



West Virginia Unclaimed Property

Manual Online Reporting Instructions for Holders

If a business or government entity is holding Unclaimed Property, they must file a report annually. West Virginia requires electronic reporting for all holders. This booklet will provide detailed instructions on how to use the Manual Online Reporting tool on the West Virginia Unclaimed Property website in order to file the Unclaimed Property report.

Before filing the report, you will need to compile the required information for each property being reported, if known:

- Property Type
- Owner name, last known address, social security number / tax ID number, date of birth
- Name and information of any known beneficiary
- A description of the property, including check or account number
- The Start Date. This date should be the date of last contact with the owner or the date the check was issued.

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

1. Register and Log In
2. Enter Holder Information
3. Enter Property Information in a two step process:
 - Enter the owner information
 - Enter the property details
4. Review and agree with the Report Summary
5. Submit the report

For additional reporting instructions, please see the [Business Reporting Guidelines](#) and [Remittance Instruction](#) booklets on the State Website here:

<https://wv-findyourunclaimedproperty.com/app/reporting-guidelines>



1. To begin your report, go to the West Virginia Unclaimed Property website at: <http://www.wv-findyourunclaimedproperty.com>

Under the Holder Reporting section at the top right, select the **File a Report** button.

The screenshot displays four distinct sections on the website:

- CHECK CLAIM STATUS:** Includes a text input for 'Claim ID:' and a green 'SEARCH' button.
- HOLDER REPORTING:** Contains a green 'FILE A REPORT' button, which is highlighted by a red arrow.
- UNCLAIMED PROPERTY AUCTION:** Features a green button labeled 'UNCLAIMED PROPERTY AUCTION'.
- FEDERAL FIREARM LICENSEE RESTRICTED AUCTIONS:** Features a green button labeled 'FEDERAL FIREARM LICENSEE RESTRICTED AUCTIONS'.

2. To create your Unclaimed Property report directly on the website, select the **Enter a Manual Report** button.

The 'SUBMIT A REPORT' page offers four reporting paths:

- I have created my NAUPA report or have no property to report:** Includes a green 'UPLOAD A REPORT' button.
- I need to create a report:** Includes a green 'ENTER A MANUAL REPORT' button, highlighted by a red arrow.
- Reporting Co-Tenancy/Reserved Interests Property:** Includes a green 'ENTER A MANUAL REPORT' button.
- Law Enforcement Holders - Reporting Stolen/Abandoned Property:** Includes a green 'ENTER A MANUAL REPORT' button.



3. Begin your report by registering for a Secret Key. Enter your Email address and select the **Register** button. You must register for a new Secret Key every time you start entering a new report.

MANUAL ONLINE REPORTING UNCLAIMED PROPERTY

BEGIN SUBMISSION

REGISTER

If you are beginning a new submission, enter your email address below and click "Register":

Email:

Register

LOGIN

If you have a new secret key or are continuing a report already in-progress, enter your email address and secret key and click "Login":

Email:

Secret Key:

Login

4. Make sure you **Print** your Secret Key. If you lose this key, it **cannot** be provided to you, and you will have to start over from the beginning.

MANUAL ONLINE REPORTING UNCLAIMED PROPERTY

YOUR SECRET KEY [Continue](#)

WARNING: There is no way for the state to retrieve your secret key. If you lose your key, you will not be able to return and continue in-progress work.

Reports must be completed within 45 days of registration. After 45 days, this account and any saved data will be deleted.

You will be asked to login with your new credentials on the next page!

PLEASE SAVE/COPY & PASTE/PRINT THIS SECRET KEY: [Print Key](#)

Email: abigail.campbell@wvsto.com

Secret Key: Mjzd-#M^0-nT06-n77J



- Return to the Begin Submission page, enter your Email Address and Secret Key from the Registration and select **Login**.

MANUAL ONLINE REPORTING UNCLAIMED PROPERTY

BEGIN SUBMISSION

REGISTER

If you are beginning a new submission, enter your email address below and click "Register":

Email:

Register

LOGIN

If you have a new secret key or are continuing a report already in-progress, enter your email address and secret key and click "Login":

Email:

Secret Key:

Login

- Enter your Company information on the Holder Information page. All fields with a red asterisk are required. After you have entered all required information, select the **Save** button.

MANUAL ONLINE REPORTING UNCLAIMED PROPERTY

ENTER HOLDER INFORMATION

Logout

Holder Information

Please enter all required information below

* Holder Name:

* Holder Tax ID:

Incorporated State:

Save



7. Review the Holder information for accuracy and edit if necessary. If everything is correct, begin adding properties to the report by selecting the **Create A Record** button.

