

Quick Guide: Holder Reporting

Unclaimed property can be any financial asset owed to another business or an individual.

Property is considered unclaimed when there has been no activity or contact with an owner for a specific period.

Some examples of holders are: a government entity, a business organization, sole proprietorship, a not-for-profit, or an individual.

Additional resources for holders, including links to the *Unclaimed Property Act* and Rules, Frequently Asked Questions and Answers, as well as a detailed Holder Reporting Manual can be found on FundsFinderNB.ca.

1 Review Your Records

Review financial records annually to determine whether you are holding any unclaimed property.

2 Notice to Owner

If the value is \$100 or more, send written notice to the unclaimed property owner's last known address three to six months before you submit the unclaimed property report through FundsFinderNB.ca. Reactivate the account or return the unclaimed property to the owner if they respond to your notice.

3 Submit a Report

Prepare your unclaimed property report as of December 31.

Submit your report between January 1-March 31 of the year following when the property became unclaimed.

Create or log in to your Profile on FundsFinderNB.

Prepare, validate, and submit your report.

Receive an invoice for the amount of your unclaimed property from FundsFinderNB.

4 Deliver

Pay invoice by EFT or cheque. Payment details can be found in section 10 of the [Holder Reporting Manual](#).

5 Records

Retain your records for 10 years, refer to section 29 of the *Unclaimed Property Act*.