



# Unclaimed Property

WI Dept of Revenue Unclaimed Property  
WASBO Conference | 2025

# Introduction to Unclaimed Property

- ▷ What is Unclaimed Property
- ▷ Searching for Property
- ▷ Filing a Claim
- ▷ What to know about Reporting Property
- ▷ Tips

# What is Unclaimed Property

- ▷ Unclaimed Property started in Wisconsin in 1970 and falls under sec. 177, Wisc. Stats
- ▷ **Most unclaimed property reported is intangible property**
- ▷ Total amount of Unclaimed Property is \$880 million
- ▷ Businesses are required to report and turn over funds after certain periods
- ▷ The state is only the custodian of the property for the rightful owner
- ▷ **Abandoned real estate, livestock, boats, airplanes, lost and found, etc. are not unclaimed property and should not be sent to DOR**

# WI Unclaimed Property Statistics

- Property is held indefinitely until owner (or their heirs) come forward to claim
- Oldest property was escheated in 1970
- Surplus is transferred to common school fund each year
- Search our website to see if you or your company has unclaimed property!

Property ID	Owner Name	Address	Balance Amt
7407763	SCHOOL DISTRICT OF JANESVILLE	462 MIDLAND RD JANESVILLE WI 535462332	7,833.71
5865963	SCHOOL DISTRICT OF KETTLE	PO BOX 260 HARTLAND WI 530290260	3,661.24
7407813	SCHOOL DISTRICT OF JAN	527 S FRANKLIN ST JANESVILLE WI 535484779	3,157.86
7472207	SCHOOL DISTRICT MARKESAN	C/O TIM ZACHARIAS 100 E VISTA BLVD MARKESAN WI 539460000	2,490.00
8113648	SCHOOL DIST. OF WONEWOC & UNION CENTER	101 SCHOOL RD WONEWOC WI 539689019	2,330.43
7812111	SCHOOL DISTRICT OF NIAGARA	PO BOX 260 HARTLAND WI 530290260	1,777.72
4862531	SCHOOL DISTRICT 12 DARLINGTON	11630 CENTER HILL RD DARLINGTON WI 535309231	1,740.44
5089015	SCHOOL DISTRICT OF БЕЛОИТ	PO BOX 260 HARTLAND WI 530290260	1,352.03
7632622	SCHOOL DISTRICT OF ELMBROOK	PO BOX 1830 BROOKFIELD WI 530081830	987.63
7472206	SCHOOL DIS OF MARK PARTD	C/O TIM ZACHARIAS 100 E VISTA BLVD MARKESAN WI 539460000	901.52
8845806	NOVA CHARTER SCHOOL	W BURLEIGH ST MILWAUKEE WI 532060000	865.41
5214617	SCHOOL DISTRICT KETTLE MORRAIN	PO BOX 260 HARTLAND WI 530290260	818.20
8113649	SCHOOL DISTRICT OF WASHINGTON	888 MAIN RD WASHINGTON ISLAND WI 542469004	782.85
8849618	SCHOOL DISTRICT OF KAUKAUNA	1701 COUNTY ROAD CE KAUKAUNA WI 541303916	750.00
6569005	SCHOOL DISTRICT OF SOUTH MILWAUKEE		750.00
601937	SCHOOL DIST OF БЕЛОИТ	PO BOX 260 HARTLAND WI 530290260	740.46
5325875	SCHOOL DISTRICT OF LODI	115 SCHOOL ST LODI WI 535551046	677.70
4892657	SCHOOL DISTRICT OF LODI	115 School Street Lodi 53555	671.78
4459935	SCHOOLS ADMINISTRATION OFC	PO BOX 300 HAMILTON COMMUNITY SCHOOLS HAMILTON WI 494190000	667.32
4806675	SPECIALTY SCHOOL	W6316 DESIGN DRIVE GREENVILLE WI 54942	505.31
3534858	SCHOOL DIST OF WEST ALLIS WEST MILW INTE	2930 ROOT RIVER PKWY WEST ALLIS WI 532272924	500.00

# Searching for Property

- ▷ Property can be found on our website: [DOR Unclaimed Property](#)



## Search By Name

Last or Business Name

Madison Metropolitan

First Name

Middle Name/Initial

**Business Searches:** Use variations of your business' name to expand your search results (ex: The ABC Corporation, ABC Corp, ABC Corporation).

