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TREASURER OF VIRGINIA

COMMONWEALTH OF VIRGINIA

*Department of the Treasury
Division of Unclaimed Property*

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August 15, 2010

MEMORANDUM

To: Holders of Unclaimed Property

From: Vicki D. Bridgeman, Director

Subject: Report and Remittance of Unclaimed Property

This letter is to remind you that it is time to begin reviewing your accounts and performing due diligence in preparation for filing your 2010 Unclaimed Property Report. The 2010 report should include all amounts reportable as of June 30, 2010 and prior. The report is due on or before November 1, 2010.

- **Forms and Instructions** - You may obtain all required forms and instructions by visiting our website at www.trsvirginia.gov/Ucp/ucpforms.aspx and following the link to the 2010 Holderbook.
- **Electronic Reporting Requirements** - For the 2010 Unclaimed Property Report, remember the electronic reporting requirements. If your report contains 25 or more properties, you MUST report electronically using the NAUPA format and submit the report on either diskette, CD or via upload to our website file transfer location. Please remember to provide owner relationship data in your file. Without this information, we cannot pay claims correctly. Incomplete reports will be returned.
- **Free Software** - To assist you in putting your data into the proper format, Virginia offers free software available for download at www.trsvirginia.gov/Ucp/elec_reporting.aspx.
- **Nothing to Report ?** - Negative Reports are not required. If you have nothing to report, you do not have to submit any report paperwork.
- **Extension of Time To File** - You may request an extension of time to file this report. The required form is available at www.trsvirginia.gov/ucp/ucpforms.aspx. A request to extend your report due date must be received prior to November 1, 2010. Please note that if an extension is granted, either you must pay an estimated amount due on the due date, or interest at the rate of 6% on the total value of reportable property will continue to accrue from November 1, 2010 until the receipt of your remittance and report.
- **Reporting Securities** – The securities instructions have been updated to provide more specific information. Please take the time to read them. Late deliveries can result in a charge for penalties and interest.

If you have any questions regarding your reporting requirements, call Bill Dadmun at 804-225-2547 or 1-800-468-1088, or send an e-mail to William.dadmun@trsvirginia.gov. You may also visit our website to download additional forms, review more detailed instructions, review charts which may assist you, and obtain additional information on electronic reporting instructions. Thank you for your cooperation.

Look for us on the Web: www.trsvirginia.gov
Search for property: www.VaMoneySearch.org



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