

# COMMONWEALTH OF VIRGINIA

## DEPARTMENT of the TREASURY DIVISION OF UNCLAIMED PROPERTY ELECTRONIC REPORTING



The Commonwealth of Virginia has adopted the standard electronic holder reporting format of the National Association of Unclaimed Property Administrators (NAUPA). Any report containing 25 or more properties **MUST** be reported electronically utilizing this format. A copy of this record layout is available at our website: [Electronic Reporting Guide](#). Please note – you must still file a signed AP-1 form or other approved document certifying the accuracy of the report.

### Electronic Reporting Media Requirements

- Electronic reports are accepted on diskette, CD-R/W or uploaded to our website (see below for details).
- Please see the [Electronic Reporting Guide](#) document on our website for further requirements.



- **All electronic reports must be in the NAUPA format, submitted as a NAUPA format text file.**
  - Excel spreadsheets, Word documents or Access databases will not be accepted.
  - New filers are encouraged to submit test files.
  - DRS (Disk Reporting Software) is available for download at the Treasury website on the Holder Reporting Forms & Instructions page. This software allows you to input information into the NAUPA format.
  - If you have questions regarding the use of the NAUPA format or the use of this software, contact Bill Dadmun, (804) 225-2547, or [William.Dadmun@trs.virginia.gov](mailto:William.Dadmun@trs.virginia.gov).
- If you want to transfer your report to the Virginia Unclaimed Property via FTP upload to our website, you must first register. (If you will be sending a diskette or CD you do not have to register.) E-mail us at [ucpupload@trs.virginia.gov](mailto:ucpupload@trs.virginia.gov) with your company name and Federal Identification Number. We will provide you with a user name and a password to log on to our reporting upload page. Once you have logged on, you will be asked to review and correct information in your holder profile. This information will be used to help us stay in contact with you. Upon completion of this update, you will be able to transfer the detail portion of your report to us (AP-1 form is still required). This site is secure and will allow you to see only the information you have reported.

**COMMONWEALTH of VIRGINIA**  
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Division of Unclaimed Property  
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Visit us at  
[WWW.TRS.VIRGINIA.GOV](http://WWW.TRS.VIRGINIA.GOV)



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