

# Tax and Revenue Administration

## Unclaimed Property Holder Reporting Quick Guide

### A guide to help property holders report unclaimed property with Tax and Revenue Administration (TRA)

A property holder is a person or entity that keeps or maintains property for an owner. Once a year, property holders are required to report unclaimed property to TRA. The following points will assist property holders complete their reporting requirement.

#### Unclaimed property program

TRA maintains a central registry of property that has been presumed abandoned by its owner, where the property holder is required to report and transfer the abandoned property or its cash equivalent to TRA.

## 1 Identify unclaimed property

Refer to [Information Circular UP-2 – Property Holders – Appendix A](#) for a listing of property types applicable to the *Unclaimed Personal Property and Vested Property Act*.

#### Abandonment periods

Each property has a defined abandonment period, which determines when property is required to be remitted to TRA. Depending on the type, property must be dormant for 1 to 15 years before it can be declared unclaimed.

## 2 Attempt to locate owner(s)

Send a notification letter to their last known address. Refer to [Information Circular UP-2 – Property Holders – Appendix C](#) for a sample letter.

#### If the letter is returned:

- Verify account information with your internal database;
- Contact known agents for updated information (if applicable); and
- Use Canada 411, Canada Post or other public search tools.

You must return the unclaimed property to the owner(s) if they respond to your notification letter prior to the property being sent to TRA.

## 3 Prepare your electronic report

### Your electronic report must include:

- **Report year** – the year the property was first unclaimed plus the abandonment period. For example, if the original date of an uncashed cheque was March 15, 2008, and the abandonment period for this property type is 5 years, you would enter 2013 in the report year.
- **Property type** – choose the correct property type and provide details of the property in the 'Description of Property' field. A listing of property types and their codes are located in section 6.4 of the [Upload File Format Requirements](#) document. For example: Dental health payments; Account #12345.
- **Total cash** – enter the cash value of the property. In the comment box, provide the foreign currency that is being reported if the currency is not in Canadian dollars.
- **Reported cash** – The total value of all properties for an owner must be equal to or greater than \$250. Each property must be reported separately and not as a total sum.
- **Date unclaimed** – enter the date of the uncashed cheque, the date the property was payable to the owner(s), or the date of last communication with the owner(s), whichever is the earliest.
- **Owner's name** – if you know that the owner(s) is deceased, enter 'estate of' after the first name in the first name field.
- **Identification number** – enter the social insurance number, cheque number, account number, policy number and any other identification number specific to the property. For example: Chq #123, Policy: A1234

- **Last known Alberta address** – include all information from your records including the undeliverable mail address. Last known addresses and property descriptions are used to verify ownership during the claim process. Holders can help with this process by ensuring that the owner information is complete and accurate.
- **Date of last notice** – enter the date of your last written notice of the date returned mail was last received, whichever is later.
- **Comments** – include any relevant details, such as date of birth or death, that can be used to confirm an owner's claim. All information that identifies the owner and their property is helpful to returning the property in a timely manner.

## 4 Submit your electronic report

Property holders may use the [web form](#) submission process to report small numbers of properties or the [XML file upload](#) process to report large numbers of properties.

### XML file submission

Prior to uploading and submitting an XML file, refer to the [Upload File Format Requirements and Holder Report XSD File](#) documents to ensure your file conforms to TRA's business rules and formatting requirements.

## 5 Records retention

Retain all records for 10 years from the date of remittance.