



**OFFICE OF THE MISSISSIPPI  
STATE TREASURY**

**UNCLAIMED PROPERTY DIVISION**

E.T. WOOLFOLK STATE OFFICE BUILDING

# **HOLDER MODULE USER MANUAL**

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### **Important Information regarding Unclaimed Property**

**Payment by ACH Debit, ACH Credit, Wire Transfer or Check is mandatory. A holder who willfully refuses to pay or deliver abandoned property to the Treasurer as required under the provisions of Section 89-12-47, Miss. Code Annotated, shall, upon conviction thereof, be punished by a fine of not less than five dollars (\$5.00), not more than one hundred dollars (\$100.00), or imprisonment for not more than six (6) months, or both, in the discretion of the court.**

**In addition to any damages, penalties, or fines for which a holder may be liable under any other provision of law, any holder who fails to report, pay or deliver abandoned property within the time prescribed by the provisions of the law shall pay the Treasurer interest at the rate of one percent (1%) per month on such property or the value thereof from the date such property should have been paid or delivered, but in no event prior to July 1, 1982; except that if the failure to report, pay or deliver is the result of mistake or other good cause shown, the Treasurer may reduce the rate of interest or waive the interest payable thereon.**



The Online Holder Reporting Module is not interactive. It does not inform holders that your report has been received in our office nor provide the status or proof of payment. If you upload the report and payment through the portal, we may be able to provide you an answer in real-time.

The portal provides a record of each report that has been filed under the user's profile. If you need proof of your filing history as of 2021, you need only log in and click on the Reports tab at the top of the screen. However, once it has been uploaded, it cannot be deleted from your profile; it is permanent. You may send an email explaining the reason a report needs to be deleted and the report may be deleted on our end, or we will provide an explanation as to why it cannot be deleted.

**Duplicate Payments.** This office receives numerous duplicate payments. If you are unsure whether your payment has been received, please contact our office before resubmitting an additional payment. It is time-consuming and costly to your business and the state to reconcile these errors.

**ACH DEBIT Payment is preferred:** ACH Debit is not currently mandatory but it is the Treasurer's preferred method of payment. ACH Debit is the most reliable method of payment to make sure your report is credited with your payment.

The ACH debit block can take several days to become active. Contact your bank at least one week before the payment due date to request ACH debit authorization for the State Treasurer's Office by providing our ACH Company ID Number: **1646000837**

# 1. Account Creation and Logging In

Online report filing is **mandatory**. If you are unable to file online, please have your financial officer prepare a formal request outlining your reasons for being unable to report online. Your letter requesting an exception to online reporting should be signed by your chief financial officer and notarized. If approved, you will be allowed to report via some other means for the **current reporting period only**.

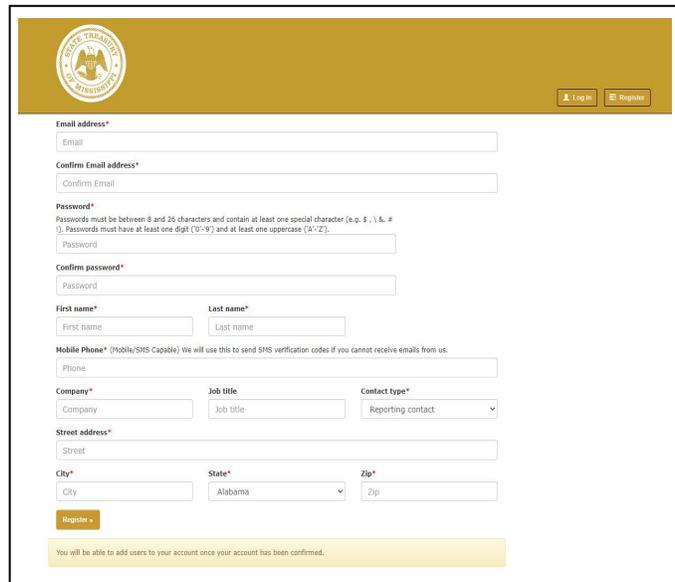
Navigate to: [Holder Reporting Portal](#). If you do not already have an online account, select “Register” to create your account.

**If someone in your organization is registered as the “Primary”, you are required to be registered under that individual’s login.** DO NOT create a new registration for each individual! Doing so will prevent your reports from being accessed by management in your organization. See section 2 for instructions.

Enter the information in the boxes and select Register.

An automated email will be sent to verify the account.

