

Information For Business Taxpayers

Unclaimed Property

Electronic Reporting Holder Upload File Instructions



Upload File Reporting

The screenshot shows the Maryland Unclaimed Property Report Filing application interface. At the top, there is a blue header with the Maryland state flag logo and the text "COMPTROLLER of MARYLAND Serving the People". To the right of the logo, the text "Information For Business Taxpayers" is displayed. Below the header is a navigation bar with links for Home, Individuals, Businesses, Tax Professionals, Initiatives, Careers, and Search. On the left side, there is a search bar and a "GO" button. Below the search bar are several sections of links: "Filing Information" (Forms and Instructions, Employer Withholding, Sales and Use, Admissions/Amusement, more...), "Tax Information" (Employer Withholding, Sales and Use Tax, Admissions/Amusement, Business Licenses, more...), "Payment Information" (Credit Card Payments, Electronic Payments, Missed or Late Payments), "Taxpayer Assistance" (Our Services, Contact Information, Local Branch Offices), and "Online Services" (Request An Extension, Business Registration, Sales Tax Exemptions, Withholding Calculator). The main content area is titled "Maryland Unclaimed Property Report Filing". It contains a paragraph explaining the application's purpose and a note about Google Chrome. Below this is a section for new holders, stating that they should download the New Holder Information Form and email it to upholder@marylandtaxes.gov. A link to "Download the PDF file" is provided. Another section for established holders instructs them to read the "New User" page. At the bottom of the main content area, there are two buttons: "Report Entry" and "File Upload". A blue arrow points from the word "Upload" to the "File Upload" button. A "Help" button is located below these two buttons. At the very bottom, there is a "System Availability" section with details about the service center's hours and contact information.

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Maryland Unclaimed Property Report Filing

This application can be used by holders of unclaimed property to report and remit property to the State Comptroller. Property includes stocks, bonds, checking and savings accounts, contents of safe deposit boxes, insurance proceeds, etc., but excludes real property. Google Chrome is recommended for best performance with JavaScript and cookies enabled.

If you are a new holder using this application for the first time and do not have a Maryland holder number, please download the New Holder Information Form and e-mail to upholder@marylandtaxes.gov.

The New Holder Information Form is available as a PDF file. Once you have downloaded the form, fill in requested information and send the form to us by e-mail. To download form:
 [Download the PDF file](#)

If you are an established holder using this application for the first time, please read [New User](#).

Choose Report Entry to enter properties for a single report using a fill in the form method. <input type="button" value="Report Entry"/>	Choose File Upload to submit one or more reports from a text file in NAUPA 2 format. <input type="button" value="File Upload"/>
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System Availability - The Online Service center is available 24 hours a day, 7 days a week from any home, office, or public access point. However, information may not be available during times of system maintenance. **For assistance**, contact the Compliance Division, Monday through Friday between 7:30 a.m. and 5:00 p.m. est. See our [Contact Us](#) link.

<https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/>

Identification Page: Fein And Contact Name

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Maryland Unclaimed Property Report Filing

Begin File Upload

This application can be used by holders of unclaimed property to report and remit property to the State Comptroller. Property includes stocks, bonds, checking and savings accounts, contents of safe deposit boxes, insurance proceeds, etc., but excludes real property. Google Chrome is recommended for best performance with JavaScript and cookies enabled.

This application allows you to submit unclaimed property reports and payment for one or more companies from a file without having to enter the data. The file will be securely transmitted for verification of correct format. The file must be a text file and must be in the NAUPA 2 format.

If you are a New holder using this application for the first time and do not have a Maryland holder number, please download the New Holder Information Form and e-mail to upholder@comp.state.md.us.

The New Holder Information Form is available as a PDF file. Once you have downloaded the form, fill in requested information and send the form to us by e-mail. To download form:

 [Download the PDF file](#)

If you are an established holder using this application for the first time, please read [New User](#).

Enter, in the spaces provided below, the Federal Employer Identification Number (FEIN) and Name of the business or Individual submitting reports.

Submitting Company or Individual Identification

Federal Employer Identification Number:

Contact Name:

FEIN & Contact Name

System Availability - The Online Service center is available 24 hours a day, 7 days a week from any home, office, or public access point. However, information may not be available during times of system maintenance. For assistance, contact the Compliance Division, Monday through Friday between 7:30 a.m. and 5:00 p.m. est. See our [Contact Us](#) link.

