

Wisconsin Department of

**Revenue**

# **Unclaimed Property Holder Report Guide**

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### IMPORTANT CHANGES

- [2023 WIS. ACT 138](#) creates a permanent voluntary disclosure program for unclaimed property effective for applications received on or after June 1, 2024.
- [2023 WIS. ACT 138](#) also provides the following changes, first applicable to property reportable on November 7, 2021.
  - Defines financial organization loyalty card and excludes the card from unclaimed property.
  - Provides a presumption of abandonment for tax-exempt retirement accounts to be the same as tax-deferred retirement accounts.
  - Clarifies the date for which property is presumed abandoned.
  - Provides that interest shall not accrue on claims paid to another state.
  - Clarifies that property received before January 2, 2019, shall accrue interest if that property was interest-bearing to the owner, as reported by the holder at the time of receipt by the administrator.

## 1. IMPORTANT INFORMATION

### A. General tips for holders

- Use the helpful videos and other holder reporting resources on our unclaimed page: [www.revenue.wi.gov/ucp](http://www.revenue.wi.gov/ucp)
- First time filers need to contact the UCP unit to set up a holder account (see Part 6 for contact information)
- Holders with reporting questions are encouraged to contact us in August or September before the reporting season gets busy
- ALL holder reports must be filed electronically
- If you do not have any unclaimed property to report, do not file a report UNLESS you are an insurance company, utility company, or financial institution with a physical presence in Wisconsin
- Do not login to MTA to file or pay your holder report

### B. Holder report tips for successful reporting

- Holders are required to provide the name, last-known address, social security number or taxpayer identification number, and date of birth of the property, if known or readily available. We may need to contact you if you do not include this important information.
- Use the correct codes and relationship types. See [Appendix 1](#) and [2](#).
- Use complete and valid addresses for the Report Contact and Claim Contact
- Questions about reporting software need to be directed to the software vendor. We cannot assist with reporting software questions.

### C. Holder payment tips

- Checks need to be made to Wisconsin Department of Revenue and need to include your FEIN. We do not accept check payments made to State Treasurer's Office, WI State Treasurer, etc. These will be destroyed, and you will need to submit a new check.

- We will not complete external requests to allow ACH payments.
- Make sure your financial institution will process your ACH payment. Check your account 3-4 days after submitting your payment.
- You can enter your ACH debit information within your report. The confirmation page/number you receive upon submission is for both the report and payment. However, do not make a subsequent payment or the amount will be taken out of your account twice.

## 2. OVERVIEW OF UNCLAIMED PROPERTY

The Wisconsin Department of Revenue (DOR) is the administrator of Wisconsin's unclaimed property program. Holders of unclaimed property are required to report and remit the property to the department, who acts as the custodian for the property. The program works to reunite citizens with lost property.

### A. What Is Unclaimed Property?

Unclaimed property is generally any financial asset that belongs to an individual, business, or governmental entity that hasn't had owner activity for the dormancy period applicable to the property type and the holder is unable to contact the owner.

### B. Who Must Report Unclaimed Property?

Wisconsin law requires holders to review their financial records each year to determine whether they hold any property that has had no owner activity for the required dormancy period for the property type. See [Appendix 1](#) for a list of property codes and dormancy periods. Any holder of unclaimed property is required to report and remit the unclaimed property to the department.

Financial institutions, utility companies, and life insurance companies, with a physical presence in Wisconsin, must file a holder report even if no unclaimed property is reported (known as a negative report). Do not submit a negative report if no physical presence in Wisconsin.

Municipalities should report uncashed payroll checks to DOR following one year of dormancy. However, all other unclaimed property held by municipalities should follow the laws provided in sec. [59.66](#), Wis. Stats.

Funeral Trusts and Burial CDs are not to be turned over if the beneficiary is living. These items should only be reported after the named beneficiary has died, and no heir has come forward or been located.

Insurers are required to compare, at least semi-annually, the records of its life insurance policies, annuity contracts, or retained asset accounts with the federal social security administration's death master file.

### C. Reporting and Remitting Unclaimed Property to DOR

Holder reports and remittance of payment and securities are due by **November 1** following the close of each fiscal year July 1 through June 30. The report details the items that became unclaimed during the fiscal period. Penalties may be assessed for holder reports and payments that are late or for failure to file, pay, or deliver.

Safe deposit box contents are required to be delivered to DOR by **December 1**. **Note:** The property (i.e., contents of the box) is required to be included in the report due by November 1.

**Note:** When the regular due date falls on a weekend or legal holiday, the due date is extended to the business day immediately following the weekend or legal holiday.

#### D. Extension of Time to File

Holders may request a 60-day extension to file their annual report and remit unclaimed property by submitting a request through [My Tax Account](#) from September 1 to October 31. See Note in Part 2.C. above if November 1 falls on a weekend or legal holiday.

#### E. Holder Appeal Rights

- (1) DOR shall provide allowance or denial notice within 120 days to a holder who files a claim for reimbursement if the holder paid the money or property in error, after paying or delivering property to DOR it paid the money or delivered property to a person believed was entitled to the apparent owner. If DOR does not act on a claim during the 120-day period, the claim is deemed denied.

