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Selection of Unclaimed Funds

This web page is for filing your Unclaimed Funds Report, uploading your NAUPA file for reporting unclaimed funds, and for reporting the total amount of funds your business is remitting in your Unclaimed Funds Report.

STATE OF OHIO

Selection of Unclaimed Funds

Company Name:
FEIN:

Contact Name:
Contact Email:
Contact Phone:
Reporting Year:

Select a NAUPA file to upload:



Enter the total amount to be remitted: \$

Confirm amount to be remitted: \$

Note: Amount remitted must equal the dollar amount in the NAUPA file. No partial remittances are allowed.

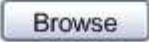
By submitting this form, you are certifying that you are the Holder or officer of the Holder, or an Agent duly authorized to sign this report and to the best of your knowledge believe the foregoing report and supporting records, are a true and complete report of all unclaimed fund required to be reported in the State of Ohio; and acknowledge that the filing of a fraudulent report may result in the prosecution and the imposition of penalties and interest as provided for by the Ohio Revised Code.

Name of Officer or Authorized Agent:
Title/Relationship to Agent:
Date

Notes:

- You must have a NAUPA report ready to upload to file your Unclaimed Funds Report & Remit Funds. If you have no funds to report, you should file a Negative Report.
- Your uploaded file will be stored for ten (10) days after the date it was uploaded.
- Uploaded files are held and maintained by the Department of Commerce and not by the OBG.
- You may only upload one set of files per login session.

Selection of Unclaimed Funds Navigation Button/Field Descriptions

Field or Button	Description
Select a NAUPA File to upload:	Displays the currently selected & uploaded NAUPA file. If no file is currently uploaded, this field is blank. This is a required field; you must upload a NAUPA file to file your Unclaimed Funds Report & Remit Funds.
	Opens up a browser window so that you may find a NAUPA file to upload on from your hard drive or local network.
Enter the total amount to be remitted:	Displays the current amount of funds to be remitted that you have reported. If you have not entered the amount to be remitted yet, it appears blank. Format is #####.##. A maximum of \$50,000,000.00 may be entered. The system only accepts positive numbers or zero. This is a required field.
Confirm amount to be remitted:	As “Enter the total amount...” above. If the values of this field and the above field are not identical, you will receive an error message and be prompted to resubmit the amount to be remitted. This is a required field.
	Saves the current information and moves you to the <i>File Upload Results Page</i> .
	Abandons the attempt to file an Unclaimed Funds Report & Remit Funds and returns you back to the <i>Unclaimed Funds Page</i> .

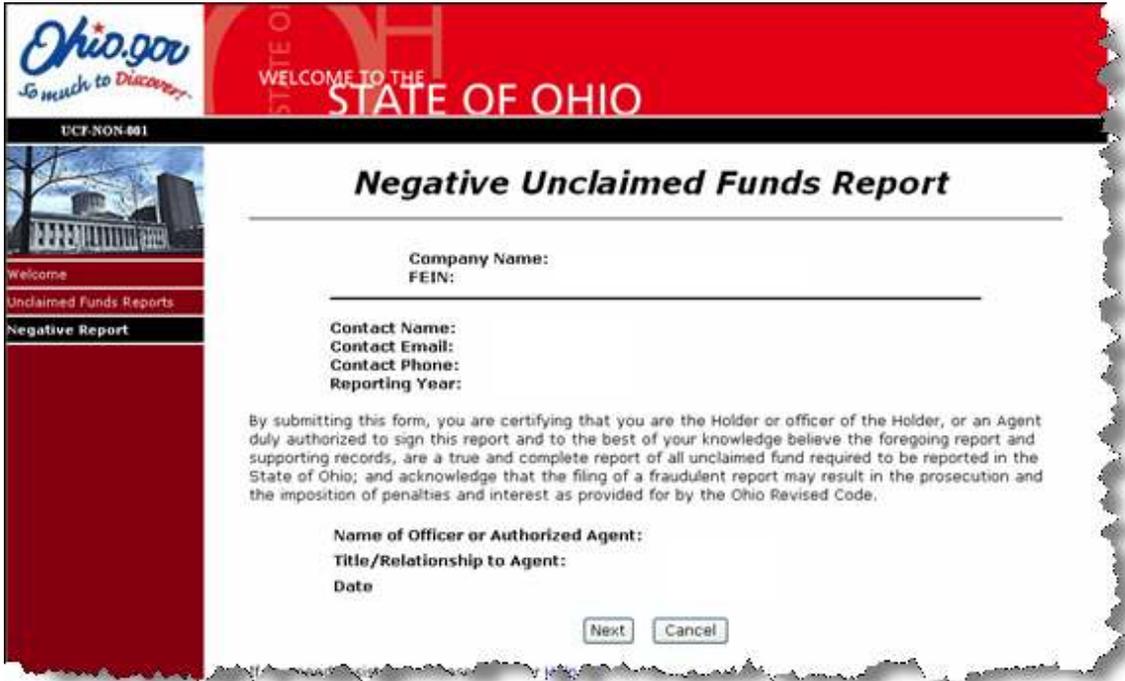
Selection of Unclaimed Funds Instructions

