



# Report It TN

## User Manual

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*Tennessee Department of Treasury*  
*State Treasurer David H. Lillard, Jr.*

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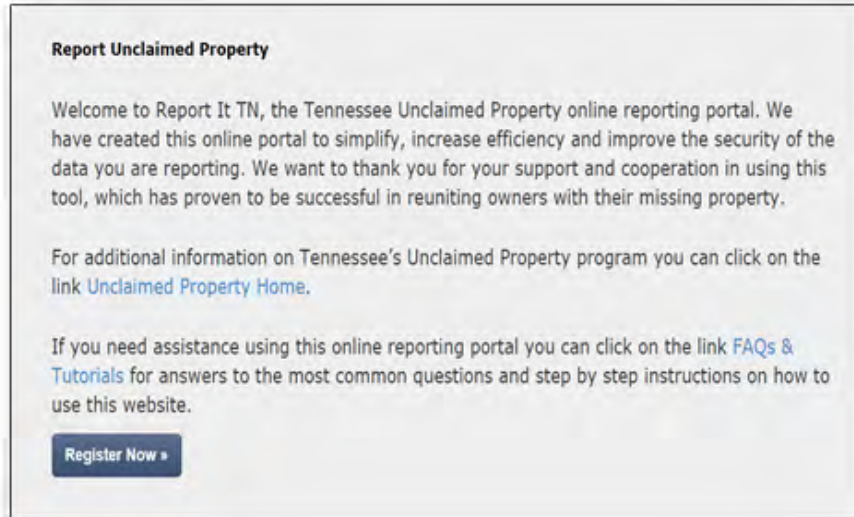
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# User Account Register

1. Select “Register Now.” You will only need to register once, regardless of how many submissions you plan to make.



**Report Unclaimed Property**

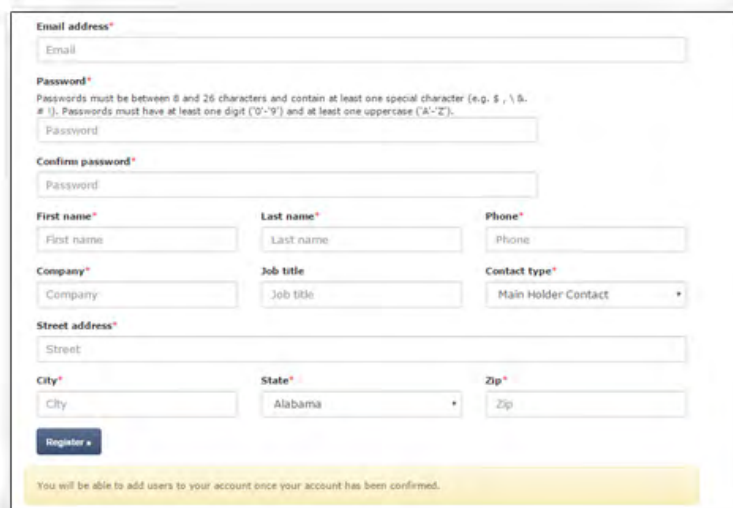
Welcome to Report It TN, the Tennessee Unclaimed Property online reporting portal. We have created this online portal to simplify, increase efficiency and improve the security of the data you are reporting. We want to thank you for your support and cooperation in using this tool, which has proven to be successful in reuniting owners with their missing property.

For additional information on Tennessee’s Unclaimed Property program you can click on the link [Unclaimed Property Home](#).

If you need assistance using this online reporting portal you can click on the link [FAQs & Tutorials](#) for answers to the most common questions and step by step instructions on how to use this website.

[Register Now »](#)

2. Enter your information and verify your account via email.



**Email address\***  
Email

**Password\***  
Passwords must be between 8 and 26 characters and contain at least one special character (e.g. \$ , \ @ , # !). Passwords must have at least one digit ('0'-'9') and at least one uppercase ('A'-'Z').  
Password

**Confirm password\***  
Password

**First name\***  **Last name\***  **Phone\***

**Company\***  **Job title**  **Contact type\***

**Street address\***  
Street

**City\***  **State\***  **Zip\***

[Register »](#)

You will be able to add users to your account once your account has been confirmed.