Holder reimbursements that are denied may be appealed by filing a petition for judicial review in circuit court. Appeals must be served and filed no later than 90 days after the decision or no later than 180 days after the filing of the claim if DOR has failed to act on it.

**Note:** Holder reimbursements are subject to set off against holder's debts of state agencies or municipalities

- (2) Holder assessments may be appealed, including estimated amounts due and late filing fees. The appeal provisions for taxpayers and DOR also apply to holders. The Notice of Amount Due sent to the holder will contain instructions on how to appeal the assessment.

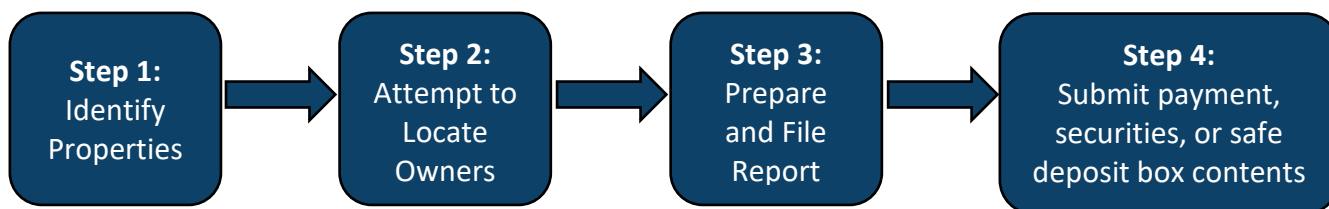
#### F. Voluntary Disclosure

The voluntary disclosure program encourages businesses, organizations, and governmental units who are not in compliance with Wisconsin unclaimed property laws to voluntarily come forward to report and remit unclaimed property without penalties. The program was offered for a limited time from February 2022 through February 2023; however, effective June 1, 2024, the program is permanent.

To be eligible for the program you must have unclaimed property to report from any of the five most recent reporting periods and not been audited for those periods, not received notice of an upcoming audit, or have a balance due on your unclaimed property holder account.

See [unclaimed property home page](#) for a link to the online voluntary disclosure application and the [Unclaimed Property Voluntary Disclosure](#) common questions.

### 3. UNCLAIMED PROPERTY REPORTING PROCESS



#### A. Step 1: Identify Abandoned Properties

Holders must perform an annual review of finances to determine if they hold properties that are considered abandoned. Property is considered abandoned if there has been no activity on the property within its dormancy period. A complete list of property types, property codes, and dormancy periods can be found in [Appendix 1](#).

Using [Appendix 1](#) as a reference, identify the properties that have reached their dormancy period so you can provide the required notice to the apparent owner (see Step 2 below). Here is a sample of properties with their dormancy period and reporting due dates.

SAMPLE PROPERTY TYPES – IMPORTANT DATES AND DEADLINES				
Property Type	Dormancy Period	Date of Check or Last Contact	Completes Dormancy Period	Report and Remit Due
Unclaimed Wages	1 Year	7/1/22 - 6/30/23	7/1/23 - 6/30/24	11/1/24
Matured Policy Benefits	3 Years	7/1/20 - 6/30/21	7/1/23 - 6/30/24	11/1/24
Dormant Account	5 Years	7/1/18 - 6/30/19	7/1/23 - 6/30/24	11/1/24
Uncashed Traveler's	15 Years	7/1/08 - 6/30/09	7/1/23 - 6/30/24	11/1/24

## B. Step 2: Attempt to Locate the Owners

You must make a good faith effort to locate the owners of the properties identified in Step 1 (known as due diligence). A notification letter must be sent by 1<sup>st</sup> class mail to owners of properties valued at \$50 or more unless the owner's last known address is recorded as invalid. Letters must be sent between July 1 and September 1. You are required to keep a copy of the letter for 10 years and provide the letter upon request by the department. The letter must do the following:

- Contain a heading that reads substantially like: "Notice. The State of Wisconsin requires us to notify you that your property may be transferred to the custody of the state's unclaimed property administrator if you do not contact us before [the date that is 30 days after the date of the notice]"
- Identify the nature and value of the property, unless the property does not have a fixed value
- State that the property will be turned over to the administrator
- State that after the property is turned over to the administrator an apparent owner that seeks return of the property shall file a claim with the administrator
- State that the property may be sold by the administrator
- Provide instructions that the apparent owner shall follow to prevent the holder from reporting and paying or delivering the property to the administrator

A sample owner notification letter is shown in [Appendix 3](#). **Do not include the department's contact information on due diligence letters** as we will not be able to assist until the property has been reported and paid to us.

**Note:** Additional notice may be sent via email if the apparent owner has consented to receive email delivery from the holder; however, the notice must also be sent via 1<sup>st</sup> class mail to the owner's last-known address.

## C. Step 3: Prepare and File Your Report

### (1) Reporting and filing

If the owner does not respond to the due diligence letter and owner activity does not occur, the property must be reported and remitted to the department. Additionally, if no due diligence letter was sent because the property is valued under \$50 or the owner has no known address, and no owner activity has occurred, the property must also be remitted to the department. **All holder reports must be filed electronically.** The

electronic filing option for your holder report is based on how you prepare your report. The following table shows the preparation and report filing options.