Logout

MANUAL ONLINE REPORTING

REPORT SUMMARY PAGE

Final Review ▶

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

Holder Info: Edit Holder

Holder Name: WEST VIRGINIA STATE TREASURERS OFFICE
Contact Address 1: 322 70th Street
Contact Zip: 25304

Holder Tax ID: 556000814
Contact City: Charleston
Contact Phone: (304) 340-2711

Contact Name: Abigail Campbell
Contact State: WV
Contact Email: abigail.campbell@wvst o.com

Summary Record:

No. of Owners: 0
No. of Properties: 0
No. of Tangibles: 0

No. of Shares: 0
No. of Shares Due: 0

Amount Reported: \$0.00
Amount Due: \$0.00

There are currently 0 records created. To create an owner record, please click "Create A Record".

Create A Record

8. Properties will be added in a two step process. You will first add and save the owner information by selecting **Add New Owner to Record**.

Logout

MANUAL ONLINE REPORTING

◀ Back To Report Summary

OWNERS

Add Property ▶

Owners on this Record: 0

Owner	Owner Name	Owner Address	Relationship Code	Edit
No owners added to this record yet				

Add New Owner to Record

Co-Owner to the Property. Note that most properties only have a new 'Record' for each new property and its owner(s).



- Add the property Owner Information, including Owner Name, Address and Relationship Code. This code will be the relationship of the owner to the property. All fields with a red asterisk are required. After you have entered all required information, select the **Save** button.

MANUAL ONLINE REPORTING

Logout

UNCLAIMED PROPERTY

Back To Report Summary OWNERS Add Property

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
No owners added to this record yet				

Owner Information

Please enter the following information to add an owner to this record

* Last/Business Name: SMITH

This is a Business

First Name: JOHN

Cancel Save

- Review the Owner information for accuracy and edit if necessary. If everything is correct, complete the second part of the process by selecting the **Add Property** button.

MANUAL ONLINE REPORTING

Logout

UNCLAIMED PROPERTY

Back To Report Summary OWNERS Add Property

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
Primary	JOHN SMITH	123 ANYSTREET	PA	Edit

Add New Owner to Record

*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).

11. Make sure you are on the correct Owner Name and select **Add New Property**.

MANUAL ONLINE REPORTING

Logout

UNCLAIMED PROPERTY

← Edit Owners PROPERTY Go to Report Summary ▶

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

Add New Property *Add Record

Summary Record:

# of Owners: 1	Amount Reported: \$0.00
# of Properties: 0	Amount Due: \$0.00
Primary Owner: JOHN SMITH	No. of Shares: 0

12. Add the Property Information, including Property Type Code, Dollar Amount, and Start Date. The Start Date is the date of last contact with the property owner, or date of the original check. All fields with a red asterisk are required. After you have entered all required information, select the **Save** button.

MANUAL ONLINE REPORTING

Logout

UNCLAIMED PROPERTY

← Edit Owners PROPERTY Go to Report Summary ▶

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

Property Information

Please enter the following information to add a property to this record

* Property Type: *

- Please select an option -

Cancel Save



13. Review the Property information for accuracy and edit if necessary. If everything is correct, select the **Go to Report Summary** button.

MANUAL ONLINE REPORTING

Logout

UNCLAIMED PROPERTY

← Edit Owners

PROPERTY

Go to Report Summary ▶

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
1	TR03	\$100.00	\$100.00	N/A	N/A	Edit

14. The running total amount of Owners, Properties, and Dollar Amount will be displayed. If you have no additional properties to report, select **Final Review**. If you have more properties to add, select **Create a Record**.

MANUAL ONLINE REPORTING

Logout

UNCLAIMED PROPERTY

REPORT SUMMARY PAGE

Final Review ▶

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

Holder Info: Edit Holder

Holder Name: WEST VIRGINIA STATE TREASURERS OFFICE
 Contact Address 1: 322 70th Street
 Contact Zip: 25304

Holder Tax ID: 556000814
 Contact City: Charleston
 Contact Phone: (304) 340-2711

Contact Name: Abigail Campbell
 Contact State: WV
 Contact Email: abigail.campbell@wvst
 o.com

Summary Record:

No. of Owners: 1
 No. of Properties: 1
 No. of Tangibles: 0

No. of Shares: 0
 No. of Shares Due: 0

Amount Reported: \$100.00
 Amount Due: \$100.00

Create A Record



15. The **Final Review** button will bring up the Summary page. You will be able to review all properties entered and download a NAUPA file for your records. Make sure all Holder, Owner, and Property information is correct on this page. You will not be able to edit your report once it is submitted.