# Edit Information

1. Click on your account email address in the upper right-hand corner of the screen.

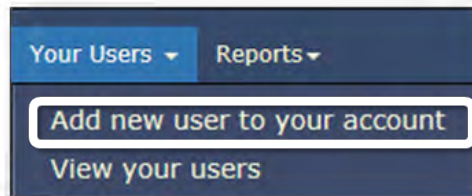


2. Enter the information you would like to change; select “Save.”

A screenshot of a web form titled "Edit your profile". The form contains several input fields: "First name\*" (John), "Last name\*" (Doe), "Phone\*" ((615) 000-0000), "Company\*" (Dummy INC), "Job title" (Job title), "Contact type\*" (Main Holder Contact), "Street address\*" (01 Dummy BLVD), "City\*" (Nashville), "State\*" (Tennessee), and "Zip\*" (37235). At the bottom right, there are two buttons: "Save" and "Change password".

# Add New User

1. Select “Add new user to your account” from the “Your Users” tab, OR select “Add a New User” after clicking on “View your users” from the same tab.



2. Enter information and verify account via email.

A screenshot of a web form titled "Register New Sub Account within your reporting entity". The form contains an "Email address\*" field, a "First name\*" field, and a "Last name\*" field. At the bottom left, there is a button labeled "Add New User".

# Creating NAUPA Files

Once you have located property to report, gather all necessary information in order to create your NAUPA-approved file.

For a few suggestions of available software to use, please refer to the list on Tennessee's unclaimed property website.

**NOTE: Tennessee requires all reports to be submitted in the NAUPA electronic format.**



## NAUPA Specifications

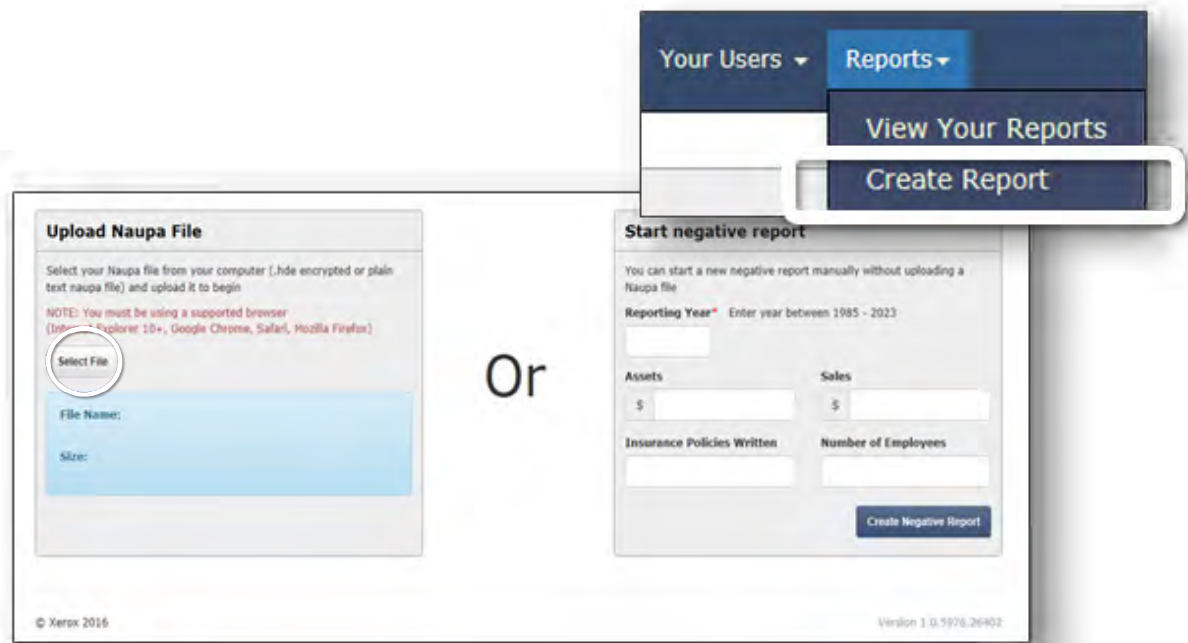
For more information, please refer to:

<https://www.unclaimed.org/reporting/naupa-standard-electronic-file-format/>

# Uploading Files

## Create a Report

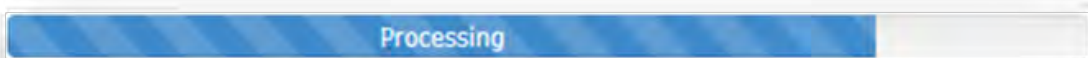
1. Select “Create Report” from the “Reports” tab OR select “Create new report” after selecting “View Your Reports” from the same tab.