- To search for your completed NAUPA file on your hard drive, click .
- To input the total amount to be remitted for a report, click on the numeric fields next to “Enter the total amount to be remitted” and “Confirm the total amount to be remitted” then click  to save the work.
- To exit the page without doing anything and return to the *Unclaimed Funds Page*, click .

Negative Unclaimed Funds Report Page

This web page is for filing Negative Unclaimed Funds Reports (i.e. for stating that your business has no unclaimed funds to report).

Use this page to verify your business information and that you agree with statement regarding your understanding that your business has no unclaimed funds to report.



Negative Unclaimed Funds Report Button/Field Descriptions

Field or Button	Description
<input type="button" value="Next"/>	Saves the current information and moves you to the <i>Unclaimed Funds Page</i> .
<input type="button" value="Cancel"/>	Abandons the attempt to file a Negative Unclaimed Funds Report and returns you back to the <i>Unclaimed Funds Page</i> without saving any information.

Negative Unclaimed Funds Report Instructions

- To confirm that you are submitting a Negative Report and that you agree to the following text, click .

By submitting this form, you are certifying that you are the Holder or officer of the Holder, or an Agent duly authorized to sign this report and to the best of your knowledge, believe the foregoing report and supporting records, are a true and complete report of all unclaimed fund required to be reported in the State of Ohio; and acknowledge that the filing of a fraudulent report may result in the prosecution and the imposition of penalties and interest as provided for by the Ohio Revised Code.

- To abandon filing a Negative Report and return to the *Unclaimed Funds Page*, click

File Upload Results Page

This page displays the results of the upload of your NAUPA file and the amount of unclaimed funds your business is reporting.

Use this page to verify your account information, uploaded file name, and amount remitted.

Ohio.gov
So much to Discover!

WELCOME TO THE STATE OF OHIO

UCF-FUR-001

File Upload Results

Company Name:
FEIN:

Contact Name:
Contact Email:
Contact Phone:
Reporting Year:
File:
Amount Remitted:

We have successfully received your NAUPA file. To continue, click Next.

To discard this file and your report, click Cancel.

If you need assistance, please view our [Help](#).

Notes:

- You may only upload one set of files per login session.
- You will not have filed your NAUPA report until you Exit the system from the *Unclaimed Funds Page* (see *Exit Page*).

File Upload Results Navigation Button/Field Descriptions

Field or Button	Description
<input type="button" value="Next"/>	Saves the current information and moves you to the <i>Unclaimed Fund: Exit Page</i> .
<input type="button" value="Cancel"/>	Abandons the attempt to save an Unclaimed Funds Report and returns you back to the <i>Unclaimed Funds (Progress) Page</i> without saving any information.

File Upload Results Instructions

- To save the displayed upload and move to the *Unclaimed Funds: Exit Page*, click .
- To discard the displayed upload and return to the *Unclaimed Funds (Progress) Page* without saving, click .

