

Unclaimed Property - Preparing a Report FAQs

Q. How may I file my report?

A. You may file your report electronically or on paper. The department encourages all holders to electronically file their unclaimed property report if possible. Electronic filing is secure, accurate, and the most efficient way to report unclaimed property. Reports filed on paper must be on the department's prescribed form or a facsimile thereof.

Q. What is the format required to file electronically?

A. A holder report can be filed electronically through a secure file transfer process. To prepare an electronic report, please follow these instructions:

- The [report is required to be in a text file in the current NAUPA II format](#).
- Do not provide your report in an executable file format, as a statewide policy for Montana does not allow us to accept this format from an external source.
- Do not encrypt the file.
- Do not password-protect the file.

Electronic reports, filed through our file transfer process and reports on diskette or CD, that do not meet these requirements will not be processed and will be returned to the contact person noted on the report. When you electronically submit your report, please DO NOT send us a paper copy of the report. Your electronically submitted report is the only report we need.

Q. My electronic report has been submitted, how do I submit my payments?

A. See "Instructions for Submitting Payments" in the Holder of Unclaimed Property tab of the [Unclaimed Property](#) page.

Q. I would like to file on paper, where can I find a report?

A. Montana provides three reports that are located inside the "Forms" tab of the [Unclaimed Property](#) Page. Please read the instructions included with the form carefully before completing your report. This will ensure that your report will be correct and can be processed in a timely manner.

If you choose not to file on the form provided by Montana, you must still follow our prescribed reporting format. Paper reports that are not in the department's prescribed format will not be processed and will be returned to the contact person noted on the report.

Q. How do I know what the property type is for property I am reporting?

A. Montana follows the NAUPA standards for property type codes. Select “Dormancy Periods” inside the Holder of Unclaimed Property tab of the [Unclaimed Property](#) page.

Q. My report includes securities and/or mutual funds. How do I deliver my securities and/or mutual funds to the State of Montana?

A. Montana contracts with ACS Unclaimed Property Clearinghouse to hold and administer our securities and mutual funds. See “Reporting and Delivery Instructions” inside the Holder of Unclaimed Property tab of the [Unclaimed Property](#) page.