2. Click the “Select File” button.

3. Select “Upload” in order to import the file.

\* A progress bar will then appear. If the file upload is successful, a property list will replace the progress bar. You can then either submit the report to the state or continue to the file’s details.



4. From the property list select “Continue to file details” to navigate through all Property, Securities, and Tangibles on the file.

AVON PRODUCTS, INC.  
Tax ID: 13-0544597  
RYE, NY

Reporting Year: 2015  
Total Amount Reported: \$520.26

**Property list** Only first 10 are displayed

Type	Description	Owner	Shares	Amount
MS02	COMMISSIONS	CLARK, TERAC	0	\$11.50
MS02	COMMISSIONS	GONZALEZ, NORMA	0	\$59.48
MS02	COMMISSIONS	HAYNES, DEBRA	0	\$22.80
MS02	COMMISSIONS	LAWSON, PEGGY	0	\$17.94
MS02	COMMISSIONS	LEWIS, JAMIE	0	\$17.88
MS02	COMMISSIONS	PHELPS, DOMINIQUE	0	\$1.88
MS02	COMMISSIONS	PINEGAR, ZADA	0	\$0.23
MS02	COMMISSIONS	PLANCARTE, MARIA	0	\$17.47
MS02	COMMISSIONS	TERRY, IVY	0	\$38.44
MS02	COMMISSIONS	TERRY, IVY	0	\$47.98

Submit Report to State    Continue to file details

**Report Details**

**Summary**

# of properties	# of shares	Amount reported	Amount resulted	Amount advertised	Additional amount	Software/version
7	505.0000	\$30.00	\$30.00	\$0.00	\$0.00	HRSPRO2016-311.1046

**Holder Information**

Holder name: XYZ WIDGET CO  
Tax ID: 00-0000000  
Incorporated Date: / /

**Properties**    Securities    Tangibles

Category Type	Description	Unpaid Rent	Drilling Fee
CURR	COIN COLLECTION	\$50.00	\$150.00
WEAP	50 CAL PISTOL	\$75.00	\$150.00
CERT	2 STOCK CERTIFICATES	\$75.00	\$150.00
DOC	BIRTH CERTIFICATE	\$75.00	\$150.00
BEWL	WATCH	\$75.00	\$150.00
CURR	1 TWO DOLLAR BILL	\$75.00	\$150.00