**Tip:** Check your “spam” or “junk” folders if you don’t see it right away. If you fail to receive the email; contact [UPReporting@treasury.ms.gov](mailto:UPReporting@treasury.ms.gov)



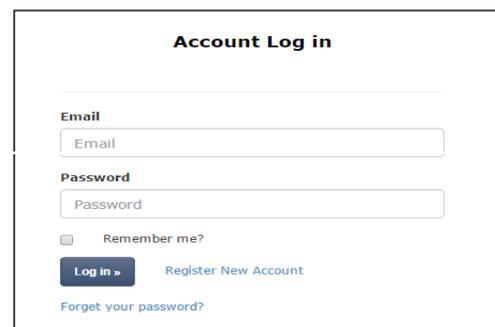
The screenshot shows the registration form on the Holder Reporting Portal. At the top left is the State Treasury of Mississippi logo. At the top right are 'Log In' and 'Register' buttons. The form fields include: Email address\* (Email), Confirm Email address\* (Confirm Email), Password\* (with a note: Passwords must be between 8 and 25 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\* (with a note: (Mobile/SMS Capable) We will use this to send SMS verification codes if you cannot receive emails from us.), Company\*, Job title, Contact type\* (Reporting contact), Street address\*, City\*, State\* (Alabama), and Zip\*. A 'Register »' button is at the bottom. A yellow banner at the bottom states: 'You will be able to add users to your account once your account has been confirmed.'

There can only be one “valid” primary user. If you are the valid primary, you can edit information and add secondary users as needed. The valid primary is the individual who registered first.

**Tip:** If the Primary User is no longer available, contact Unclaimed Property Department so that his/her profile can be converted to a secondary user.

If you already have an account, select “Log in” to continue.

Enter the email address and password then select “Log in”.

The screenshot shows the 'Account Log in' form. It has a title 'Account Log in' at the top. Below it are two input fields: 'Email' and 'Password'. There is a 'Remember me?' checkbox. At the bottom are two buttons: 'Log in »' and 'Register New Account'. A link 'Forgot your password?' is also present.

## 2. Account Profile – Editing and Adding Users

To edit your account information, click on your account email address found in the upper right-hand corner of each webpage. Edit as needed, then select “Save”.

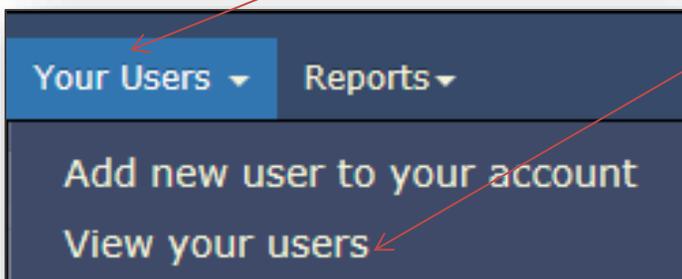


### Edit your profile

<b>First name*</b> <input type="text"/>	<b>Last name*</b> <input type="text"/>	<b>Phone*</b> <input type="text"/>
<b>Company*</b> <input type="text"/>	<b>Job title</b> <input type="text"/>	<b>Contact type*</b> Reporting contact
<b>Street address*</b> <input type="text"/>		
<b>City*</b> <input type="text"/>	<b>State*</b> Mississippi	<b>Zip*</b> 39201

### 2a. Adding Secondary Users

Add a secondary user by selecting “Your Users” then “Add a new user to your account”. Or you can add a secondary user by selecting “View your users” then “Add a New user”. Add the information in the “Register New Sub Account” window.



### Register New Sub Account within your reporting entity

**Email address\***

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

An automated email will be sent to the new user’s email address in order to verify the account. **Tip:** Check your “spam” or “junk” folders if you don’t see it right away.

### 3. Creating NAUPA Files

#### **All reports must be submitted in NAUPA format.**

**HRS Pro** is software specifically designed to create NAUPA II standard formatted reports. This free software is limited to 200 properties per state report. If reporting more than 200 properties, the HRS Pro Enterprise Edition must be purchased. Enterprise Edition provides user support and multi-user capability for an annual fee. There is no user support for the free edition. Both versions are endorsed by the National Association of Unclaimed Property Administrators. For more information, go to <https://www.wagers.net/hrs/>.