**Note:** All filing options are secured methods of transmitting data.

Preparation Method	Filing Option
<b>UPEXchange</b>	<ol style="list-style-type: none"> <li>1. Holders may file report online via UPEXchange software. No further action is needed.</li> <li>2. Holders may also choose the "Manual Submission" option. If "Manual Submission" is used, holders must go to <a href="#">My Tax Account</a> and attach a standard NAUPA Report file (option 1). You must convert the file into .TXT format. You will not be able to upload an .HDE or .XLS file.</li> </ol>
<b>HRS Pro</b>	Holders must go to <a href="#">My Tax Account</a> and attach a standard NAUPA Report file (option 1). You must convert the file into .TXT format. You will not be able to upload an HDE file.
<b><a href="#">My Tax Account</a></b>	<p>Holders have two free options for filing their report via <a href="#">My Tax Account</a>:</p> <ol style="list-style-type: none"> <li>1. Attach a standard NAUPA Report file. To attach the file, use the Add button on the left side of the screen. <b>You must convert the file into .TXT format. You will not be able to upload an .HDE or .XLS file.</b></li> <li>2. Manually enter and file a holder report or file a negative report.</li> </ol>

## (2) Important reporting information

- Reports filed late will be assessed a \$150 penalty.
- Payments made after the due date will be assessed a penalty equal to 15% of the value of the property.
- Stock or Safekeeping delivered late will be assessed a penalty equal to 15% of the value of the property.
- DOR may assess a penalty of \$100 per day past the due date of a written request to file a report.
- DOR will take collection action for balances not paid within 60 days of a Notice of Amount Due and may also assess a collection fee. See Part 2.E.(2) for information on holder appeal rights.
- **Provide complete and accurate owner information.** You are required to include the owner's full name, last known address (even if the Post Office has returned mail as undeliverable), SSN or tax identification number, and date of birth, if known or readily available. Use caution to enter confidential information, such as SSNs, tax identification numbers, date of births, and account numbers, in the correct fields in the report, as this information is used to automatically reunite the rightful owner with their property.

**Note:** Holder reports that do not comply with reporting requirements may be rejected.

- **Use All Other Owners (OT) as the ownership type for all property unless the owner is unknown.**
- **Only use aggregate for properties valued under \$5 and if the owner is unknown.** Reports with aggregate or unknown property that include information about the property owner will be invalidated and a new report will need to be submitted.
- **DO NOT send us a paper copy of your report or a copy of your report on CD/other electronic storage media. We do not require a notarized affidavit after your electronic filing. All this information is destroyed without being reviewed.**

- **Do not** submit negative reports if there is no physical presence in the State of Wisconsin.
- Refer to Appendix [1](#) and [2](#) for the correct codes and relationship types to use when filing your report.
- **Important:** Reports filed using [My Tax Account](#) will have the option to print and save a PDF copy of the report. If you wish to print a copy of the report at a later date, you will need to go to My Tax Account, and under Unclaimed Property select "Holders," then "Resume Filing Saved Holder Report".
- Save the confirmation page after you file your report. You will need the confirmation number if you require assistance from us.
- Multiple entity holder reports must be uploaded here:  
[https://ww2.revenue.wi.gov/FileTransfer/application?PASS\\_types=32](https://ww2.revenue.wi.gov/FileTransfer/application?PASS_types=32)

**Note:** It is very important to report complete and accurate information. The department may advertise properties within three days after a report has been filed, and the department's matching program may automatically pay the rightful owners shortly after the report is filed. If you notice an error in the report:

- Within three days of filing, contact the department by email at [DORWIHolderReports@wisconsin.gov](mailto:DORWIHolderReports@wisconsin.gov) to discuss your options if the report contains:
  - Properties that should not have been reported,
  - Errors regarding the owner information (name, address, date of birth, ID number, etc.) for any of the properties, or
  - Errors regarding the dollar amount or security shares reported.
- If property was not included that should have been reported, file a new holder report with **new properties only**. Do not submit a report with properties that were already reported.
- Contact the department for assistance with other errors not listed for guidance at (608) 264-4594 or by email at [DORWIHolderReports@wisconsin.gov](mailto:DORWIHolderReports@wisconsin.gov).

### (3) Securities reporting

The following types of abandoned securities must be reported (this list is not all inclusive):

- Common Stock
- Bonds/Debentures
- Stock Warrants
- Partnership Units
- Preferred Stock
- Dividend Reinvestment Plans (DRPs)
- Mutual Funds
- Any other security-type property that has been abandoned

**Do not report nontransferable, delisted, worthless, restricted, or expired securities.** If the shares become transferable, file a holder report, and transfer the shares at that time.

**In order to provide general guidance on how to determine if a security should be reported or remitted, please exclude any delisted securities as well as securities that do not clear two cents based on current bid/ask and close information available on Bloomberg or trade on the bottom tier of the OTC and have no bid/ask activity.**

**Do not report fractional shares of common stock. The fractional shares must be liquidated prior to reporting and reported as cash-in-lieu of fractional shares.**



**ALL SHARES MUST BE REMITTED BY NOVEMBER 1. Shares received after November 1 will be subject to a fee equal to 15% of the value of the shares.**

See Part 3.D.(2) for instructions on submitting securities.

