



# FILE ELECTRONICALLY

## WAYS TO FILE:

- 1) **E-mail (preferred):** UPEXchange and HRS Pro files are automatically encrypted and can be safely e-mailed to [up.holderinquiry@maine.gov](mailto:up.holderinquiry@maine.gov).
- 2) **Secure Encrypted E-mail (preferred):** For unencrypted files, send an e-mail request to [up.holderinquiry@maine.gov](mailto:up.holderinquiry@maine.gov). You will receive an e-mail response (ZixMail). Reply to this secure e-mail, attach your holder report file and send.
- 3) **Third Party (preferred):** There are a number of companies that provide unclaimed property holder services. Amongst some of them are ETM, Chesapeake, and Xerox.
- 4) **Mail CD to:**  
Office of the State Treasurer  
Attn: Unclaimed Property  
39 State House Station  
Augusta, ME. 04333-0039

Note: All files must be in the standard NAUPA format (for more information see [www.unclaimed.org/reporting/free-holder-reporting-software/](http://www.unclaimed.org/reporting/free-holder-reporting-software/)). Please include your company name as the file name so your report can easily be identified.

## LATE REPORTING PENALTIES:

A late report may be subject to interest at a rate of 18% or 10% above the annual rate of the most recent issue of 52 week US Treasury bills. See Title 33, Chapter 41 §1975.

An extension may be requested **before** the date for filing the report. The administrator may grant the extension for good cause. See Title 33, Chapter 41 §1958.

## ONLINE REPORTING:

The Office of the State Treasurer is pleased to offer an online unclaimed property reporting service. This system allows Holders to report unclaimed property electronically to the State Treasurer, regardless of operating system.

This free tool is intended for holders with up to 10 properties to report.  
[https://www.maine.gov/treasurer/unclaimed\\_property/HolderReports/](https://www.maine.gov/treasurer/unclaimed_property/HolderReports/)

**You must send a signed holder report form (see page 9) or verification checklist from 3rd party with your remittance or via e-mail if you are remitting electronically.**