Holder Information

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Maryland Unclaimed Property File Upload Report Contact and File Information

Enter Report Contact Information and File Name

Submitting Company or Individual

Tax ID/FEIN: 999999999
Contact Name: MD Test

Contact About Report File

Name: MD Test
Address Line 1:
Address Line 2:
Address Line 3:
City:
State: Zipcode: Country:
Phone: - - Ext:
Email:

Access

If you are not able to complete this report all at one time the Access Code provides a way for you to edit this report when you return. When this report is finished and has been submitted a confirmation number will be issued. When a confirmation number is issued for a report the Access Code will no longer be valid.

Access Code:

Report File

Enter name of file to upload or click the Browse button to select a file to upload. Before clicking the Upload File button, verify that your report file is properly attached. The file path and name should appear in the box below. (For example: c:\temp\reports\102304.txt) The file must be a text file and must be in the NAUPA 2 format. The file will be checked for correct format and rejected if it does not conform to the NAUPA 2 format. If the file does not pass the initial edits, an error report will be produced. Once the file has been verified, you may be requested to enter Maryland holder numbers for each report. Finally you will enter your payment information and submit.

Filename: No file chosen

Upload times will vary, depending on file size, modem, browser and/or ISP. When uploading large files you may experience a significant delay or a possible timeout error. For reference, a 1,000KB (1MB) file takes a minimum of 6 minutes on a 28.8 modem, 3 minutes on a 56K (V.92) modem, 2 minutes on a Cable modem (110 Kb) and 40 seconds on a 256KB ISDN Cable/DSL connection. Multiply this by your file size to get an estimate of your upload time. A 1,000KB (1,000,000 bytes) file is about 1,600 properties.

UPLOAD your "NAUPA Formatted txt File" here

Holder information

ADD info

Holder creates this "access code" for later use

File Upload Confirmation

Maryland Unclaimed Property Progress Indicator - Internet Explorer

https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/user/iuu_ProgressUpl_f.asp?process_type=upl&progress:

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Information For Business Taxpayers

Upload Report File

Progress ID	Upload Report File Progress	Transferred Bytes	Total Bytes	Transferred Percentage
5	<div style="width: 100%; background-color: #008080; color: white; text-align: center;">100%</div>	2399	2399	100%

File: test.txt Elapsed time: 0:55 Status: Finished!

100% Indicates a successful UPLOAD

File Transferred Confirmation Page

The screenshot shows a web page for the Maryland Comptroller of the Treasury. The header features the state logo and the text 'COMPTROLLER of MARYLAND Serving the People'. The main navigation bar includes links for Home, Individuals, Businesses, Tax Professionals, Initiatives, Careers, and Search. The page title is 'Information For Business Taxpayers'. The main content area is titled 'Maryland Unclaimed Property File Upload Report Verify'. It displays a 'Verify Report File' section with a table of submission details: Tax ID/FEIN: 999999999 and Contact Name: MD Test. Below this is a 'File Upload Statistics' table showing: File Name: reports102304.txt, File Size: 6 Bytes, Content Type: text/plain, and Upload Time: 1.1 Seconds. A confirmation message states 'File Transferred Successfully!'. A 'Report File Verify' section provides instructions on the verification process. A 'Verify File' button is highlighted with a blue box and an arrow pointing to it from the text 'Click To Next Page'. At the bottom, there are buttons for 'Report List', 'Reset', and 'Help'. A search bar is located in the top left corner.

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Maryland Unclaimed Property File Upload Report Verify

Verify Report File

Submitting Company or Individual	
Tax ID/FEIN:	999999999
Contact Name:	MD Test

File Upload Statistics	
File Name:	reports102304.txt
File Size:	6 Bytes
Content Type:	text/plain
Upload Time:	1.1 Seconds

File Transferred Successfully!

