



INSTRUCTIONS TO DOWNLOAD THE UNCLAIMED PROPERTY FORMS AND MANUAL

Please read the following instructions prior to downloading our reporting forms and manual from the Internet - <http://treasurer.state.wy.us/uphome.asp>

Scroll down to: For Holders
Click on: Reports/Forms
Scroll down to: Forms OR Instructions
Then: Click on either “Reporting Forms” or “Reporting Instructions.”

The items noted below refer to the “Reporting Forms.”

1. All company information should be included on the WUP-1 form.
2. Reporting forms may be downloaded or completed then printed on-line.
3. Please be patient when downloading the forms. The file is vast and it takes a few minutes for the download to occur.
4. Be sure to read the instructions on the cover page of the “Forms and Instructions.”
5. Use the “TAB” key to move from one field to another, or “click” on the desired field.
6. An additional line is available on the “Name” and “Address” field on each form (WUP-2, 3, 4). Press [ENTER] to go to the second line.
7. The WUP-1 and 2 forms are designed for the “Total” amount to calculate automatically.

REMEMBER: The completed forms cannot be saved. You must make a copy of the completed forms prior to exiting the Internet.

NOTE: **Electronic reporting is now available. Please check our website for information.**

If you have any questions, please contact our office.