

# Special Notices - New for 2021

## AP-1 Form

All reports must include a signed AP-1 form and your submission will be deemed incomplete without it. The form is emailed to you upon successful upload of a NAUPA file or you may find a copy of it on our website at [www.vamoneysearch.org/Report/Forms](http://www.vamoneysearch.org/Report/Forms). It must be completed, signed, and returned.

If you are remitting via ACH/wire then the AP-1 form may be signed electronically and emailed to [report.remit@trs.virginia.gov](mailto:report.remit@trs.virginia.gov). AP-2 forms may not be emailed.

Do not email AND mail the AP-1 form. This can cause duplication. Choose one method of delivery.

The Submission Confirmation document is NOT acceptable as a substitute for the AP1 form.

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## NAUPA File Delivery Process

- **Access our site to deliver NAUPA files** – All electronic reports MUST be delivered via our secure webpage at <https://www.trsvirginia.gov/holdersupload>
  - **Acceptable media** – We will no longer accept file submissions on CD, flash drive, diskette or any other physical media.
  - **Validation** – Upon submission, your file will be subjected to a validation routine.
  - **Confirmation of Delivery** – You will receive a confirmation of receipt e-mail which will provide you with either the errors contained on your file or an AP-1 form to use when completing the reporting requirements. Please double check the e-mail address you provide, so you are sure to get this important confirmation.
  - **After Delivery** – Once the automated validation is done, a manual review of the file is performed by our staff. If they find errors, they will contact you to discuss them.
  - **Paperless** – An AP-2 form is not required to be submitted after uploading your NAUPA file.
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## NAUPA Validation Errors

Upon upload if you receive an email stating that your uploaded NAUPA file was rejected you must correct the errors listed before resubmitting. For more information on understanding the error log go to <https://www.vamoneysearch.org/Report/Holder-Training/Fixing-NAUPA-File-Validation-Errors>

## First time reporting?

**Reporting Process** – The complete rundown of how to report Unclaimed Property to Virginia in four easy steps. Find these in the Reporting Process tab.

**Quicklinks and Information tabs** – They are a quick way to get the information you need for Notable Requirements, Due Diligence, Securities reporting, Tangible Property reporting, Electronic reporting and Reciprocal reporting.

**Holder ID#** – This will be established when we receive your first report. Please check the First Time Report box on the AP-1 form and you may leave this line blank.

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## Is the property owner you are reporting a business, estate, or trust?

**Business or Trust owners** – Make sure you have used the business/company indicator in your software to denote this. Enter these owners into the Firm Name field.

**Estate owners** – Enter 'Estate of' into the Middle Name field when reporting owners in this circumstance. Do not use the business/company indicator.

**Note** – Co-owned properties MUST be reported as separate owners

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**\*For ACH/Wire instructions please email [Report.Remit@trs.virginia.gov](mailto:Report.Remit@trs.virginia.gov)\***

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## What you need to know about requesting an extension of time to file:

- To request an extension of time to file, go to <https://www.vamoneysearch.org/Report/Forms> and look for the Request for Extension of Time to File document
- Download form and follow accompanying instructions
- Extensions are granted for 30 or 60 days beyond the original due date
- If your request is approved, you must remit an estimated payment to us along with a copy of your approval
- Your report file, document or e-mail communication letting us know you no longer have a report to submit is due by the new due date
- If your report is for an amount less than the estimated payment you submitted, submit a holder claim form for the difference. This form is also available on the forms and instructions page as noted above.