**Please refer to the Mississippi Holder Reporting Website for detailed information on Mississippi's reporting requirements.**

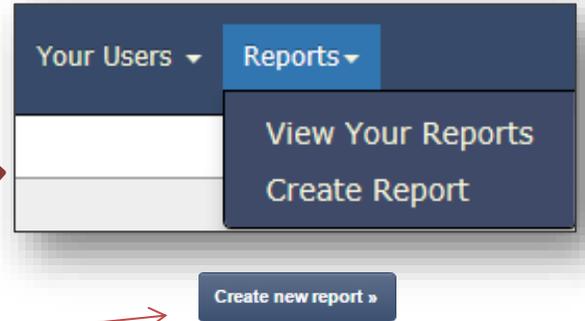
<https://treasury.ms.gov/for-businesses/unclaimed-property-reporting/>

#### **Files with multiple NAUPA reports.**

Note: Mississippi requires a separate report to be submitted for each individual company (FEIN/TIN) and does not allow for the consolidation of businesses with multiple TINs/FEINs to be submitted in a single report unless there are extenuating circumstances. Individual reports must be submitted for each business that has been assigned an individual FEIN/TIN. Holders that believe they have a valid reason for submitting a consolidated report must submit a Consolidated Reporting Request via formal letter (signed by chief financial officer and notarized). Be advised that “ease of filing” and “convenience” are not acceptable reasons. Report filing history with Mississippi will be evaluated. If approved, reports and ACH debit payments for consolidated reporting must be sent through the online portal only. Requests for filing exceptions will not be approved.

## 4. Uploading NAUPA Files

After setting up ACH debit with your financial institution, creating or logging into your account, and creating NAUPA file(s); you are now ready to upload the file(s) to the portal. Select “Reports” then “Create Report”. Or select “Reports” then “View Your Reports” then “Create new report”.



Click the “Select File” button, browse to find the file, then, select “Upload”. A progress bar will then appear. If the file upload is successful, a Property List will replace the progress bar. You can then either select “Submit Report to State” or “Continue to file details” to review a summary of the file. **Tip:** Files may be deleted from the “Continue to file details” screen. Once a report is successfully submitted; however, you cannot delete it and must instead contact Mississippi Unclaimed Property staff for resolution.

### 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)

Select File

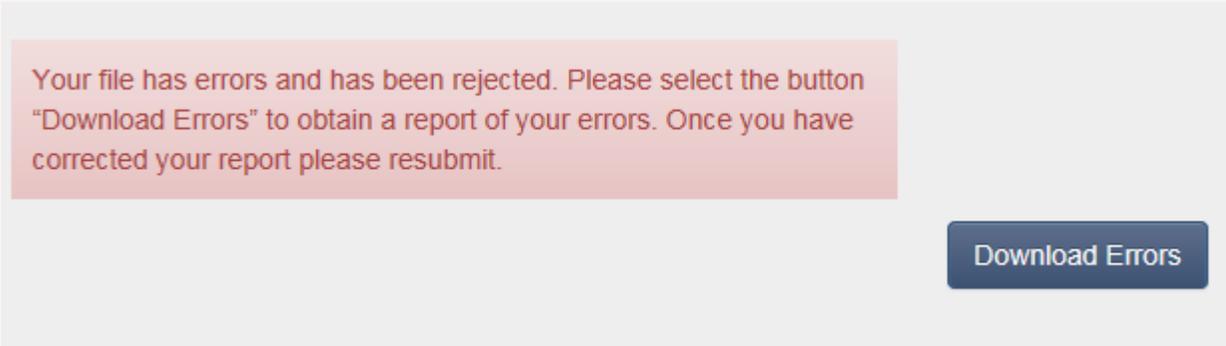
**File Name:**  
File 107.hde

**Size:**  
2.5 kB

Upload

## 4a. File Errors

If you receive a message stating your file has errors, select “Download Errors” for details. All errors must be corrected before the file can be uploaded.



Your file has errors and has been rejected. Please select the button “Download Errors” to obtain a report of your errors. Once you have corrected your report please resubmit.

Download Errors

If your file contains multiple reports, you can extract the report with errors and submit the reports that are error free. However, you must correct the errors in the bad report if you wish to submit the file altogether, or correct the errors in the bad report and submit it separately after the errors are corrected.