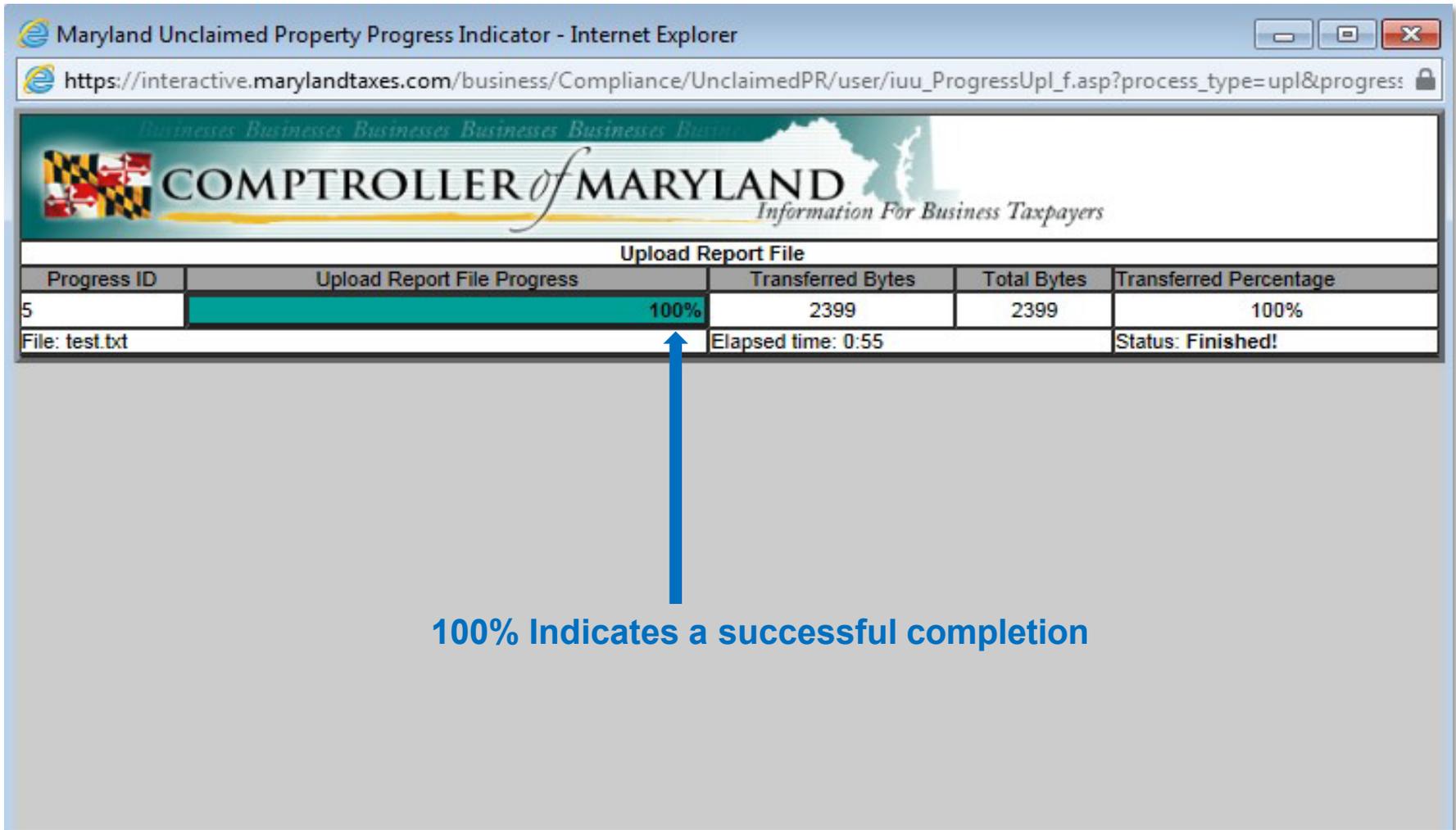
Report File Verify

The file uploaded will be parsed for verification of correct format and rejected if it does not conform to the NAUPA 2 format. If the file does not pass the initial edits, an error report will be produced. Once the file has been verified, you may be requested to enter Maryland holder numbers for each report. Finally you will enter your payment information and submit.

← Click To Next Page

Verify times will vary, depending on file size and customer activity at our server. When verifying large files you may experience a significant delay or a possible timeout error. For reference, a 5,000KB (5MB) file may take a minimum of 2 minutes to verify the format of all records.

Verify File Confirmation



The screenshot shows a web browser window titled "Maryland Unclaimed Property Progress Indicator - Internet Explorer". The address bar displays the URL: https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/user/iuu_ProgressUpl_f.asp?process_type=upl&progress. The page header features the Maryland state flag and the text "COMPROLLER of MARYLAND Information For Business Taxpayers". Below the header is a section titled "Upload Report File" containing a table with the following data:

Progress ID	Upload Report File Progress	Transferred Bytes	Total Bytes	Transferred Percentage
5	<div style="background-color: green; width: 100%; text-align: center;">100%</div>	2399	2399	100%
File: test.txt		Elapsed time: 0:55	Status: Finished!	

A blue arrow points from the text "100% Indicates a successful completion" below the table to the "100%" value in the progress bar of the table row.

100% Indicates a successful completion

Remit Amount And Payment Type

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Maryland Unclaimed Property File Upload Report Summary

Submitting Company or Individual	
Tax ID/FEIN:	999999999
Contact Name:	999999999

Uploaded File	
File Name:	test.txt
Total Number of records:	4
Total Holder reports:	1
Number of Negative reports:	0
Total Number of Properties:	2
Total Additional Owners:	0
Total Tangibles:	0
Total Securities:	0
Total Summary records:	1

Validate Totals Of Detailed Properties
For all properties on the 'Uploaded' file, please calculate the sum total of Remit Amounts

Sum Total Of Remit Amounts:

Payment Amount
Enter the payment amount that will be remitted with this Unclaimed Property report.