Search

## Search By ID

Property ID

Search

10 Properties Found.

## Search Results

Filter

Claim	Name	Street	City	Holder	Amount	Property ID	Report Year	Owner Relationship
Add	MADISON METROPOLITAN	545 W DAYTON ST	MADISON	SCHOLASTIC BOO	less than \$10	5218983	2018	Sole Owner
Add	MADISON METROPOLITAN	545 W DAYTON ST	MADISON	SCHOLASTIC BOO	\$10 - \$100	5419488	2019	Sole Owner
Add	MADISON METROPOLITAN	545 W DAYTON ST	MADISON	HP INC	\$10 - \$100	8757043	2024	Sole Owner
Add	MADISON METROPOLITAN SCHOOL	C/O JRADZINSKI D	MADISON	LIBERTY MUTUAL I	\$100 - \$1,000	6242736	2020	Sole Owner
Add	MADISON METROPOLITAN SCH DIST	545 W DAYTON ST	MADISON	FOLLETT SCHOOL	\$10 - \$100	7093215	2022	Payee
Add	MADISON METROPOLITAN SCHOOL DI	545 W DAYTON ST	MADISON	METROPOLITAN LI	\$10 - \$100	5808150	2018	Insured

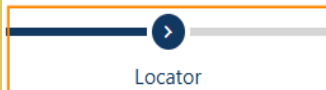


## Properties to Claim

Claim	Name	Street	City	Holder	Amount	Property ID	Report Year	Owner Relationship
Remove	MADISON METROPOI	545 W DAYTON ST	MADISON	FRANKLIN TEMPLETOI	\$100 - \$1,000	1943603	2013	Sole Owner
Remove	MADISON METROPOI	545 W DAYTON ST	MADISON	EGS Holdings Inc. & S	\$10 - \$100	4239173	2017	Payee
Remove	MADISON METROPOI	545 W DAYTON ST	MADISON	SCHOLASTIC BOOK CI	less than \$10	5218983	2018	Sole Owner
Remove	MADISON METROPOI	545 W DAYTON ST	MADISON	SCHOLASTIC BOOK CI	\$10 - \$100	5419488	2019	Sole Owner
Remove	MADISON METROPOI	545 W DAYTON ST	MADISON	METROPOLITAN LIFE I	\$10 - \$100	5808150	2018	Insured
Remove	MADISON METROPOI	WEST HIGH CLASS OF MADISON		JPMORGAN CHASE B/	less than \$10	6155217	2020	Sole Owner
Remove	MADISON METROPOI	C/O JRADZINSKI DOYI	MADISON	LIBERTY MUTUAL INSI	\$100 - \$1,000	6242736	2020	Sole Owner
Remove	MADISON METROPOI	702 PFLAUM ROAD	MADISON	LIBERTY MUTUAL INSI	\$10 - \$100	6331859	2020	Sole Owner
Remove	MADISON METROPOI	545 W DAYTON ST	MADISON	FOLLETT SCHOOL SOI	\$10 - \$100	7093215	2022	Payee
Remove	MADISON METROPOI	545 W DAYTON ST	MADISON	HP INC	\$10 - \$100	8757043	2024	Sole Owner

Claim

## Unclaimed Property Claim



### Locator Information

[Help](#)

Is this claim being filed by a locator or locator service? (If you or a relative owns the property, select No.)

Yes

No

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## Unclaimed Property Claim



Locator



Relationship

[Click for help](#)

[Claim Forms and Instructions](#)

### Select Relationship to Property



Show Errors

Property ID	Relationship	First Name	Last Name	Holder	Amount
1943603	* <span>▼</span>		MADISON METROPOLITAN S	FRANKLIN TEMPLETON INVE	\$250.00
4239173	* <span>Required</span>		MADISON METROPOLITAN S	EGS Holdings Inc. & Subsidia	\$76.21
5218983	*		MADISON METROPOLITAN	SCHOLASTIC BOOK CLUBS IN	\$9.57
5419488	*		MADISON METROPOLITAN	SCHOLASTIC BOOK CLUBS IN	\$24.70
5808150	*		MADISON METROPOLITAN S	METROPOLITAN LIFE INSURA	\$75.00
6155217	*		MADISON METROPOLITAN S	JPMORGAN CHASE BANK, N.	\$7.52
6242736	*		MADISON METROPOLITAN S	LIBERTY MUTUAL INSURANC	\$133.15
6331859	*		MADISON METROPOLITAN S	LIBERTY MUTUAL INSURANC	\$66.14
7093215	*		MADISON METROPOLITAN S	FOLLETT SCHOOL SOLUTION	\$12.13
8757043	*		MADISON METROPOLITAN	HP INC	\$65.00

Show Errors



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## Unclaimed Property Claim



Locator



Relationship

[Click for help](#)

[Claim Forms and Instructions](#)

