

Getting Started

Identify

1

Identify the Unclaimed Property that you hold. This includes any type of outstanding check, savings and checking accounts inactive for 3 years, unclaimed wages, dividends, credit balances, gift certificates, stored value cards and other property as described on [pages 4-5](#).



Notify

2

Try to locate the owners of the Unclaimed Property that you hold. You can do this by sending a letter to the owner at the owner's last known address during the legal notification period (also called the *Due Diligence Period*) as identified below, which is not more than 120 days or less than 60 days before the report is filed. For example, for reports due on November 1, attempt to locate the owners between July 1 and September 1. An Owner Notification sample letter is provided on [page 7](#).

Legal Notification Time Line

All Holders (Except as noted below)

July 1 - June 30

July 1 - September 1
(120 days before filing - 60 days before filing)

November 1

1) REPORTING PERIOD

2) LEGAL NOTIFICATION PERIOD

3) REPORT & REMITTANCE DUE

Life Insurers & Gift Card Issuers

January 1 - December 31

January 1 next year - March 1 next year
(120 days before filing - 60 days before filing)

May 1 next year

3

Report By

All reports must be sent electronically (see page 8) and remit funds to State Treasurer.

Make checks payable to Treasurer, State of Maine. Life Insurers and Issuers of Gift Certificates/Obligations and Stored Value Cards (selling \$250,000 or more in cards) must report by May 1st. All other holders must report by November 1st.



Need Assistance?

Office of the State Treasurer
 Attn: Unclaimed Property
 39 State House Station
 Augusta, ME 04333-0039

Telephone: 207-624-7470
 Toll Free (in Maine) 888-283-2808
 Fax: 207-287-2367

Email: up.holderinquiry@maine.gov
www.maine.gov/unclaimed

SAMPLE REPORT OF UNCLAIMED PROPERTY OWNERS*							
Owners Name and Beneficiary [if applicable] (Last, First, Middle Initial)**	Relationship Code**	Last Known Address [Number & Street, City, State & Zip]	Social Security # and Date of Birth or Federal Tax ID #	Amount Remitted**	Account # Certificate # Policy #	Date of Last Activity	Property Code [see pages 4&5]**
Doe, John, D.	SO	123 ABC Way Anything, ME. 99999	123-45-6789	\$500.00	123456	12/13/71	AC01
Doe's Donuts	BU	456 DEF Place Anything, ME. 99999	12-3456789	\$500.00	78910	12/13/71	UT01

* For illustrative purposes only.

** Required fields