### Error Report Example:

#### Summary

Your file has 2 total errors.

line #:8 The relationship code AO was found but is inactive for the following owner:  
JANE                      SMITH

line #:7 The relationship code AO was found but is inactive for the following property:  
Owner: JOHN                      BROWN

To assist you with correcting your file, a copy of the accepted codes can be obtained from our website:

<https://treasury.ms.gov/wp-content/uploads/2020/06/Relationship-Codes.pdf>

<https://treasury.ms.gov/wp-content/uploads/2020/06/Property-Types.pdf>

## 4b. Submitting Your File

Once you are ready to submit, select “Submit to State”, select your Holder Type from the drop down, select “Save and proceed to report submission”.

Review the information displayed then select the “Verification and Affidavit” check box if you agree.

Select either “No, this is NOT a consolidated report” or “Yes, this is a consolidated report”.

**Note:** *Mississippi requires a separate report be submitted for each individual company and does not allow for the consolidation of multiple FEINs and related property into a single report. Any exceptions to this rule are required to be approved in advance, in writing, by the Mississippi Unclaimed Property Division (see page 5 for further information).*

Select “Submit Report to State” and a progress bar will appear. If the file upload was successful, a “Successful” message will appear.

Successful!



**Important:** To obtain a history of your reporting, click on the View Your Reports tab. NOTE: If you are a manager who needs to view staff filing history, you will be unable to do so if your staff is not registered under your Primary login.

**Tip:** If your file contains stocks, a message will appear on the Verification and Affidavit screen. Enter the date the stock was delivered to our custodian. If the stock has not yet been delivered, please do so prior to submitting your report. Questions on stocks, mutual funds, securities; please refer ( <https://treasury.ms.gov/for-businesses/unclaimed-property-reporting/> )

Stocks were found, please enter the date the stock was delivered to our custodian. Email a copy of the transfer approval received from our custodian. (eg: MM/DD/YYYY)

**Tip:** 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. The web application system either accepts the entire file if it clean of error(s), or if there is an error, the entire file will be rejected. (See 4a, page 9)

## 5. IMPORTANT INFORMATION ABOUT PAYMENTS

**Payment by ACH Debit is preferred. Prior to initiating payment you must perform the action below or your payment could reject.**

Payment rejection will result in the imposition of penalty and/or interest if resubmitted payment is late. You must contact your financial institution if you receive notification of a rejected payment.

**The ACH debit block can take several days to become active. Contact your bank at least one week before the payment due date to request ACH debit authorization for the State Treasurer's Office by providing our ACH Company ID Number:**

**1646000837.**

ACH Debit is not currently mandatory but it is the Treasurer's preferred method of payment. ACH Debit is the most reliable method of payment to make sure your report is credited with your payment.

If utilizing ACH Credit or Wire Transfers, please send an e-mail to [UPReporting@treasury.ms.gov](mailto:UPReporting@treasury.ms.gov). In the body of your e-mail include your company name, the amount of your payment and the day you submitted payment. If you are paying for more than one report, please include an itemized list showing how you would like your payment applied to each.

**NOTE:** Typically, business bank accounts have an ACH debit blocker that prevents ACH debits to the account. Providing your bank with the Treasurer's Office ACH Company ID Number will only allow debits from this specific ACH Company ID Number.

## 6. Payments

**If you have not already done so, contact your bank now and request to allow ACH debit authorization from the State Treasurer's Office ACH Company ID Number: 1646000837 Failure to do so will cause your payment to reject which may result in the imposition of penalties and interest.**

**IMPORTANT: "Amount Remitted" does not mean your payment has been sent through the portal and received in our office when an amount is listed. Unless you have completed the instructions below, your payment has not been received and you may be assessed penalties and interest for submitting a report out of compliance.**

### Report Details

Summary						
# of properties	# of shares	Amount reported	Amount remitted	Amount advertised	Additional amount	Software/version
25	0.0000	\$89.73	\$89.73	\$89.73	\$0.00	UPCS 6.1.7

Select "Make Payment" to initiate your ACH Debit payment and finish the report submittal process.

The Total Amount Due will be populated with the payment due on the NAUPA file submitted. The remaining boxes require the following: Payor Name, Bank Routing Number and Bank Account Number. Select the Account Type from the drop down. Confirm the release of funds to the state by checking the box then select "Submit Payment Information."

## Make Payment

### Make a Payment

Payment for submitted file NaupaEncrypted Advanced Disposal Services Inc MS 2019-10-31.tx20191031102905.hde

Total Amount Due\*

\$ 352.13

Payor Name\*

Bank Routing Number\*

Bank Account Number\*

Confirm Account Number\*

Account Type\*

Checking

Warning: Payment cannot be made from a foreign bank.

Confirm release of funds to Mississippi?