(4) Reciprocal reporting

Properties with a last known address in California must be reported directly to California.

As a courtesy to Wisconsin businesses, the department has a policy of forwarding unclaimed property reported to the department for citizens of other states. Wisconsin has reciprocal agreements with most states.

If you are a business incorporated in Wisconsin, you can report to Wisconsin **incidental amounts** (less than ten items) of unclaimed property owned by those with addresses in the states without a formal reciprocal agreement. The department will forward the names and property of out-of-state owners to the appropriate states. Make sure to abide by each state's dormancy periods and property codes when preparing your reports. See the [NAUPA reporting resources webpage](#) for current information about other states.

**D. Step 4: Submit Payment, Securities, and Safe Deposit Box Contents**

Once you have filed your report, you are ready to complete the process by submitting payment, securities, and safe deposit box contents. Follow the submission instructions below for the different types of property. Payments and delivery of property are due by November 1. DOR may assess a late payment penalty equal to 15% of the value of the property. Additional penalties of \$100 per day may be assessed if you fail to pay or deliver property by the due date of a written request. See Part 2.E. for additional information on holder appeal rights.

**Important submission information:**

- **If you entered payment information with the holder report submitted online via My Tax Account, your payment will be submitted. If you initiate another ACH Debit payment, both payments will be processed in our system resulting in an overpayment on your account. Overpayments will be refunded by paper check to the holder.**
- The department will initiate withdrawal of the funds on the date requested in your ACH Debit payment request. This might take a few days to show up in your account. If the payment has not been withdrawn within a week, contact the department before making another payment.
- **Do not make a single payment for multiple reports. Make one payment for each report filed.**
- You must have a holder account before you are able to make an ACH Debit payment. If you have not previously filed a holder report with the department, you will need to wait 24 hours after filing your first report before initiating your ACH Debit payment.
- Transfer securities at the same time you file the holder report. Follow the instructions in (2) below closely to ensure proper delivery.
- Liquidate virtual currency within 30 days of reporting and delivering to DOR to be considered delivering in good faith.

(1) Submitting payment

Use one of the following options for submitting payment for unclaimed property to the department:

- (a) Making payment when filing report via My Tax Account

When filing your report online, you will be given the option to enter your payment information prior to submitting the report or you can submit payment separately.

To submit payment along with your report, chose the direct debit tab and check the box to enter payment information. **Note:** If you enter banking information within your report submission, the confirmation number will be for both the report and payment. See screen shot below:

**Unclaimed Property Report**

Report Options ✓    Holder Information ✓    Property ✓    Summary ✓    Direct Debit ▶

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**Remit Property**

If submitting **report only**, click Submit

Do you want to remit property by Direct Debit?      **Note:** You must have an **active Wisconsin Tax Account** associated with your FEIN for Direct Debit.

No     Yes

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Tax ID (FEIN) \*  
*Required*

Bank Account Type \*  
*Required*

Routing Number \*  
*Required*

Account Number \*  
*Required*

Confirm Account Number

Payment Date  
26-Jan-2022

Payment Amount  
23.00

**Find Saved Request**    Cancel    Save Draft    < Previous    **Submit**

### (b) Submitting payment via ACH debit **separately from report**

To submit payment separately from the report, follow these instructions. This payment method can be used by any holder, even if you used UPEXchange or HRS Pro to prepare report.

1. Go to <https://tap.revenue.wi.gov/UCPHolderPayment>
2. The Account Type and Payment Type are preset. Click "Next"
3. Enter the Report Year as the Tax Year
4. Enter your FEIN (or SSN, if applicable)
5. Enter your Legal Name
6. Enter your phone number (optional), click "Next"
7. Click the hyperlink "Fill out your payment information here"
8. Our debit block ID is X000020500
9. Enter your payment information, and click "Submit" when complete
10. Save your confirmation number. **Note:** This number is only for your holder payment.

### (2) Submitting securities

When reporting securities, your report is not complete until you have transferred the ownership of the properties to DOR. Holders must also submit securities directly to the department's securities custodian,

Avenu Insight & Analytics, ("Avenu"), at the same time the securities are reported. Follow the instructions below for each type of security.