Logout
MANUAL ONLINE REPORTING

← Back to Report Summary
SUMMARY
Submit

You will not be able to return to edit your report once the file is submitted.

Please review your submission and check each of the boxes to confirm that the summary record reflects the records included in your submission.

By clicking "Submit" you are confirming that the information displayed below is correct and no further action is required.

**Optional: You may download a copy of your NAUPA file for your personal records. You will not need to submit this copy to the state.*

Download NAUPA File

Holder Info:

Holder Name: WEST VIRGINIA STATE TREASURERS OFFICE	Holder Tax ID: 556000814	Contact Name: Abigail Campbell
Contact Address 1: 322 70th Street	Contact City: Charleston	Contact State: WV
Contact Zip: 25304	Contact Phone: (304) 340-2711	Contact Email: abigail.campbell@wvst

16. If all information is correct, check all the boxes in the Summary Record area to show that you agree with the amounts being reported. After checking the boxes, select **Submit**.

Holder Info:

Holder Name: WEST VIRGINIA STATE TREASURERS OFFICE	Holder Tax ID: 556000814	Contact Name: Abigail Campbell
Contact Address 1: 322 70th Street	Contact City: Charleston	Contact State: WV
Contact Zip: 25304	Contact Phone: (304) 340-2711	Contact Email: abigail.campbell@wvst o.com

Summary Record:

<input checked="" type="checkbox"/> No. of Owners: 3	<input checked="" type="checkbox"/> No. of Shares: 0	<input checked="" type="checkbox"/> Amount Reported: \$1,100.00
<input checked="" type="checkbox"/> No. of Properties: 2	<input checked="" type="checkbox"/> No. of Shares Due: 0	<input checked="" type="checkbox"/> Amount Due: \$1,100.00
<input checked="" type="checkbox"/> No. of Tangibles: 0		

- Record # 1

Owners:

Owner	Owner Name	Owner Address	Relationship Code
Primary	JOHN SMITH	123 ANYSTREET	PA

Properties:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due



17. You will be given one last opportunity to save the NAUPA file for your records. If you have already downloaded the file, select **Continue with Submission**.

MANUAL ONLINE REPORTING UNCLAIMED PROPERTY

Logout

← Back to Report Summary Submit

Download NAUPA File: ×

This page is your only chance to download a copy of your NAUPA file before submitting.

This file is for your records and will require no further action.

Go Back for Download
Continue with Submission

Please review your submission... your submission. ...ects the records included in

By clicking "Submit" you are confirming that the information displayed below is correct and no further action is required.

**Optional: You may download a copy of your NAUPA file for your personal records. You will not need to submit this copy to the state.*

18. Your report has been submitted. You will have an opportunity to Print the report details for your records. If you close this page without printing, you will not be able to come back and print later. If paying by check, please print this page and submit with payment. Select **Done**.

MANUAL ONLINE REPORTING UNCLAIMED PROPERTY

Note: This is your last opportunity to print a summary for your records. ×

FINAL REVIEW **Done**

Report Successfully Submitted For Processing

If you wish to pay by check, print the report summary and mail it to our office with y **Print Summary**

If there are any issues with your uploaded report, our holder reporting team will reach out to you.

Please click "Print Summary" to retain a copy of this page for your records.

Holder Info:

Holder Name: WEST VIRGINIA STATE TREASURERS OFFICE	Holder Tax ID: 556000814	Contact Name: Abigail Campbell
Contact Address 1: 322 70th Street	Contact City: Charleston	Contact State: WV
Contact Zip: 25304	Contact Phone: (304) 340-2711	Contact Email: abigail.campbell@wvst o.com


Summary Record:

No. of Owners: 3	No. of Shares: 0	Amount Reported: \$1,100.00
No. of Properties: 2	No. of Shares Due: 0	Amount Due: \$1,100.00



19. You will be returned to the Begin Submission page. If you have more than one report to submit, you may start over here.

MANUAL ONLINE REPORTING



UNCLAIMED
PROPERTY

BEGIN SUBMISSION

REGISTER

If you are beginning a new submission, enter your email address below and click "Register":

Email:

LOGIN

If you have a new secret key or are continuing a report already in-progress, enter your email address and secret key and click "Login":

Email:

Secret Key:

20. Please submit payment for the Amount Due. You may submit payment via the online payment portal, ACH Credit, or Paper Check. Please refer to the [Remittance Instructions](#) on the Treasurer's Office website for more instructions on submitting a payment.