Submit Report    Delete

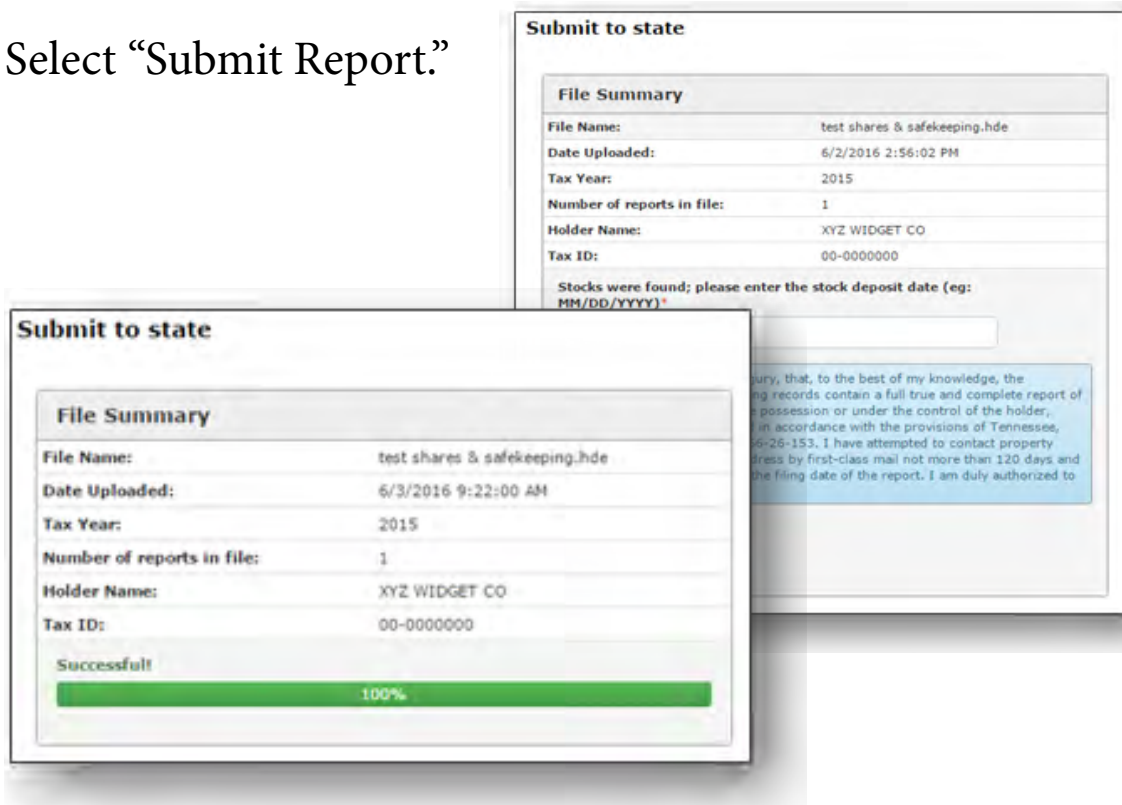
## Delete a Report

To delete the report that you made before submitting, select “Delete.”

Once you submit the file to the state, all corrections will need to be handled through direct contact with the Unclaimed Property Department.

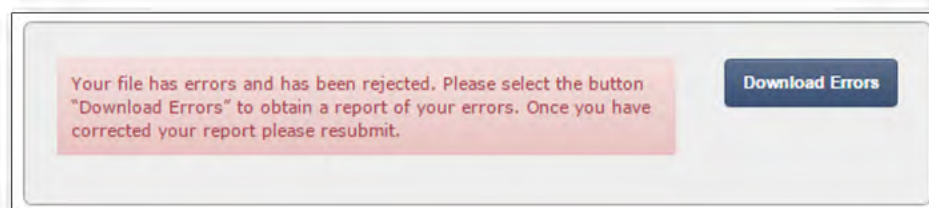
# Submit a Report

1. Review the file
2. Confirm your verification and affidavit
3. Enter the stock deposit date (if applicable).
4. Select “Submit Report.”



## Error Message

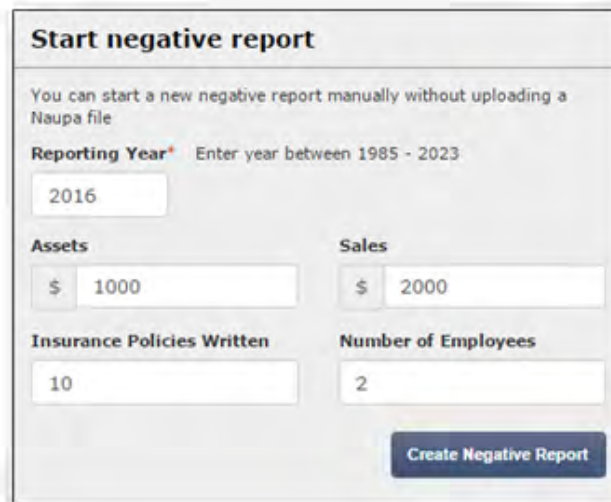
If a file fails to upload, an error message will appear. When this happens, select “Download Errors” in order to see the mistakes in the file chosen. See end of manual for more information.