Security Type	Nominee Name	Tax ID#	Instructions
DTC Eligible Securities	Cheddar & Co.	90-0086085	<p>Stocks All DTC (Depository Trust Company) eligible securities must be delivered via a Deliver Order (DO) as a book-entry movement to DTC participant 901 for credit to account 822478, Agent Bank 26500 or via DRS (Direct Registration System) or via DWAC (Deposit/Withdrawal at Custodian).</p> <p>Advance email notice REQUIRED. Notify custodian two (2) business days prior to transfer at <a href="mailto:UPCH.Custody@AvenuInsights.com">UPCH.Custody@AvenuInsights.com</a> with an excel list of the securities, including CUSIP numbers, number of shares, issue names, and the delivering party's DTC participant number. Transfers not preapproved will be reversed.</p> <p><b>Cheddar &amp; Co. (Agent Bank #26500) DTC Participant #901 Account #822478</b></p>
Non DTC Eligible Securities	Cheddar & Co.	90-0086085	<p>If stock cannot be delivered via DTC/DRS/DWAC, only then may stock be registered in Book Entry Shares/Direct Registration Shares (DRS). Mail all interested party statements to the address below at the time of transfer and a copy is emailed to <a href="mailto:UPCH.Custody@AvenuInsights.com">UPCH.Custody@AvenuInsights.com</a>.</p> <p><b>Cheddar &amp; Co. c/o Avenu Insights &amp; Analytics Attn. Custody Department 100 Hancock St., 10<sup>th</sup> Floor Quincy, MA 02171 Tax ID# 90-0086085</b></p>
Open End Mutual Funds	TBD	TBD	<p>Accounts held for the State of Wisconsin must be opened in advance. Avenu will provide the account numbers for all mutual funds to be transferred into the state's account. To obtain account numbers, contact Avenu five (5) business days prior to attempting delivery at</p>

			<p><a href="mailto:UPCH.Custody@AvenuInsights.com">UPCH.Custody@AvenuInsights.com</a>. Send interested party statements to:</p> <p><b>Avenu Insights &amp; Analytics c/o Custody Department 100 Hancock St., 10<sup>th</sup> Floor Quincy, MA 02171</b></p>
Closed End Mutual Funds	Cheddar & Co.	90-0086085	<p>Advance notice REQUIRED. Notify custodian two (2) business days prior to transfer at <a href="mailto:UPCH.Custody@AvenuInsights.com">UPCH.Custody@AvenuInsights.com</a>. Deliver full shares via DTC instructions above, sell fractional shares and close the account. The account should register as indicated below:</p> <p><b>Cheddar &amp; Co. Avenu Insights &amp; Analytics 100 Hancock St., 10<sup>th</sup> Floor Quincy, MA 02171 Tax ID# 90-0086085</b></p>
Physical Stock Certificates	Hare & Co.	13-6062916	<p>Send all securities DTC or DWAC as provided above. Physical certificates are only accepted when they cannot be sent DTC, DWAC, or DRS per above instructions. Notify custodian two (2) business days prior to transfer at <a href="mailto:UPCH.Custody@AvenuInsights.com">UPCH.Custody@AvenuInsights.com</a>. Register and deliver certificates to this address:</p> <p><b>Hare &amp; Co/Acct# 822478 FEIN# 13-6062916 The Depository Trust Company 570 Washington Blvd. – 5<sup>th</sup> Floor Jersey City, NJ 07310 Attn: BNY Mellon/Branch Deposit Department/Acct #822478 – State of Wisconsin</b></p>
Foreign Securities	N/A	N/A	<p>Contact custodian at <a href="mailto:UPCH.Custody@AvenuInsights.com">UPCH.Custody@AvenuInsights.com</a> to obtain delivery instructions.</p>
Federal Reserve Securities	N/A	N/A	<p>Notify custodian two (2) business days prior to transfer at <a href="mailto:UPCH.Custody@AvenuInsights.com">UPCH.Custody@AvenuInsights.com</a> and deliver to:</p> <p><b>Federal Reserve Bank of Boston ABA #0210-0001-8 Bank of NYC/Cust (822478)</b></p>
Stock Dividend Payments	Cheddar & Co.	N/A	<p>Once shares are reported on a holder report and delivered to the department's custodian, all future payments should be</p>

			<p>sent to the address below. Provide a statement that includes the type of transaction, account #822478, CUSIP, security name, number of shares, and amount of dividend/share.</p> <p><b>Avenu, Inc.</b>  <b>100 Hancock St., 10<sup>th</sup> Floor</b>  <b>Quincy, MA 02171</b></p>
Mutual Fund Dividend Payments	Mac & Co.	N/A	<p>Once shares are reported on a holder report and delivered to the department's custodian, all future payments should be sent to the address below. Provide a statement that includes the type of transaction, account #822478, CUSIP, security name, number of shares, and amount of dividend/share.</p> <p><b>Mac &amp; Co. 822478</b>  <b>Attn: Mutual Fund Operations</b>  <b>500 Grant St., Room 151-1010</b>  <b>Pittsburg, PA 15258</b></p>

(3) Submitting safe deposit box contents

Abandoned safe deposit box contents are reported on your annual unclaimed property report due by November 1 of each year, and the contents of abandoned safe deposit boxes must be delivered to the department by **December 1**.