Back

Submit Payment Information

## How to locate the DLN (Document Locator Number)

To find the DLN, click the 'Complete' tab. The DLN appears highlighted in blue and begins with a 'W'.

Your Reports

All
Positive
Negative

Search

Created	File Uploaded	Holder Name	Status
5/28/2020	00b1d36b-9441-46d6-8672...	[REDACTED]	Complete

### Report Details

Document Locator/Reference #: W42076W

Summary						
# of properties	# of shares	Amount reported	Amount remitted	Amount advertised	Additional amount	Software/version
49	0.0000	\$1,878.71	\$1,878.71	\$1,878.71	\$0.00	Microsoft Excel 2013

#### Holder Information

Holder name:	[REDACTED]
Tax ID:	[REDACTED]
Incorporated Date:	05/11/2001

ACH Debit Payment

## ACH Credit , Wire Transfers, and Check Payments

If paying by **ACH Credit** or **Wire Transfer** please e-mail payment notification to [UPReporting@treasury.ms.gov](mailto:UPReporting@treasury.ms.gov) . Include your company name, amount, and date payment was submitted. If paying for more than one report, please include an itemized list of your reports, including all company names and how your payment should be split among them.

If paying by paper **Check**, please make payable to **Mississippi State Treasury-Unclaimed Property Division** and mail along with the **payment voucher** available to print **after** your report upload.

## 7. Negative Reports

Mississippi does not require negative reporting. If you do not have any property to report, you need not send a report.

However, if you choose to send a negative report, it must be submitted online.

Mississippi no longer accepts paper or negative reports on disc/USB. Negative reports received by mail without prior written authorization will be discarded.

Select “Create new report”

Create new report »

Enter the Reporting Year

*Tip: Use the state fiscal year for the period you are reporting, not the calendar year. State fiscal year goes from June 1 – July 30.*

Select “Create Negative Report”

### Start negative report

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

2022	▼	Reporting Year*
Assets		Sales
\$	<input type="text"/>	\$ <input type="text"/>
Insurance Policies Written		Number of Employees
<input type="text"/>		<input type="text"/>
<input type="button" value="Create Negative Report"/>		

Enter the Tax ID, Select "Search"

The Matching Holder will be displayed.

Select "Continue with selected Holder"

### Find Holder by Tax ID

**Tax ID**

**Extension / Branch**

[Search](#)

### Matching Holders

Name: Chucks Boxes LTD Tax ID: 55-2222251 Ext:

**Success!** 1 matching holder was found.

You can also change the criteria and search again.

[Continue with selected Holder](#)

Review the information displayed

Select Verification and Affidavit

Select "Submit Report to State"

## Negative Report Detail

Holder Information	
<b>Holder name:</b>	TRUSTMARK NAT'L BANK JACKSON
<b>Tax ID:</b>	64-0180810
<b>Holder ID:</b>	2043
<b>Reporting Year:</b>	2022
<b>Assets:</b>	\$0.00
<b>Sales:</b>	\$0.00
<b>Insurance Policies Written:</b>	
<b>Number of Employees:</b>	22

I declare that this report is true and contains all facts required by law to be reported.

Verification and Affidavit

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

If the Tax ID entered does not match any existing Holders, you will receive a warning message.

Select "Create new Holder"

**Warning!** No matching holders were found.

If the holder should already exist please change the criteria and search again. Otherwise, you can create a new holder.

Create new Holder

Enter the information in the fields to create a new Holder.

### Create Holder

Name

Test Holder

Tax ID ⓘ

530944777

Street1

123 Test Street

Tax ID Ext/Branch ⓘ (Example: 0001)

Ext

Street2

Street 2

NAICSCode [Look up NAICS code](#)

22

Street3

Street 3

Incorporated Date

04/05/2018

City

Test City

Holder Type

FINANCIAL SERVICES

State

Nevada

Zip

89101

Create

Cancel

A Negative Report will be created. Review the information displayed. Check the Verification and Affidavit box, then select “Submit Report to State”.

## Negative Report Detail

Holder Information	
Holder name:	TRUSTMARK NAT'L BANK JACKSON
Tax ID:	64-0180810
Holder ID:	2043
Reporting Year:	2022
Assets:	\$0.00
Sales:	\$0.00
Insurance Policies Written:	
Number of Employees:	22

I declare that this report is true and contains all facts required by law to be reported.

Verification and Affidavit

Submit Report to State»

Edit

Delete