Unclaimed Funds: Exit Page

The Exit page allows you to either file your Unclaimed Funds Report & Remit Funds or Negative Unclaimed Funds Reports or save them for up to ten (10) days before returning to the OBG page.



Note:

- You must select whether or not to file any displayed reports by selecting the “Yes” or “No” Radio buttons before being able to exit the page. Selecting “Yes” files the associated report; selecting “No” saves the report for you to work on it later without filing it.

Unclaimed Funds: Exit Page Navigation Button/Field Descriptions

Field or Button	Description
<p>File Report?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Marks whether or not to file the associated report before exiting.</p> <p>This is a required Radio button. If you do not select “Yes” or “No” for all listed reports, the system will display an error message prompting you to choose whether or not to file each report.</p> <ul style="list-style-type: none"> Any reports marked “Yes” will be filed. Any reports marked “No” will be saved and will appear on the <i>Unclaimed Funds (Progress) Page</i> on your next login session.
<p>Next</p>	<p>Files and/or saves the current reports and moves you to <i>OBG</i> navigation.</p>

Field or Button	Description
	See “File Report?” above for an explanation of error messages.
	Abandons the attempt to File or Exit without saving any information.

Unclaimed Funds: Exit Page Instructions

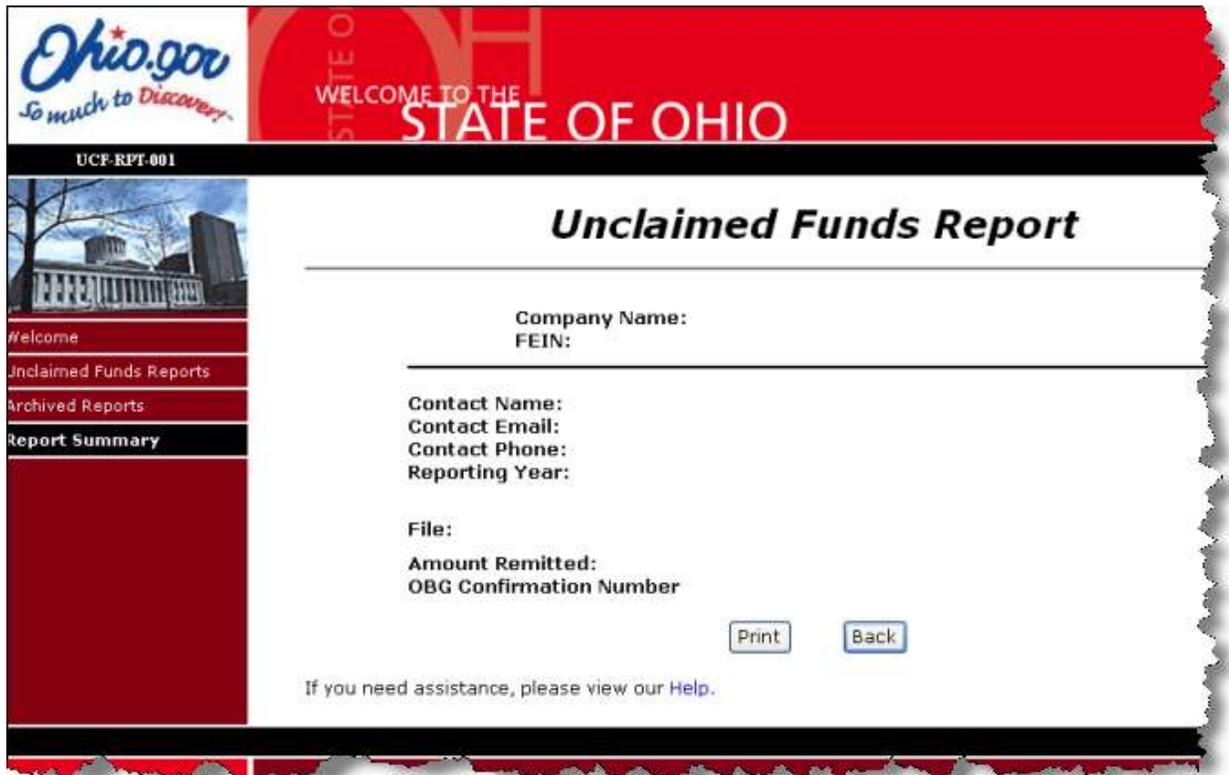
- To select whether to file a report or not, click the Radio button  corresponding to “Yes or “No” as needed.
- To save your work after you have made your Report Filing selection(s) and return to OBG Navigation, click .
- To return to the *Unclaimed Funds (Progress) Page* without saving any information, click .



