



UNCLAIMED PROPERTY

ALLEN MARTIN
DEPUTY TREASURER

Reporting Tangible Property

1. Before uploading information or submitting property, please be sure you are in compliance with the provisions of NC General Banking Statute GS 53C-6-13, and Unclaimed Property Statutes GS 116B-59, and GS 116B-55.
2. Electronic files are required to be in *NAUPA II* format with only the following file extensions: **.txt**, **.hrs**, and **.rpt**. (*.hde* format is no longer acceptable). Detailed owner information for all safe deposit box owners and those authorized to access the safe deposit box, is required, if known by the holder. Such information includes name, last known address, social security number, date of birth, email address and [owner relationship](#) for all named owners.
3. Digital images of each reported item should be submitted on either a cd (for larger reports), or uploaded via website portal (for smaller reports). Digital images should capture any identifying features. Items of the same type may be grouped together, but must be identifiable in the digital image. Digital images must have the owners full name shown. Images of miscellaneous papers are not required. The following documents are **NOT** considered miscellaneous papers: military discharge papers, savings bonds, stock certificates, traveler or cashier checks, adoption papers, and life insurance policies.

If sending a cd of digital images, please send to:

North Carolina Department of State Treasurer
Unclaimed Property Division
ATTN: Granger Roseberry
3200 Atlantic Ave.
Raleigh, NC 27604-1668

If utilizing the website portal to upload digital images, the Holder Document Upload tile (blue box) can be accessed at www.nccash.com. A Report ID number is required and will be emailed to you upon submitting a report via the Holder Report tile (blue box) mentioned below. If you don't receive an email with the Report ID within 10 business days of uploading your report, please contact granger.roseberry@nctreasurer.com. It is important that ALL items are reported and described to accurately reflect the contents of the safe deposit box.

4. Electronic reports can be submitted at www.nccash.com by selecting the Holder Reporting tile (blue box) and selecting the option to Upload a Report. Prior to uploading your report, please ensure the tangible description is complete for all items included in the safe deposit box. See additional requirements pertaining to the description of items in the Safe Deposit Box Content Information details below.
5. Reports can be created online at www.nccash.com by selecting the Enter a Manual Report option. This option is helpful when five (5) or less safe deposit boxes are being reported. This option allows the manual report to be submitted to us electronically upon completion.



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- Items must be described in detail, noting any unique or identifying marks or characteristics for each piece of property, and be accurately quantified. List items one at a time, or in groups. When grouping items of the same type, indicate the quantity in the description. Follow descriptions with an estimated value in parentheses. Example: 12 buffalo head nickels (\$.60), 5 gold bracelets (\$1200).
- The following papers should not be aggregated and reported as miscellaneous items: military discharge papers, savings bonds, stock certificates, traveler or cashier checks, adoption papers, and life insurance policies. These documents should be listed individually.