



STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER  
Unclaimed Property Division

**State of Connecticut Deadline for filing reports:  
WITHIN 90 DAYS AFTER END OF CURRENT CALENDAR YEAR –  
BEFORE MARCH 31, 2014**

## **Holder Instructions for Negative Reporting**

- If your Company is incorporated in Connecticut, or a CT licensed business, you **MUST** file every year even if your Company has no property to report. If you have nothing to report, this is called a “Negative Report”.
- If your Company is not incorporated in Connecticut, or a CT licensed business, and your Company has never filed an unclaimed property report with Connecticut in the past, you do not need to submit a negative report.
- If your Company is not incorporated in Connecticut, or not a CT licensed business, but has filed an unclaimed property report in the past, we encourage you to file a negative report so we have a record of your filing and see that you did not forget to file with Connecticut. We welcome the consistency of your company reporting to assist with examination purposes.

### **FILING THE NEGATIVE REPORT**

- Send a letter on Company letterhead with the name of the Company, federal tax identification number, the year of the report, and state your Company has no property to report for this year. The letter must be signed by an officer of the Company and their signature properly notarized.
- Some electronic unclaimed property software programs allow for paper negative reports and may be submitted as long as they are properly signed.
- **ELECTRONIC COPIES OF THE NEGATIVE REPORT CANNOT BE ACCEPTED BY CONNECTICUT.**
- **CONNECTICUT REQUIRES THAT ALL “NEGATIVE REPORTS” BE ORIGINALLY SIGNED BY AN OFFICER OF THE COMPANY.**