

Secure File Upload Instructions

OFFICE OF THE NEW YORK STATE COMPTROLLER

Thomas P. DiNapoli, State Comptroller



OUF Secure File Upload Instructions

Submit your annual [Report of Abandoned Property](#) easily with Secure File Upload. The Secure File Upload application allows you to attach files using our accepted report formats. Learn more in the [Handbook for Reporters of Unclaimed Funds](#). We'll send you an email confirmation with a time and date stamp. Reference the stamp on your remittance to complete your report submission.

General information about Secure File Upload:

- The file must be in one of the approved file formats: [NAUPA](#) or [NYCD](#) or [MAGTAPE](#).
- The most common problem is the record length of the file – only fixed width text files are accepted. To ensure the correct formatting of the file to upload, select '**Verify Report Format**' and select '**Browse**' to choose the file to check. After selecting '**Verify File Format**', correctly formatted files will display the message "Verified Report Format Successful"; incorrectly formatted files will display the message "Please verify line length for the file format or check with your software vendor". If you believe the file is formatted as a fixed width text file, check with your software vendor for other troubleshooting options.
- Files larger than 50 MB must be [mailed in](#) on electronic media with an [AC2709, Verification and Checklist Form](#) . If your file contains multiple Reports, separate the Reports into different files so that no one file exceeds 50MB.

Contact NYSRPU@osc.ny.gov if you need assistance with Online Holder Reporting or if you have questions about reporting unclaimed funds to New York State.

Getting Started

Open your web browser and enter the following: <https://ouf.osc.state.ny.us/ouf/ap?0>

Enter the user name and password provided in the email, then select **Submit**. Email NYSRPU@osc.ny.gov to obtain the User ID and Password if not previously provided.

Login

User ID (Required)

Password(Required)

Submit

Login to Unclaimed Funds, to submit completed Abandoned Property Reports and create/submit VCLs electronically. To request a username and password, contact us at NYSRPU@osc.ny.gov. If you have a username and password that was obtained prior to August 2009, you will need to contact us as the login credentials have changed.

Online Holder Reporting Welcome Screen

NAUPA, NYCD or MAGTAPE formatted reports can be uploaded using **Secure File Upload**. Select **'Upload File'** to submit your report.

Online Holder Reporting

Welcome

New York State's Abandoned Property Law requires certain entities to transfer abandoned money or securities to the New York State Comptroller's Office of Unclaimed Funds. The Comptroller serves as the custodian of unclaimed funds until they're claimed by the rightful owners.

- ➔ **Upload File** - NAUPA or NYCD formatted report via Secure File Upload.
- Electronic Reporting** - use our online application for reports containing up to 25 property records.
- Upload Excel File** - preformatted excel report.
- Verify Report Format** - Verify your report format is acceptable before uploading here.
- Contact Us** - if you have any questions about submitting your report online.

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

Upload Report File Screen

To upload the file, click on the Browse button and select the location of your Report (.txt) file. Select the appropriate radio button for the **Purpose**. A **final** report is a complete, detailed listing of all accounts deemed abandoned as of your report period ending date. Contact us at NYSRPU@osc.ny.gov prior to uploading a **revised** report.

Upload File

File Name (Required). Maximum file size is 50MB

Purpose (Required)

Final
 Revised

Reporter Class (Required)

▼

Next

Instructions to upload/verify files

- The file must be in one of the approved file formats: [MAGTAPE](#) or [NAUPA](#) or [NYCD](#).
- Click the "Browse" button to select the file you want to upload from your PC.

Note : Single REPORT files larger than 50 MB must be mailed in with an [AC2709, Verification and Checklist form](#). If your file contains multiple REPORTS, it can be broken down so no one file exceeds 50MB.

Select the Reporter Class that corresponds with your industry. If you need to report more than one time per year, select the appropriate class for the report you are uploading.