# Negative Report

1. Select “Create Negative Report” and enter the requested information.



**Start negative report**

You can start a new negative report manually without uploading a Naupa file

**Reporting Year\*** Enter year between 1985 - 2023  
2016

**Assets** \$ 1000

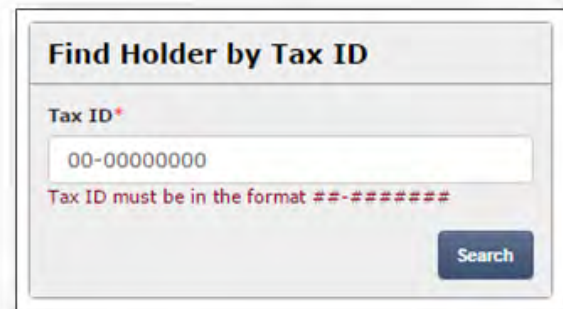
**Sales** \$ 2000

**Insurance Policies Written** 10

**Number of Employees** 2

**Create Negative Report**

2. Enter your Tax ID Number.

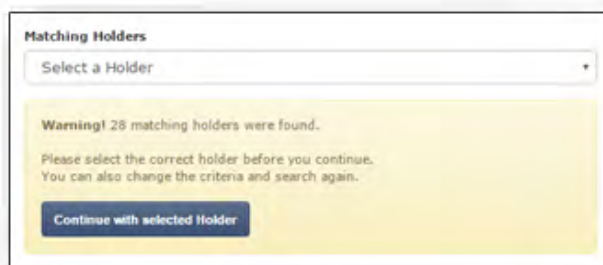


**Find Holder by Tax ID**

**Tax ID\***  
00-00000000

Tax ID must be in the format ##-#####

**Search**



**Matching Holders**

Select a Holder

**Warning!** 28 matching holders were found.  
Please select the correct holder before you continue.  
You can also change the criteria and search again.

**Continue with selected Holder**

3. Select your Holder or create a new Holder.

4. After selecting your Holder by the Tax ID, you may now Submit to State, Edit or Delete the report.

**Negative Report Detail**

Holder Information	
Holder name:	XYZ WIDGET CO
Tax ID:	00-0000000
Holder ID:	54541
Reporting Year:	2016
Assets:	\$20.00
Sales:	\$20.00
Insurance Policies Written:	0
Number of Employees:	20

I declare under penalty of perjury, that, to the best of my knowledge, the foregoing Negative Report contains a full true and complete report of unclaimed property now in the possession or under the control of the holder, in accordance with the provisions of Tennessee Code Annotated, Sections 66-29-101. ET SEQ. I am duly authorized to attest to this.

Verification and Affidavit

[Submit Report to State»](#) [Edit](#) [Delete](#)

5. A message will appear to let you know that the report was submitted successfully

**Submit Negative Report to State**

Your negative report has been submitted successfully.

Your report has been submitted to the state, you may check the report dashboard for further status updates and changes.

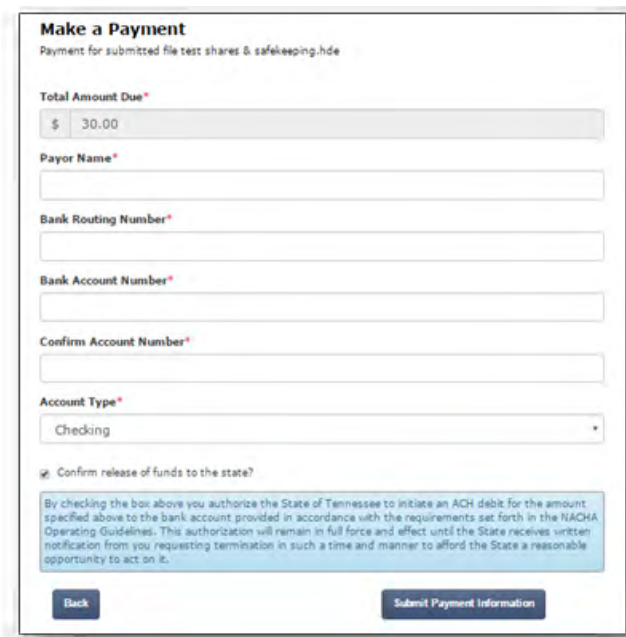
[View Your Reports »](#)

# Making Payments

To comply with Tennessee regulations, all payments must be made through this web application.

## Make Payment

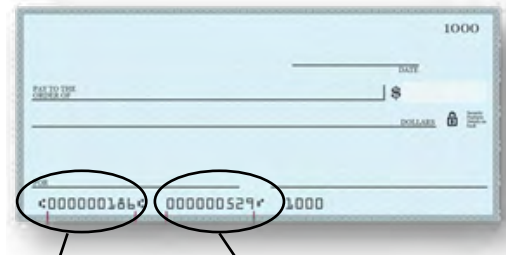
1. Select “Make Payment” to finish the reporting process.



The screenshot shows a web form titled "Make a Payment" with the subtitle "Payment for submitted file test shares & safekeeping.hde". The form includes the following fields and options:

- Total Amount Due\***: A text input field containing "\$ 30.00".
- Payor Name\***: A text input field.
- Bank Routing Number\***: A text input field.
- Bank Account Number\***: A text input field.
- Confirm Account Number\***: A text input field.
- Account Type\***: A dropdown menu with "Checking" selected.
- Confirm release of funds to the state?**
- A blue information box with text: "By checking the box above you authorize the State of Tennessee to initiate an ACH debit for the amount specified above to the bank account provided in accordance with the requirements set forth in the NACHA Operating Guidelines. This authorization will remain in full force and effect until the State receives written notification from you requesting termination in such a time and manner to afford the State a reasonable opportunity to act on it."
- Buttons for "Back" and "Submit Payment Information".