Unclaimed Funds Report: Summary View

This web page displays the summary view of one of the following:

- Archived reports previously selected on the *View/Print Archived Reports Page*. You may view or print these reports.
- “Ready to File” status reports saved in a previous session and displayed on the *Unclaimed Funds Page*. You may view and/or print these reports.



Unclaimed Funds Report Page Navigation Button/Field Descriptions

Field or Button	Description
	Returns you to the previous page.
	Prints the displayed document.

Unclaimed Funds Report Instructions

- To print the displayed report, click .
- To return to the previous page, click .

Delete Unclaimed Funds Report Page

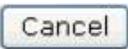
This page is for confirming your wish to delete the displayed reports. The page allows you to review a summary of the report to validate whether or not you have selected the correct report to delete.



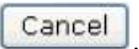
Note:

- Report deletion is only possible prior to final submission. In other words, you cannot delete an Unclaimed Funds Report that was submitted and appears on the *View/Print Archived Unclaimed Funds Filing Report* web page. You may only delete reports that are in either the “Ready to File” or “In Progress” statuses.

Delete Unclaimed Funds Report Page Navigation Button/Field Descriptions

Field or Button	Description
	Deletes the displayed report(s) and moves you back to the <i>Unclaimed Funds Page</i> .
	Returns you back to the <i>Unclaimed Funds Page</i> without deleting the displayed report(s).

Delete Unclaimed Funds Report Instructions

- To delete the displayed report, click .
- To return to the *Unclaimed Funds Page*, click .

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Glossary of Acronyms & Terms

Automated Clearing House (ACH) - A funds transfer system which provides for the interbank clearing of electronic entries for participating financial institutions. The ACH system is the primary electronic funds transfer (EFT) system used by agencies to make payments.

CCD – Cash Concentration/Disbursement.

ECC – Electronic Commerce Center

ESS – Enterprise Shared Services

FUF – File Upload Framework

HRS – Holder Reporting System

“In Progress” – An editing status for a report which indicates that the report is incomplete but still underway.

NACHA – National Automated Clearing House Association

NAUPA – The National Association of Unclaimed Property Administrators, which is a non-profit professional organization of state officials who oversee U.S. unclaimed money and property. For more information, see <http://www.unclaimed.org/>.

Negative Report – A report which declares that your business has no Unclaimed Funds to report for a given reporting period.

Ohio Business Gateway (OBG) – An internet-based entity created to simplify Ohio Business's tax reporting and payment relationship with the following state agencies: Bureau of Workers' Compensation, Job and Family Services, Ohio Department of Taxation, and the Department of Commerce. Using this gateway, Ohio Businesses are able to simultaneously report and pay liabilities associated with Workers' Compensation, Unemployment Tax, Employer Withholding Tax, Sales Tax, and Unclaimed Funds.

“Ready to File” – An editing status for a report that indicates that this report is complete and verified but not yet submitted to the Ohio Department of Taxation.

Remit Funds – The amount of the unclaimed funds to be remitted that are associated with a given Unclaimed Funds Report.

SCD – System Context Diagram

SRS – Software Requirements Specification

UCF – Unclaimed Funds

Unclaimed Funds Report – A report which declares the amount of Unclaimed Funds still held by your business.

Uniform Resource Locator (URL) – An acronym for the phrase Uniform Resource Locator, a URL is the global address for documents and other resources on the World Wide Web (Internet).

UTI – Universal Transaction Indicator (unique identifier)