

**DEPARTMENT OF THE TREASURY  
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: \_\_\_\_\_

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](mailto: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.
- ◆ E-mail electronic form to [Report.Remit@trs.virginia.gov](mailto:Report.Remit@trs.virginia.gov), or mail hardcopy form to address provided.
- ◆ Please furnish a fax number; approved requests will be acknowledged by fax.
- ◆ Please note that interest at a rate of 5% will continue to accrue from November 1 (May 1 for insurance companies) of the report year until the date your remittance is postmarked. (Rate subject to change based on rate applicable to delinquent taxes as established by §58.1-1812).
- ◆ 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.

## **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 written request for the refund of the overpayment on company letterhead. This request should include the company name, federal tax id, contact name, address and the amount requested.