- You are required to provide written notice to the department 30 days before delivery if there are any hazardous or dangerous items found in safe deposit boxes, such as guns, chemicals, or explosives that will be delivered.
- [Form UCP-120](#) must be completed for each box reported. Follow the instructions on the form for submitting the safe deposit box contents. **Note:** Make sure the safe deposit box number and fees are specific to the property owner.
- **Do not report empty boxes** since there are no contents to be delivered.
- The contents can be delivered using any method that is most convenient for the holder including in-person delivery or any mail/package delivery service.
- Contents sent via US Mail should be sent to:

Wisconsin Department of Revenue, Unclaimed Property Unit  
P.O. Box 8982  
Madison, WI 53708-8982

- Contents sent via all other mail services should be sent to:

Wisconsin Department of Revenue, Unclaimed Property Unit  
2135 Rimrock Road  
Madison, WI 53713

## 4. ENFORCEMENT

### A. Recordkeeping

Holders are required to retain records for 10 years. Records retained must include the following:

- The notice sent to the apparent owner (e.g., due diligence letter/notice).
- The date, place, and nature of the circumstances that gave rise to the property right.
- The amount or value of the property.
- The last address of the apparent owner, if known.
- If the holder sells traveler's checks, money orders, or similar instruments, other than 3<sup>rd</sup> party bank checks, in Wisconsin, on which the holder is directly liable, a record of the instruments while they remain outstanding, indicating the state and date of issue.

### B. Examination

The department at reasonable times and upon reasonable notice, may examine records to determine compliance with law. If upon the examination of records results in the discovery of property reportable and deliverable to DOR, the property must file a report and deliver the property to DOR. If that property is not reported and delivered, DOR may issue a non-filer notice, which would include an assessment for the property not reported and delivered.

### C. Delinquent Balances

- DOR will take collection action for balances not paid within 60 days of a Notice of Amount Due and may also assess a collection fee. See Part 2.E.(2) for information on holder appeal rights.
- DOR will also assess a collection fee of 6.5 percent of the amount due or a minimum of \$35.
- Collection action on delinquent balances includes offsetting tax refunds, levying bank accounts, and filing tax liens.

## 5. STAY CURRENT WITH UNCLAIMED PROPERTY REPORTING INFORMATION

The Wisconsin Department of Revenue provides information, via email, to persons who are responsible for reporting and remitting unclaimed property. Subscribe to this service by visiting: [revenue.wi.gov/pages/html/lists.aspx](https://revenue.wi.gov/pages/html/lists.aspx).

## 6. CONTACT THE UNCLAIMED PROPERTY UNIT

Visit our website: [www.revenue.wi.gov/ucp](http://www.revenue.wi.gov/ucp)

Email: [DORUnclaimedProperty@wisconsin.gov](mailto:DORUnclaimedProperty@wisconsin.gov)

[DORWIHolderReports@wisconsin.gov](mailto:DORWIHolderReports@wisconsin.gov)

Phone: (608) 264-4594

Write: Wisconsin Department of Revenue  
PO Box 8982  
Madison, WI 53713

Fax: (608) 261-6799

### Applicable Laws and Rules

This document provides statements or interpretations of the following laws enacted as of June 12, 2024: ch. 177, [Wis. Stats.](#)

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to this date, that is contrary to the information in this document is superseded by this document, according to sec. 73.16(2)(a), Wis. Stats.

**APPENDIX 1**

**WISCONSIN PROPERTY CODES WITH DORMANCY PERIODS (IN YEARS)**

PROPERTY		
CODE	TYPE	DORMANCY PERIOD
AC01	CHECKING ACCOUNTS/DDA	5
AC02	SAVINGS ACCOUNTS	5
AC03	MATURED CERTIFICATES OF DEP	5
AC04	CHRISTMAS CLUB ACCOUNTS	5
AC05	MONEY ON DEP TO SECURE FUND	5
AC06	SECURITY DEPOSITS	5
AC07	UNIDENTIFIED DEPOSITS	5
AC08	SUSPENSE ACCOUNTS	5
AC09	WI DOC ACCT	1
AC10	WIS DWD ACCT/CHILD SUPPORT	1
*AC99	AGGRGATE ACCOUNT BALANCES	5
CK01	CASHIER'S CHECKS/GARNISHMENTS	5
CK02	CERTIFIED CHECKS	5
CK03	REGISTERED CHECKS	5
CK04	TREASURER'S CHECKS	5
CK05	DRAFTS	5
CK06	WARRANTS	5
CK07	MONEY ORDERS	5
CK08	TRAVELER'S CHECKS	15
CK09	FOREIGN EXCHANGE CHECKS	5
CK10	EXPENSE CHECKS	5
CK11	PENSION CHECKS	5
CK12	CREDIT CHECKS OR MEMOS	5
CK13	VENDOR CHECKS	5
CK14	CHECKS WRITTEN OFF TO INCOME	5
CK15	OTHER OUTSTANDING OFFICAIL CHKS	5
CK16	CD INTEREST CHECKS	5
*CK99	AGGREGATE UNCASHED CHECKS	5
CS01	EDUCATIONAL SAVINGS ACCOUNTS-CASH	5
CS02	EDUCTNL SAVINGS ACCTS-MUTUAL FUNDS	5
CS03	EDUCTNL SAVINGS ACCTS-SECURITIES	5
CT01	ESCROW FUNDS	5
CT02	CONDEMNATION AWARDS	1
CT03	MISSING HEIRS' FUNDS/ESTATES	5
CT04	SUSPENSE ACCOUNTS	5
CT05	OTHER COURT DEPOSITS	1
*CT99	AGGREGATE COURT DEPOSITS	1
HS01	HEALTH SAVINGS ACCOUNT	3
HS02	HEALTH SAVINGS ACCOUNT INVESTMENT	3
IN01	INDIV POLICY BENIF/CLM PMTS	3
IN02	GROUP POLICY BENEF/CLM PMTS	3
IN03	PROCEEDS DUE BENEFICIARIES	3
IN04	MAT POLICY,ENDOWMENT,ANNUITY	3
IN05	PREM REFND ON INDIVID POLIC	3
IN06	UNIDENTIFIED REMITTANCES	3
IN07	OTHER AMTS DUE UNDER POLICY	3
IN08	AGENT CREDIT BALANCES	3
IN30	DEMUTUALIZATION CASH PROCEEDS	3
IN77	LIMITING AGE	3
*IN99	AGGREGATE INSURANCE PROP	3
IR01	TRADITIONAL IRA – CASH	3
IR02	TRADITIONAL IRA – MUTUAL FUNDS	3
IR03	TRADITIONAL IRA – SECURITIES	3
IR05	ROTH IRA – CASH	3
IR06	ROTH IRA – MUTUAL FUNDS	3
IR07	ROTH IRA – SECURITIES	3
MI01	NET REVENUE INTEREST	5
MI02	ROYALTIES	5
MI03	OVERRIDING ROYALTIES	5
MI04	PRODUCTION PAYMENTS	5
MI05	WORKING/ROYALTY INTEREST	5

