

Unclaimed Property On-line NAUPA File Holder reporting.

Proceed to: <http://www.ok.gov/treasurer/>

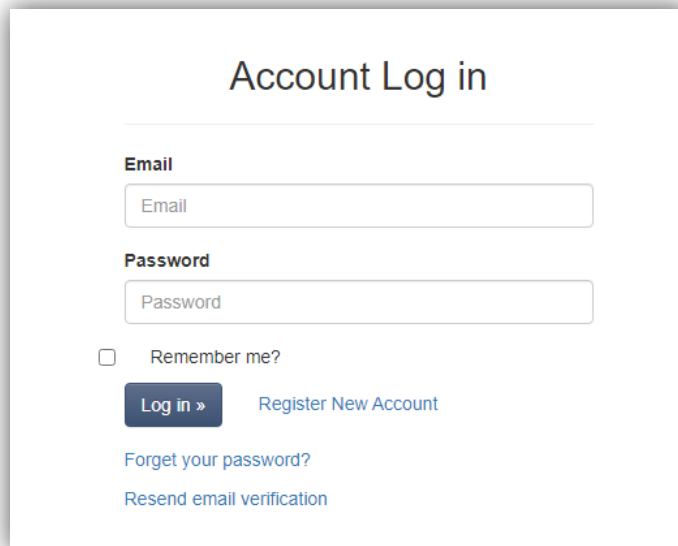
Using the Unclaimed Property Menu Item go to Holder Information:

<https://oklahoma.gov/treasurer/unclaimed-property/holder-information.html>

You can find the link to the Holder reporting on-line module in the first block on the left side.

Oklahoma's on-line holder reporting is an exclusive secure source for holders to submit their electronic files via a controlled secure environment. First time users will need to register. 1. Holders must create a NAUPA formatted file and save it to a location on their computer for retrieval. 2. Holder will proceed to the Unclaimed Property on-line module site: <https://ostdnet.ost.state.ok.us/Account/Login>

- 1) If you are a new user, click Register New Account
- 2) Complete the New Account information.
- 3) Click the Register button and after you have registered successfully the following screen will pop-up:



The screenshot shows a web form titled "Account Log in". It features two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember me?". At the bottom of the form, there is a dark blue button labeled "Log in »" and a text link "Register New Account". Below the login button are two more text links: "Forget your password?" and "Resend email verification".

Note: Items with a red asterisk * must be completed. Please complete as many fields as possible.

Please keep your company and contact information updated. This data should be transmitted to the state with your report filings in order to update your account information in the State's system.

VERIFICATION OF YOUR USER INFORMATION IS REQUIRED FOR THIS PROCESS

Email address*

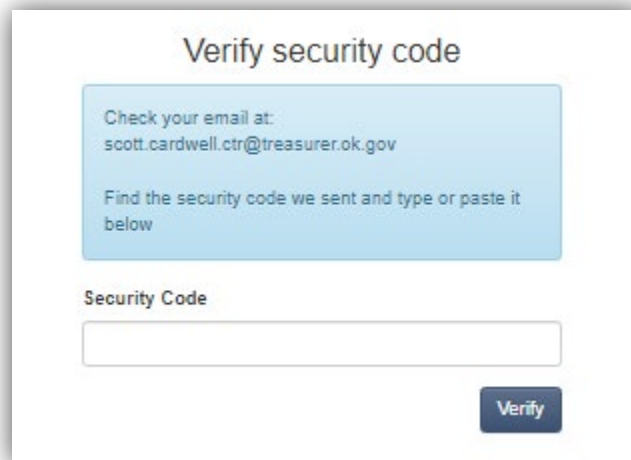
Confirm Email address*
Password*
Passwords must be between 8 and 26 characters and contain at least one special character (e.g. \$, ! & # !). Passwords must have at least one digit ('0'-'9') and at least one uppercase ('A'-'Z').
Confirm password*
First name* **Last name***
Mobile Phone* (Mobile/SMS Capable) We will use this to send SMS verification codes if you cannot receive emails from us.
Company* **Job title** **Contact type***
Street address*
City* **State*** **Zip***

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

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Verify security code

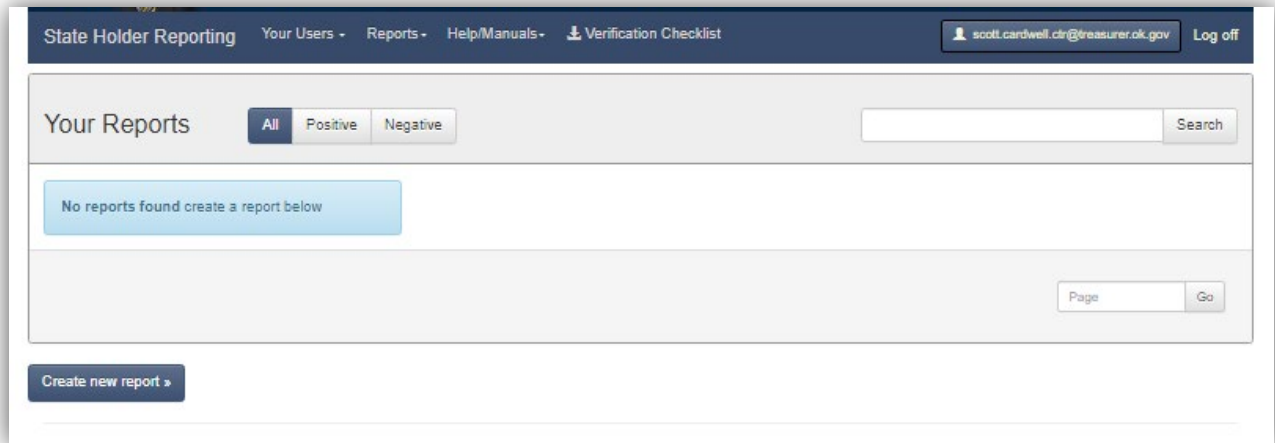
Check your email at:
scott.cardwell.ctr@treasurer.ok.gov

Find the security code we sent and type or paste it below

Security Code

Verify

Once you have verified your email. You will be able to log onto the State Holder Reporting website.