### Select Relationship to Property



Show Errors

Property ID	Relationship	First Name	Last Name	Holder	Amount
1943603	2. Reported Owner - Business		MADISON METROPOLITAN S	FRANKLIN TEMPLETON INVE	\$250.00
4239173	2. Reported Owner - Business		MADISON METROPOLITAN S	EGS Holdings Inc. & Subsidia	\$76.21
5218983	2. Reported Owner - Business		MADISON METROPOLITAN	SCHOLASTIC BOOK CLUBS IN	\$9.57
5419488	2. Reported Owner - Business		MADISON METROPOLITAN	SCHOLASTIC BOOK CLUBS IN	\$24.70
5808150	2. Reported Owner - Business		MADISON METROPOLITAN S	METROPOLITAN LIFE INSURA	\$75.00
6155217	2. Reported Owner - Business		MADISON METROPOLITAN S	JPMORGAN CHASE BANK, N.	\$7.52
6242736	2. Reported Owner - Business		MADISON METROPOLITAN S	LIBERTY MUTUAL INSURANC	\$133.15
6331859	2. Reported Owner - Business		MADISON METROPOLITAN S	LIBERTY MUTUAL INSURANC	\$66.14
7093215	2. Reported Owner - Business		MADISON METROPOLITAN S	FOLLETT SCHOOL SOLUTION	\$12.13
8757043	2. Reported Owner - Business		MADISON METROPOLITAN	HP INC	\$65.00

Show Errors



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## Unclaimed Property Claim



Locator



Relationship



Additional Information

### Enter Business Information

Is the business a sole proprietor?

Yes \*

No \*

If you are a sole proprietor, include a copy of your Social Security card when asked to attach your government ID on the attachment page. Do not attach a copy of your FEIN if you are or were a sole proprietor.

FEIN

---

Business Name \*

*Required*

---

Is this business dissolved?

Yes \*

No \*

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# How to Claim Property

How to Claim Property



Relationship Types for Claims and Documentation Needed



For examples of acceptable documents, see [Acceptable Documents](#) on our website.

Reported Owner – Individual



Reported Owner – Business



The owner named on the property is a business. The business may be active, dissolved, or sold.

#### **Documentation needed for active business**

- Proof of FEIN
- Proof that the person filing the claim has the authority to do so
- Proof of address associated with the property being claimed
- Proof of affiliation if current business name is different than the property owner name

#### **Documentation needed for dissolved business**

- Proof of FEIN
- Government ID of person filing the claim
- Proof of social security number of the person filing the claim
- Proof of address associated with the property being claimed
- Copy of dissolution records
- Documentation of percentage of business ownership

#### **Documentation needed for successor business**

- Proof of FEIN
- Government ID of person filing the claim
- Proof of address associated with the property being claimed
- Copy of buy/sell agreement
- Proof that you have a legal, beneficial, or equitable interest in the property

# Helpful Tips

- ▷ Lock outs last for 90 seconds
- ▷ Your saved request will be retained for 60 days
- ▷ Unable to attach documents?
  - The claim was already submitted
    - They can attach documents online [My Tax Account \(wi.gov\)](#)
    - May email [dorunclaimedproperty@Wisconsin.gov](mailto:dorunclaimedproperty@Wisconsin.gov), mail or fax
  - Saved to finish later and selected view instead of edit
  - Using an unsupported image type like Excel

# Can't find property?

- ▷ Spelling errors are often why property can't be found
  - Try different variations
- ▷ Name could be reversed or in the wrong fields in the report
  - Try last name as first name and vice versa

# Still not able to find the property?

- ▷ The property may not have been turned over to us yet
  - Holders send out due diligence letters in July through September
  - Holders have until November 1 to remit property
- ▷ Contact the company to find out
  - When the property was reported, exact date is helpful
  - Exactly how was the property reported, get the exact spelling used by the holder
  - What was the exact amount reported

# Reporting Unclaimed Property

▷ Who should report?

- Wisconsin law requires holders to review their financial records each year to determine whether they hold any property that has had no owner activity for the required dormancy period for the property type.
- Financial institutions, utility companies, and life insurance companies, with a physical presence in Wisconsin, must file a holder report even if no unclaimed property is reported (known as a negative report).

