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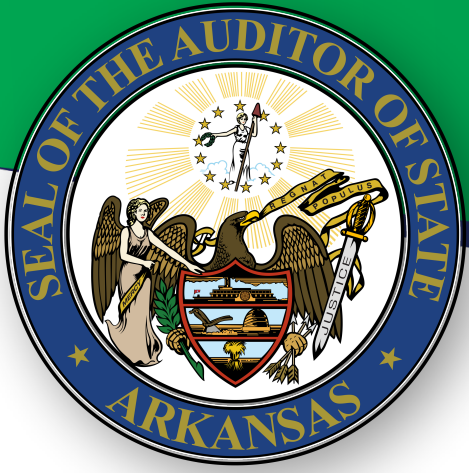
Josh Wood, Assistant Chief of Staff



2025 | **UNCLAIMED** **Property** **Holder Seminar**

How can a business submit an unclaimed
property claim?

SEPTEMBER 2025



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What Is Unclaimed Property?



Robert Scott

Presented by

EECS LLC

What Is Unclaimed Property?



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What Is Unclaimed Property?

Any financial asset, usually intangible, held for a person or entity that cannot be found.

An entity or individual “cannot be found” if there has been no documented transaction or contact between the owner and holder for a period of time.

Arkansas’ unclaimed property statute defines the period of time for each property type. This is referred to as the dormancy period.



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TITLE



Account balances, Unpaid wages or commissions,

Stocks, Bonds

Refunds, Utility deposits

Insurance proceeds, Cashier's checks

Money orders, Safe deposit box contents,

Oil and gas royalties, and others



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Unclaimed Property Lingo

Holder

Any business in possession of unclaimed property is a potential holder

Owner

Person or entity who has a legal interest in property or the person/entity's legal representative

Due Diligence

Written notice to the owners at their last known address informing them of property that will be reported unless they respond in a timely manner to reclaim the money

Record

Information in the custody of the holder containing details relating to the property. This could include unique identifiers of the property, the property owner name, the property value and the property owner address.

NAUPA

Defined as the National Association of Unclaimed Property Administrators. This group sets the standard system for reporting unclaimed property. Arkansas requires all Holder reports to be submitted in a NAUPA formatted file.



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Important Dates

Reports to Arkansas are due prior to November 1st each year.

For example, if you are holding a 3-year property, in order for it to be timely reported in this upcoming cycle, it would fall within the date range appearing in the second row below.

Issue or Last Activity Date	Report Due Date	Status
7/1/19 – 6/30/20	November 1, 2023	Past Due
7/1/20 – 6/30/21	November 1, 2024	Reportable
7/1/21 – 6/30/22	November 1, 2025	Future Due



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How to know where to report Unclaimed Property

The United States Supreme Court has determined that property should be reported according to the standards set forth below. There is a two-tier analysis when determining where to report property:

Priority

1

The state of the creditor's last known address

Priority

2

The state of the debtor's domicile when no address was known



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Get to know NAUPA

The National Association of Unclaimed Property Administrators (NAUPA) has approved a standard set of codes in a uniform format with the purpose of making electronic reporting more uniform for all holders.

The most current version of the NAUPA Standard Electronic File Format may be found at www.unclaimed.org.



Arkansas requires all holder reports to be submitted online in a NAUPA-formatted file and prepared using one of the following options:

There are several holder software products on the market that can help you prepare your report in the correct format, such as UPExchange, FSITrack, Tracker, UPCS, etc. If you are looking for a free option, the HRS Pro standard version, <https://hrspro.unclaimedproperty.com>, is free for under 100 records.

