Businesses are required to report unclaimed property covered under the Wyoming Uniform Unclaimed Property Act, Wyoming Statutes 34-24-101 thru 140.

What is unclaimed property?

Mostly, it's money. Because unclaimed property results from normal business operations, most businesses have unclaimed property. Examples include: unclaimed wages, commissions or other benefit distributions to employees; overpayments by customers or prepayments or refunds due to customers; or accounts payable to suppliers and vendors. Financial institutions, insurance companies and corporations must also report unclaimed bank accounts, contents of safe deposit boxes, insurance benefits, security deposits, stock dividends, travelers checks, and other funds to the State Treasurer's Office, Unclaimed Property Division.

What about real estate, boats or cars?

No. Unclaimed property does not include real estate, boats or cars.

When is property considered unclaimed?

If an account at a financial institution or business has no activity or a check is unclaimed for five years, the property in that account is considered unclaimed and must be reported to the state. Please refer to the Reporting Forms - Checklist on our website.

When do I report unclaimed property?

All companies are required to report unclaimed funds no later than November 1 for the year ending the preceding June 30.

Where do I report unclaimed property?

Unclaimed property is to be reported to the state of the owner's last known address. For residents with a last known address in Wyoming, report unclaimed property to the Unclaimed Property Division, 2515 Warren Avenue, Suite 502, Cheyenne, WY 82002. Businesses with reporting requirements questions should call the Unclaimed Property Division at 307-777-5590.

How do I complete the reports?

If reporting 10 or more owners, the report is to be filed via electronic media. See our website for electronic filing information.

If reporting less than 10 owners, the report may be filed using the WUP-1, 2, 3, and 4 reporting forms on our website. Holders may file using their own reports as long as the necessary information is included in the order specified on our reporting forms.

If our company reviews accounts and finds there is nothing unclaimed, do we still have to file a report?

No. Effective with the 2006 Annual Reporting Period, Negative Reports ($0.00 Reports) are no longer required.

Can I file electronically?

You are required to file electronically if reporting 10 or more owners. The report must be in the NAUPA 2 format.

If reporting securities, a printable-readable copy of the report is required.

What happens if I do not file?

If you are a holder of unclaimed property and do not file a report with the Unclaimed Property Division, you could be subject to interest and penalties.

What happens after I report unclaimed property?

The names of recently reported unclaimed property owners with a value of $50 or more and/or securities are advertised in February of each year.

Does the Unclaimed Property Division audit for unclaimed property?

Yes. The Unclaimed Property Division may audit any business suspected of holding unreported unclaimed property. Contract auditors are also used for national firms.

What is the holder's obligation to contact the rightful owners?

Unclaimed property holders must send a notice to owners if the account is $50 or more and/or includes securities. The notice must be mailed not more than 120 days before reporting the property to the state (generally, notices should be mailed in July). See Wyoming Statute 34-24-118.

What happens to the property if it remains unclaimed?

Wyoming law is custodial, meaning that the property may be claimed anytime during the owner's lifetime, or by legitimate heirs after the original owner's death.

What does the state do to locate unclaimed property owners?

Apart from the annual advertising campaign, the Unclaimed Property Division attempts to locate rightful owners by mail, through outreach programs and the Internet. The Unclaimed Property Division also matches data on unclaimed property accounts with other government agencies to locate owners.

Does the Unclaimed Property Division have records of unclaimed property belonging to businesses as well as individuals?

Yes. A substantial portion of the unclaimed funds belong to businesses.

How can we find out if there is unclaimed property that belongs to our company?

Businesses should periodically check our website or call the Unclaimed Property Office to find out if they are the owners of unclaimed funds. If your business is the owner of unclaimed property, file a claim with the Unclaimed Property Division. Upon receipt and review of proper documentation to substantiate the claim, the funds will be sent to you.

For additional information:

call the Unclaimed Property Division at
307-777-5590

Service is available
Monday through Friday,
8:00 a.m. to 5:00 p.m. Mountain Time.

For forms and publications:

Internet: www.wywindfall.gov

Forms-by-Mail:
2515 Warren Avenue
Suite 502
Cheyenne, WY 82002

WYOMING

Reporting Unclaimed Property

Unclaimed Property Division
2515 Warren Avenue, Suite 502
Cheyenne, WY 82002
307-777-5590

Rev. 05-11