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

Select your organization's industry from the **'Reporter Class'** dropdown

Reporter Class*

▼

BANKS

Banks

Credit Unions

COURTS

Court and Trust

Court - City

Court - Civil

Select **Next** to advance to the **'Contact Information'** screen.

Contact Information Screen

Complete your organization's Contact Information.

Online Holder Reporting

Contact Information

Are you reporting only for your organization? Yes No

Reported By (Company or Service Provider Name) (Required)

First Name (Required)

Last Name (Required)

Email (Required)

Home Number (555-555-5555) (Required) Ext.

Address (Required)

City (Required)

State

Postal Code (Required)

Country (Required)

Province/Region (for international address)

For additional assistance you may email our Reports Processing Unit at NYSRPL@osc.ny.gov or call 1-800-221-9311.

Select **Next**

Verification and Check List Screen

You will be presented with a ‘**Verification and Checklist Summary**’ screen and must affirm that the report is a true and complete statement of all abandoned property held by your organization.

Verification and Checklist for Unclaimed Property

Please review and verify all information.

Reported By fake co inc
Contact Name jon snow
Phone 5185555555
Email jgibbins@osc.ny.gov
Address po box 123
anytown, NY, 12180, UNITED STATES

Report Summary

The contents of the file are as follows:

Contact	FEIN	Report #	Reporter Name	Total Cash	Total Shares	Total Records	Total Items
	999999999	01	FAKE CO INC	\$25.00	000000000	1	1
Total				\$25.00	0	1	1

This report of abandoned property is made pursuant to the Abandoned Property Law. To the best of my knowledge and belief, such report is a true and complete statement of all abandoned property held by or owing by the said organization.

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

Click **Submit**

Successful Upload Screen

Upon selecting **SUBMIT** you will receive the successful UFile upload screen like the example below and may print this page as a receipt. If you select **DECLINE** to submit, nothing will be uploaded and you will be returned to the upload screen.

You have successfully uploaded a file

An electronic VCL(s) has been filed for this report(s). You do NOT need to submit a hard copy.
Please print  out this page as a receipt for this submission.

Reminder, your report is not complete until you remit the related cash or securities. Follow the below instructions:

- Electronic Funds Transfer
- Security Delivery Instructions
- Mail Checks

Your notes on the file were:

File Name Fake Co Inc 2018.txt
New File Name ABND.NYCD1.D072618.T094955.UFILEFTP.f
File Format NYCD



The contents of the file are as follows:

Contact	FEIN	Report #	Reporter Name	Total Cash	Total Shares	Total Records	Total Items
	999999999	01	FAKE CO INC	\$25.00	000000000	1	1
Total				\$25.00	0	1	1

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

When submitting more than 20 reports on the same file, an automatic EVCL may not be generated. You will receive a successful Mfile upload screen like the example below. You must copy the **New File Name** (ex. ABND.NYCD1.....) information located at the bottom of the screen onto the upper left corner of the paper Verification and Checklist (form AC2709) you must send for each report.

You have successfully uploaded a file

Please [print](#) out this page as a receipt for this submission.

Reminder, your report is not complete until you remit the related cash or securities. Follow the below instructions:

- [Electronic Funds Transfer](#)
- [Security Delivery Instructions](#)
- [Mail Checks](#)

Your notes on the file were:

File Name	Fake Co Inc 2018.txt
New File Name	ABND.NYCD1.D072618.T094700.MFILEFTP.f
File Format	NYCD

The contents of the file are as follows:

Contact	FEIN	Report #	Reporter Name	Total Cash	Total Shares	Total Records	Total Items
	999999999	01	FAKE CO INC	\$25.00	000000000	1	1
Total				\$25.00	0	1	1

Please include the Date/Time stamp listed below on your verification checklist (Form AC2709) to facilitate matching your file to your remittance.
The Date/Time stamp on this file is : D072618.T094700

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

If you have any questions about uploading your report, email NYSRPU@osc.ny.gov.