PROPERTY		
CODE	TYPE	DORMANCY PERIOD
MI06	BONUSES	5
MI07	DELAY RENTALS	5
MI08	SHUT-IN ROYALTIES	5
MI09	MINIMUM ROYALTIES	5
*MI99	AGGREGATE MINERAL INTEREST	5
MS01	WAGES	1
MS02	COMMISSIONS	1
MS03	WORKER'S COMP BENEFITS	5
MS04	PAYMENT FOR GOODS & SVCS	5
MS05	CUSTOMER OVERPAYMENTS	5
MS06	UNIDENTIFIED REMITTANCES	5
MS07	UNREFUNDED OVERCHARGES	5
MS08	ACCOUNTS PAYABLE	5
MS09	CREDIT BALS & ACCTS RCVBL	5
MS10	DISCOUNTS DUE	5
MS11	REFUNDS DUE	5
MS13	UNCLAIMED LOAN COLLATERAL	5
MS14	PENSN/PROFIT SHR/IRA/KEOGH	5
MS15	DISSOLUTION/LIQUIDATN PROP	1
MS16	MISC OUTSTANDING CHECKS	5
MS17	OTHER MISC INTANGIBLE PROP	5
MS18	SUSPENSE LIABILITIES	5
*MS99	AGGREGATE MISC PROPERTY	5
SC01	DIVIDENDS	3
SC02	INTEREST ON BONDS	3
SC03	PRINCIPAL PAYMENTS	3
SC04	EQUITY PAYMENTS	3
SC05	PROFITS	3
SC06	CASH EXCHANGE	3
SC07	BEARER BOND INT/MATURE PRIN	1
SC08	SHARED OF STOCK (RET BY PO)	3
SC09	CASH FOR FRACTIONAL SHARES	3
SC10	UNEXCH STOCK OF SUCCESSR CO	3
SC11	ANY OTHER CERT OF OWNERSHIP	3
SC12	UNDERLY SHARES/OUTSTAND CER	3
SC13	FUNDS LIQUID/REDEMPTN STOCK	3
SC14	DEBENTURES/BONDS/COUPONS	3
SC15	GOVERNMENT SECURITIES	1
SC16	MUTUAL FUND SHARES	3
SC17	WARRANTS (RIGHTS)	3
SC18	MAT PRINCIP ON REGIS BONDS	3
SC19	DIVIDEND REINVESTMENT PLN	3
SC20	CREDIT BALANCES	3
SC30	DEMUTUALIZATION STOCK PROCEEDS	3
*SC99	AGGREGATE SECURITIES PLN	3
SD01	SAFE DEPOSIT BOX	5
SD02	SAFEKEEPING ITEMS	5
SD03	OTHER TANGIBLE PROPERTY	5
SD04	UNCLAIMED LOAN COLLATERAL	5
TR01	PAYING AGENT ACCOUNTS	5
TR02	UNDELIVERED/UNCASHED DIVID	5
TR03	FUNDS HELD IN FIDUCIARY	5
TR04	ESCROW ACCOUNTS	5
TR05	TRUST VOUCHERS	5
*TR99	AGGREGATE TRUST PROPERTY	5
UT01	UTILITY DEPOSIT	1
UT02	MEMBERSHIP FEES	5
UT03	REFUNDS OR REBATES	1
UT04	CAPITAL CREDIT DISTRIB	5
*UT99	AGGREGATE UTILITY PROPERTY	5
ZZZZ	PROPERTIES NOT IDENTIFIED	5

