

DIVISION OF LOTTERY  
COLLECTION AND DISBURSEMENT SERVICES RFP 2015

State of New Jersey  
Unclaimed Property Administration (UPA)  
Report Requirement for Reports Submitted Via the Online Reporting Application

In an effort to modernize our operations, the New Jersey Unclaimed Property Administration (UPA) has implemented several technological improvements in the way we receive and process incoming holder reports. One of these improvements was the implementation of an Online Holder Reporting system that allows the business community to create an account, submit annual reports, and remit unclaimed property funds to the State. Below is a snapshot of the Holder Reporting icon that is posted on the UPA home page.



Upon entering this application a first time user will be required to create an account. Please retain your login information to access the application in future years.

Once logged into your account, you will be able to upload your report file and either make an eCheck payment (no forms submitted) or print out a payment voucher (replaces UP-1 form) and submit a Fed Wire or an ACH Transfer (required for remittances \$50,000 and greater) or mail in your remittance (Checks made payable to: Treasurer, State of New Jersey).

Once you complete this process nothing further is needed from the holder (unless you are reporting shares, see pages 54-55).

All Negative Reports must be submitted using the Online Holder Reporting System. All business that are either incorporated in New Jersey or have a business presence in New Jersey are required to file a negative report.

Thank you.