2. Enter Payor Name, Bank Routing Number and Bank Account Number.



Routing Number

Account Number

3. Select the Account Type.

4. Confirm the release of funds to the state by checking the appropriate box and select “Submit Payment Information.”

Refer to the end of manual for more detailed payment instructions.

**NOTE:** You will receive an email once your payment has been received.

# More Information

## Frequently Asked Questions

### **At what times will I receive emails?**

Emails are sent to verify user and receipt payments made on reports.

### **Forms for Requesting a Refund, Common Property Types and more:**

<http://treasury.tn.gov/unclaim/Forms.html>

### **When is the report and remittance due?**

May 1st of each year.

### **Can I report and deliver property before the prescribed dormancy period has elapsed?**

Yes, Rule 1700-2-1-08 allows a holder to report before the statutory due date if due diligence requirements have been met.

### **What do I do if I forgot my password?**

From the Log In page, select “Forget your password?” You will receive an email to reset the password at the address provided.

### **What are Primary and Secondary users?**

A Primary user manages the group of users, but all users (Primary and Secondary) are able to review and select files that have been submitted (completed or incomplete), create a new report (Positive or Negative), and make payments on any existing file.

**What should I do if the Primary user leaves the company?**

Contact the Unclaimed Property Department so that the Primary user can be switched from the inactive user to a Secondary user.

**How can someone else with my company make payments?**

Once the person is registered as a Secondary user, they can make payments on any file.

**What is the difference between a Positive and Negative Report?**

A Positive Report has a value greater than \$0.00 and a Negative Report is a \$0.00 report.

**Are negative reports required?**

No. Effective with the 2006 Annual Reporting Period, Negative Reports have not been required.

**What file formats are accepted? Can my file be encrypted?**

The file you use to report unclaimed property on the web application should be in one of the following formats: .txt, .hde or .rpt. Use the .hde format for encrypted files.

**What does it mean if the file selected to submit is rejected? What do the errors in the Error Report mean?**

The system either accepts the entire file or rejects it. If the file is rejected, there is an error and the Error Report will detail the specific errors on each line inside the file.

**What do I do now that I received errors after my file was rejected?**

Once you have reviewed the errors in the Error Report, correct the mistakes if you can or contact the creator of the file in order to resolve all issues and then resubmit. After trying this and using the

Complete Reporting Guide as a reference, you may contact the Unclaimed Property Department if you are having trouble uploading the file.

### **Be Cautious with Error Reports**

There may be sensitive PII on the downloaded Error Report; so proceed with necessary measures.

### **Can a file have multiple reports?**

Yes, the file can have multiple reports.

### **What if only one report in my file has errors? How do I submit the rest of the reports?**

You can extract the clean reports from the file and submit them in a separate file; but you will need to correct the error in the bad report if you try to submit the file altogether.

### **How do I know which Holder to choose when submitting a negative report?**

Locate the Holder by Name and Tax ID. You can delete the report if you happen to select the wrong Holder.

### **How can I make payments? What are ACH payments?**

All remitted funds should be made online by ACH (Automated Clearing House) payments.

### **What if I can't pay online?**

If for some reason you cannot pay online, please contact the Unclaimed Property Department immediately.

### **What are the most common errors when making payments?**

A debit-block may be placed on your account when the Treasury attempts to pull the remitted funds, rejecting the transaction as an unauthorized debit. Contact your financial institution prior to making payments to approve the upcoming transactions.

### **How long does it take to process payments?**

Normally, payments should be processed within three to five business days of the transaction.

### **How should securities and tangibles be remitted and what information is required?**

Please refer to the Complete Reporting Guide to remit all other property.


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For more material about holder responsibilities, quick tips and more, please refer to the Complete Reporting Guide:

<http://treasury.tn.gov/unclaim/PDFs/UPC-Book-2017.pdf>

#### **Contact:**

 [ucp.holders@tn.gov](mailto:ucp.holders@tn.gov)

 615.253.5362