estimated payment being sent, please send a completed holder claim form indicating the amount of overpayment along with your report forms AP-1 and AP-2. If reporting electronically, please e-mail a scanned copy of this form to Report.Remit@trs.virginia.gov
- ◆ If you discover that no property is due, you are expected to notify us prior to the new due date established by the extension. Notification can be made by e-mail to Report.Remit@trs.virginia.gov.