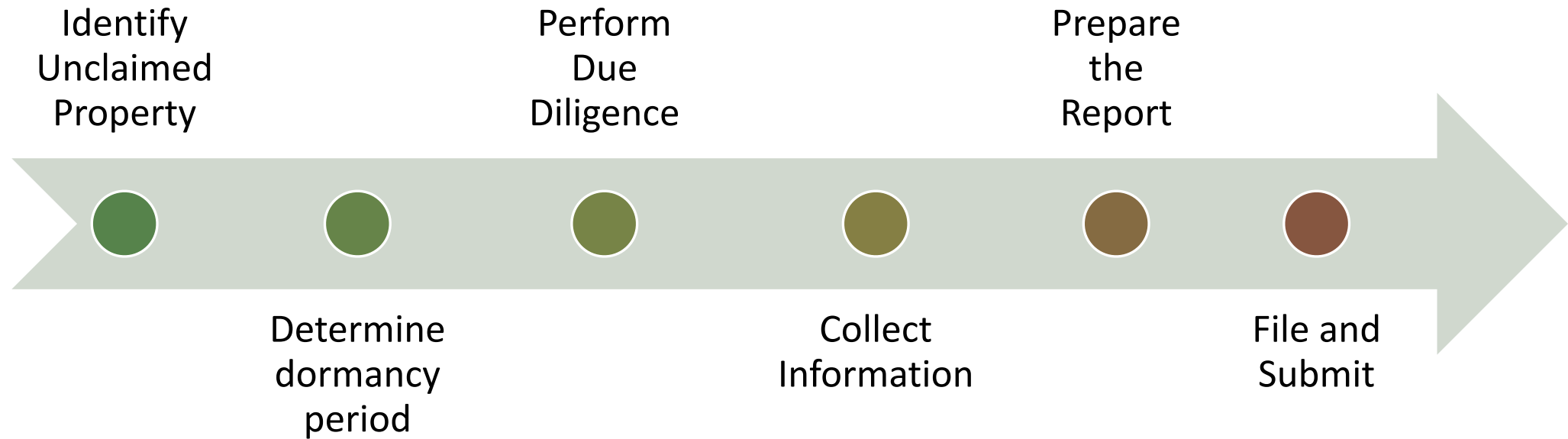
Enter your information using the Manual Entry option on the Submit a Holder Report page on our website at <https://claimitar.gov/app/submit-a-report>.



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What does the Law require that I do with Unclaimed Property?



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Identify Unclaimed Property

To determine if your business has unclaimed property:

- Analyze general ledgers to identify applicable property categories.
- Find and review the relevant source records.
- Always check the Arkansas Auditor of State's website for changes and updates to unclaimed property laws and policies.



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Determine Dormancy Period

Determine if the property has been inactive or dormant for the abandonment period.

Issue or Last Activity Date	Report Due Date	Status
7/1/19 – 6/30/20	November 1, 2023	Past Due
7/1/20 – 6/30/21	November 1, 2024	Reportable
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Note: Reissuing a check does not reset the dormancy clock, unless the reissuance was done at the direction of the owner.



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Perform Due Diligence

Owners must be provided at least 90 days to respond to due diligence letters before a report is filed.

Must be performed if the value is greater than \$50 and the address for the owner appears to be accurate.

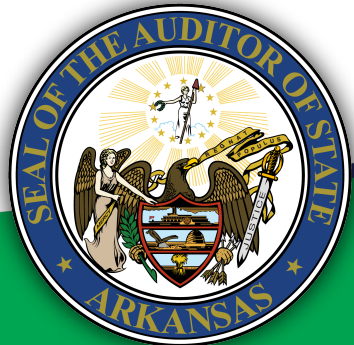
Sample due diligence letters provided through the Arkansas Unclaimed Property Reporting Booklet.



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What does the Due Diligence letter include?



Sample Due Diligence Letter

To: _____ Date: _____

Re: Disposition of Outstanding Check

Our records indicate that the following check issued to you is still outstanding:

<u>Check #</u>	<u>Date Issued</u>	<u>Amount</u>
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Please indicate the disposition of the check on the bottom of this form and return it to us within ____ days.

Disposition of check:

____ I cashed the above-referenced check. Provide date cashed, if known: ____/____/____

____ I received the above-referenced check, but it has been lost or destroyed. Please issue a replacement check.

____ I did not receive the above-referenced check. Please issue a replacement check.

____ Other, explain:

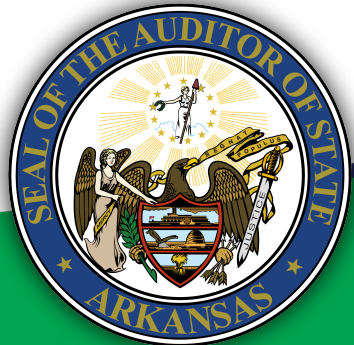
Please sign here: _____

Address: _____

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What does the Due Diligence letter include (cont'd)?



Sample Due Diligence Letter

HOLDER NAME & ADDRESS

CUSTOMER NAME
CUSTOMER ADDRESS CUSTOMER
CITY, STATE, & ZIP

It is the policy of (HOLDER) to review and update our account records periodically. Our records of your savings/checking account number 123456 indicate no transactions as of (LAST ACTIVITY DATE) for (REPORT YEAR). Your account needs to be brought current. State law requires us to turn this account over to the state if the account is truly abandoned. To prevent us from turning your account over to the state's unclaimed property office, please check the appropriate box, sign in the space provided below, and return this to us as soon as possible.