Total Payment Amount:

Payment Method
When the Total Payment Amount is greater than \$0.00, select which method of payment you will be using. If using electronic funds withdrawal, please enter your bank routing number, account number and account type. If paying by check, a payment voucher will be available for you to print and send with your payment.

- Electronic Funds Withdrawal**
A screen displaying an example check with be displayed on the following screen. You will be asked to supply the bank routing number, account number and account type.
- Check**
After you have submitted your report, please print and mail in the Remit Advice Slip along with a check for the Total Payment amount.
- Wire Transfer**
After you have submitted your report you will have the option to view and print a screen displaying wiring instructions.

Confirmation Page For Total Remit Amount



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Maryland Unclaimed Property File Upload Report Summary

Submitting Company or Individual	
Tax ID/FEIN:	999999999
Contact Name:	99999999
Report	
Total Number of Properties:	2
Total Shares:	0.0000
Total Payment	\$ 919.34
Uploaded File	
File Name:	test.txt
Total Number of records:	4
Total Holder reports:	1
Number of Negative reports:	0
Report Contact Information	
Report Contact Name:	99999999
Phone Number:	4107671000
Email:	test@comp.state.md.us
Terms and Conditions	

Please read the following Terms & Conditions then click "Submit" to accept.
Terms & Conditions:
After submitting the report you will be given the opportunity to print a payment voucher. Please print the payment voucher and immediately send in the amount owed.

By checking this box you agree with these terms and conditions and agree to pay the "Total Payment" amount indicated.

VERIFY AMOUNT

AGREE to \$ and Submit Report

Confirmation Receipt Page: Print Out



Information For Business Taxpayers

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Maryland Unclaimed Property File Upload

Report Receipt Confirmation Number: 271055290678694

Thank you for using this service. Your Report has been received.

Print this page for your records. Refer to the confirmation number when contacting the Compliance Division about this Report.

Submitting Company or Individual

Tax ID/FEIN: 999999999
Contact Name: 99999999

Report

Total Number of Properties:	2
Total Shares:	0.0000
Total Payment	\$ 919.34

Uploaded File

File Name:	test.txt
Total Number of records:	4
Total Holder reports:	1

Payment Information

To Pay Please Print: [Remit Advice Slip](#)

Report Contact Information

Report Contact Name:	99999999
Phone Number:	4107671000
Email:	test@comp.state.md.us

Terms and Conditions

To complete your filing requirements please print and mail in the [Remit Advice Slip](#) along with a check for the Total Payment.

[Print Page](#) [Report List](#) [Help](#)

**PRINT PAGE
and click
REMIT ADVICE SLIP
to PRINT**

Remit Advice Slip

Mail This To Unclaimed Property

Maryland Unclaimed Property Report Remittance Advice For Electronic Filing

HOLDER INFORMATION

Holder #	00050016
Holder Name:	DELHAIZE AMERICA SHARED
Holder Federal ID#:	273756754

CONTACT INFORMATION

Contact Name:	99999999
Federal ID#:	273756754
Address:	301 preston rd baltimore MD 21201

REPORT INFORMATION

Total amount of abandoned property remitted:	\$919.34
Total number of shares remitted:	0.0000
Report Receipt Confirmation Number:	271055290678694

INSTRUCTIONS

Check Payable To:	Comptroller Of Maryland
Check Amount:	\$919.34
Mail this Remit Advice Form and payment to:	COMPTROLLER OF MARYLAND COMPLIANCE DIVISION UNCLAIMED PROPERTY UNIT 301 W. PRESTON STREET ROOM 310 BALTIMORE, MARYLAND 21201
If you have questions please call:	(410) 767-1700 (800) 782-7383

Print Page

Print remit advice slip
and mail to our office.

(Check, Wire, And
ACH confirmation)

Summary

This concludes the instructions for Electronic Reporting for Holders filing for Unclaimed Property using the Maryland Unclaimed Property Website.

Items to Remember

- *Have your MD unique holder number available*
- *The Access Code is a pin that you create to get back into the report at a later date.*
- *Be sure to include as much information for your property.*
- *Make sure to click both “UPLOAD” and “VERIFY” file buttons to be 100% complete with the process.*
- *ALWAYS mail a copy of your confirmation page and remit advice slip page with all reports to our office. You can mail it along with payment or proof of electronic payment.*
- *Call or email us if you have any questions when preparing your report.*

See our instructions on “[Hand Key](#)” Report filing