Part II – Upload NAUPA formatted file:

1. Click Create New Report
2. Click Select File
3. Select the file on your hard drive and click open.
4. Click the Upload button.

Upload Naupa File

Select your Naupa file from your computer (.hde encrypted or plain text naupa file) and upload it to begin

NOTE: You must be using a supported browser
(Internet Explorer 10+, Google Chrome, Safari, Mozilla Firefox)

File Name:
NaupaEncrypted Scott and Company OK 202... .hde

Size:
1.1 kB

You can now **Submit Report** to State or Continue to fine details.

Scott and Company
Tax ID: 99-9999999
QUINCY , MA

Reporting Year: 2023
Amount Reported: \$0.00

Property list Only first 10 are displayed

Type	Description	Owner	Shares	Amount
SD01		UNKNOWN ,	0	\$0.00

Confirm that the amount is correct and Submit Report to State.

If you are not set up as a Holder You will be asked to Assign the Holder. If you are new holder and not set up in the system, please contact holderinfo@treasurer.ok.gov

Assign Holder

Notice: We found multiple holders that match a holder in your report.
Please select the appropriate holder for your report.

Holders*

SCOTT AND COMPANY 100 HANCOI ▼

Save and proceed to report submission

Holder Information	
Holder name:	Scott and Company
Tax ID:	00-0000000
Incorporated Date:	//

Ver

Submit to state

File Summary	
File Name:	NaupaEncrypted Scott and Company OK 20240108.hde
Date Uploaded:	1/8/2024 11:35:54 AM
Tax Year:	2023
Number of reports in file:	1
Holder Name:	Scott and Company
Tax ID:	00-0000000

I declare that, to the best of my knowledge, the foregoing report and supporting records contain a full, true and complete report of unclaimed property now in the possession or under the control of the holder, which is presumed abandoned, and the holder has complied with all other requirements and provisions of the Oklahoma Uniform Unclaimed Property Act . I am duly authorized to attest to this.

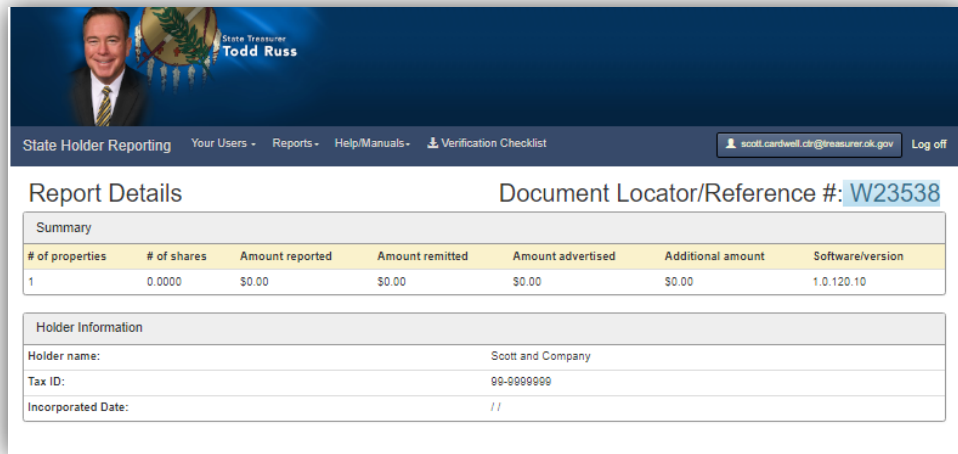
Verification and Affidavit

Submit Report to State

Download, print and notarize your checklist.

Download Verification Checklist

Note: File status changes will be available 24 hours after file submission.



State Holder Reporting Your Users - Reports - Help/Manuals - Verification Checklist [scott.cardwell.ct@treasurer.ok.gov](#) Log off

Report Details Document Locator/Reference #: [W23538](#)

Summary

# of properties	# of shares	Amount reported	Amount remitted	Amount advertised	Additional amount	Software/version
1	0.0000	\$0.00	\$0.00	\$0.00	\$0.00	1.0.120.10

Holder Information

Holder name:	Scott and Company
Tax ID:	99-9999999
Incorporated Date:	//

Please include your Document Locator/Reference number when you mail in your payment and Notarized Verification checklist.

Make checks payable to **Oklahoma State Treasurer Unclaimed Property Division, 9520 N. May Ave., Lower Level, Oklahoma City, OK 73120.**

ACH/Wire is not available.

Notarized Verification and Checklist is required with check.

https://oklahoma.gov/content/dam/ok/en/treasurer/documents/unclaimed-property/holder-information/Notarized-Verification_Checklist.pdf