\*Property codes for unknown owners only



## APPENDIX 2

## WISCONSIN OWNER TYPE AND RELATIONSHIP CODES

OWNER TYPE		
CODE	DESCRIPTION	WHEN TO USE
AG	Aggregate	Use only if the property is aggregated and less than \$5. See definition of aggregate in Part 3.C.(2). of this publication.
OT	<b>All Other Owners</b>	<b>Most common property type. The owner name(s) is known and the property is not aggregated.</b>
UN	Unknown Owner	Use only if the owner is unknown. If you enter a name in the name field, use OT as the owner type.
RELATIONSHIP CODES		
CODE	DESCRIPTION	DEFINITION
AD	Administrator	The person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AF	Attorney For	A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority. This person is not the owner of the funds, the owner of the funds should also be listed.
AG	Agent For	A person who has been qualified by a state or federal court to provide legal services, including appearing in court, and is authorized to act for another. This person is not the owner of the funds, the owner of the funds should also be listed.
AN	(And) Unspecified Joint	Unspecified joint relationship including 'AND'. Property belongs equally to all owners.
BF	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy or any instrument in which there is distribution. The insured person should also be listed.
CF	Custodian	A person with whom some article is left, usually pursuant to a contract (called a "contract of bailment"), who is responsible for the safe return of the article to the owner when the contract is fulfilled. Custodians are not owners of the funds. When a custodian is listed, the owner of the funds should also be listed.
CN	Conservator	A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age. This person is not the owner of the funds, the owner of the funds should also be listed.
ES	Estate	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
EX	Executor or Executrix	The person appointed to administer the estate of a person who has died leaving a will which nominates that person. This person is not the owner of the funds, the owner of the funds should also be listed.
FB	For Benefit of	A person who is entitled to property that is held by another person (typically a custodian or trustee). FB is typically used in trustee, self-directed, inherited, education and transferred accounts.
GR	Guardian	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs. This person is not the owner of the funds, the owner of the funds should also be listed.
HE	Heir	Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.)
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy.
JE	Tenants in Entireties	Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor.
JS	Joint Tenant w/Survivor Rights	A type of account which is owned by at least two people, where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of that other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
JT	Joint Tenants	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated.
OR	(Or) Unspecified Joint	Unspecified joint relationship including 'OR'. Either owner can claim all the funds.
OT	Other Relationship	Relationship other than specified in this list. Additional details should be submitted with the property.

RELATIONSHIP CODES		
CODE	DESCRIPTION	DEFINITION
PA	Payee	The one named on a check or promissory note to receive payment. Include Remitter name if known.
PD	Payable on Death	Account is payable on death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate. The original owner should also be listed.
PO	Power of Attorney	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope. This person is not the owner of the funds, the owner of the funds should also be listed.
RE	Remitter	Used primarily on official checks. The Remitter is the person who purchased the official check. This relationship is separate from the Holder who turns the property over to the state. Include Payee name if known.
SO	Sole Owner	Sole Owner is used when there is only a single owner for the property, and that person has all rights to the ownership of the property.
TE	Trustee	A person or entity who holds the assets (corpus) of a trustee for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it. This person is not the owner of the funds, the Trust should also be listed. Claimant will need to provide a copy of the Trust.
UG	Uniform Gift Minors Act	Property that is gifted to a Minor under the Uniform Gifts to Minors Act – (UGMA). This act allows minors to own property such as securities. Regardless of whether the minor has reached the age of majority, use relationship code UG. The custodian on the account must be coded as CU.
UN	Unknown	The owner's relationship to the property is not known.
UT	Uniform Transfer to Minors Act	Property that is gifted to a minor under the Uniform Transfer to Minors Act – (UTMA). This act allows a minor to receive gifts such as money, patents, royalties, real estate and fine art, without the aid of a guardian or trustee. The gift giver or an appointed custodian manages the minor's account until the minor is of age (usually 18 or 21).

## APPENDIX 3

## SAMPLE DUE DILIGENCE LETTER

DATE, 20XX

OWNER NAME  
OWNER ADDRESS  
CITY, STATE ZIP

RE: (DESCRIBE PROPERTY)

**NOTICE: The State of Wisconsin requires us to notify you that your property may be transferred to the custody of the state's unclaimed property administrator if you do not contact us before [insert date 30 days after notice, but before the report due date]**

Our records indicate you appear to be the owner of the funds or property listed below. No transaction or other activity has been noted for a significant amount of time.

*INSERT: Full description of funds or property held, such as check or account number, date of the item or last transaction date, dollar amount or estimated value, etc. Include any additional information which would assist the owner in identifying the property.*

If we do not hear from you by DATE, 20XX, the law requires us to remit these funds or property to the Wisconsin Department of Revenue – Unclaimed Property Unit by November 1st. After the property is remitted to the department, the funds or property may be sold by the department. Additionally, you will have to file a claim from the Wisconsin Department of Revenue to receive your property.

If you have an interest in the funds or property, and wish to prevent the funds or property from being reported as unclaimed property to the Wisconsin Department of Revenue, please sign this notice and return it to:

Holder Name  
Mailing address  
City, State Zip  
Phone Number  
Fax Number

Please sign below to acknowledge ownership of the above listed funds or property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joint Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Joint Owner Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Print Email Address