___ The above-referenced address information is correct for the account and I am aware of the account.

___ Please change the account holder's name and/or address to read as follows:

___ I wish to close this account. Please send a check for the closeout amount to the following address:

Signature: _____ Date: _____

Your assistance is appreciated. Please contact our office if you have any questions.

Sincerely,

YOUR BANK OFFICER

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Gather Property and Owner Data to Include on Report

What information will I need to report unclaimed property?

- For the owners that you are unable to locate, collect any additional information such as last known mailing addresses, social security numbers, birth dates, relationship codes, transaction dates, property types, and legal description (for oil & gas).



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Prepare the Report

Compile the required information for the report:

- ☐ Property Type
- ☐ Owner name, last known address, social security number/tax ID number, date of birth
- ☐ Name and information of any known beneficiary
- ☐ Description of the property, including check or account number
- ☐ Start Date. Date the property is presumed abandoned, whether by contact, interest, activity, issuance, or otherwise.

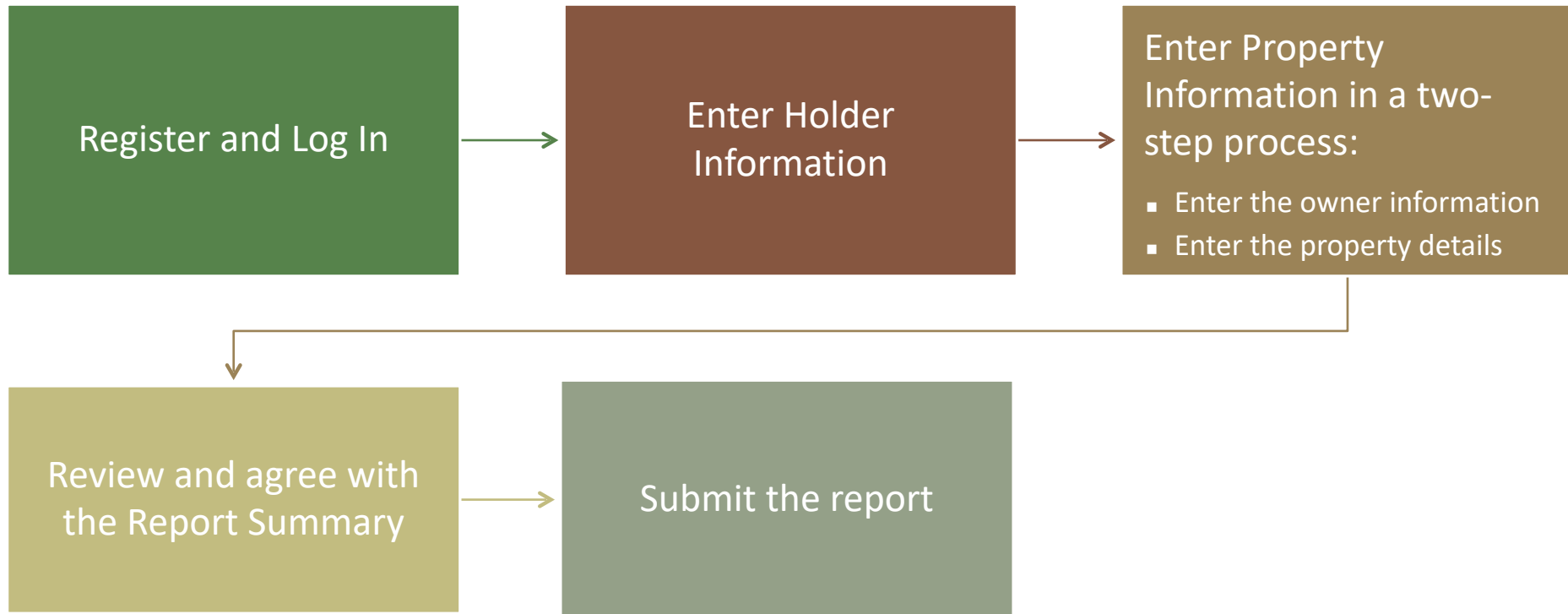


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Create the Report

Creating the report will have 5 basic steps. All steps will be required each time a report is submitted:

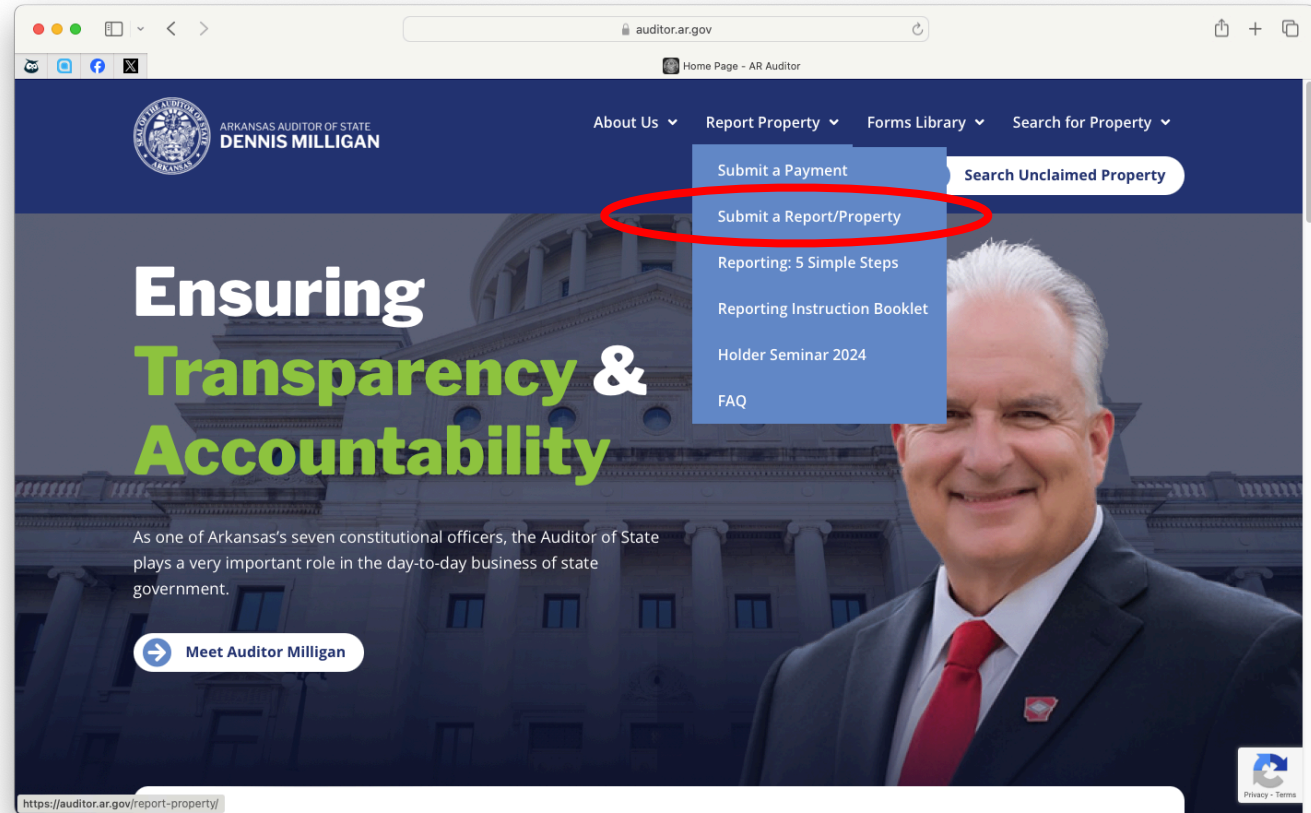


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File and Submit Report

To begin your report, go to the Arkansas Auditor of State website; under the Report Property Tab, click “Submit a report”



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File and Submit Report

Arkansas requires all holder reports to be submitted online in a NAUPA-formatted file.

In accordance with A.C.A. § 18-28-208(a), all payments must be received prior to the reporting deadline. Search for, select, and pay at <https://claimitar.gov/app/holder/payment/search>



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Record Retention

Save your records and support



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Additional Notes

- A holder of unclaimed property should submit a single remittance as payment for its annual unclaimed property report.
- If a holder submits a single payment to be split into multiple reports, the report must be submitted in a combined file.
- Any payment or transfer remitted to the State, prior to the submission of a report of unclaimed property, may be returned to the holder.
- Any payment using an approved alternate option will not be accepted unless payment is accompanied by written approval from the office.
- Receipt of funds does not relieve the holder from the obligation to file the detailed report under A.C.A. §18-28-207 on or before the due date
- W-9 may be requested by sending an email to holders@auditor.ar.gov.



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Questions?



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