# Holder Reporting Process

## Step 1 – Identify abandoned property

- Review should be done annually
- Identify owners, including:
  - Full name
  - Last known address
  - Social security or federal employer identification number
  - Date of birth

# Holder Reporting Process

## Step 1 – Attempt to locate owners

- Good faith effort to locate owners must be made
- Notification letters (due diligence) must be sent to owners of properties valued at \$50 or more
- Letters must be sent between July 1 and September 1
- Sample letter is in Holder Report Guide, page 19

# Property Types & Dormancy Samples

Property Type	Dormancy	Date of Last Activity
Uncashed payroll check (MS01)	1 year	7/1/2022 –6/30/2023
Mutual fund shares (SC16)	3 years	7/1/2020 –6/30/2021
Safe deposit boxes (SD01)	5 years	7/1/2018 –6/30/2019
Dormant savings account (AC02)	5 years	7/1/2018 –6/30/2019
Uncashed traveler's check (CK08)	15 years	7/1/2008 –6/30/2009

2024 report –dormancy period expires from 7/1/2023 – 6/30/2024

# Do You Report This?

- Scenario: a hot lunch account whose last activity date was 1/15/2023

- **NO!**
  - Dormancy period for this type of account is 5 years –this property has not yet met the dormancy requirement
  - If no more activity, you would report this on your 2028 report

# Do You Report This?

- Scenario: uncashed payroll check that was issued on 2/15/2024
- Has not responded to due diligence letter

- **YES!**

- Dormancy period for this type of account is 1 year
- Include on your 2025 holder report and provide as much information about the owner that you can

# Do You Report This?

- Scenario: There's been a car sitting in the school parking lot for over a year. Do you report it?

- **NO!**
  - This is not the type of unclaimed property that we accept

# Holder Reporting Tools

- Holder reports MUST be filed electronically
- Upload standard NAUPA formatted report via My Tax Account  
(must be in .txt format)
- HRS Pro reports as .hde, must be saved in .txt before upload

# Holder Reporting Tools Continued

- Manually enter on DOR website
  - File as many holder reports as needed. Report numbers should be in subsequent order
- \* If you have a small number of properties to report it may be easiest to select manual entry



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## Unclaimed Property Report



Report Options

### Select Reporting Option

[Holder Reporting Help](#)

- Attach a standard NAUPA Report file \*
- Manually enter my holder report or file a negative report \*

### Attachments

[Add Attachments](#)

Type	Name	Description	Size (in kB)
------	------	-------------	--------------

There are no attachments.

[Find Saved Request](#)

[Cancel](#)

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< Holders

## Unclaimed Property Report



Report Options

### Select Reporting Option

[Holder Reporting Help](#)

- Attach a standard NAUPA Report file
- Manually enter my holder report or file a negative report

## Attachments

[Add Attachments](#)

Type	Name	Description	Size (in kB)
------	------	-------------	--------------

There are no attachments.

[Find Saved Request](#)

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### Unclaimed Property Report



#### Filing a Negative Report

[Help](#)

Are you filing a negative report?

- Yes \*
- No \*

#### Enter Holder Information

Report Year * <i>Required</i>	Tax ID (FEIN) * <i>Required</i>	Search for NAICS Code NAICS Code
Report Number * <i>Required</i>	Incorporated State * <i>Required</i>	Incorporated Date * <i>Required</i>
Holder Name * <i>Required</i>	State * <i>Required</i>	County * <i>Required</i>
City * <i>Required</i>		
Fax		

Find Saved Request

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# When should I report?

- Holder reports and payment are due November 1 each year, following the close of the previous fiscal year (ending June 30)
- If report, payment, or contents are received late, subject to fees and penalties

# What if I need more time?

- Request a Holder extension
- Extensions MUST be requested online via My Tax Account
- Extensions requests available between September 1 and October 31
- If extension granted, the extension is valid for 60 days.
- Reports and payments with an extension due January 2, unless January 2 is a weekend, then due date is business day immediately following the weekend
- Any report received after the due date is subject to penalties and fees

# What if my property exceeds dormancy dates?

Apply for our Voluntary Disclosure Agreement

Apply on our website: [My Tax Account \(wi.gov\)](https://www.wi.gov/MyTaxAccount)

You are eligible if you meet all the following:

- You have unclaimed property to report from any of the five most recent reporting periods.
- You have not been audited for unclaimed property in the previous 5 years or received a notice of an upcoming audit.
- You do not have a balance due on your unclaimed property holder account.

# VDA Agreement Requirements

Holders must agree to the following:

- 1. Make a good faith effort to locate owners of the unclaimed property within 30 days of entering into the agreement. Notification letters must be sent to owners of properties worth \$50 or more. See Appendix 3 of the [Holder Report Guide](#) for a sample notification.**
- 2. Continue to report and deliver all unclaimed property for at least the next four annual reporting periods.**
- 3. Within 60 days of entering into the agreement, holders must electronically file their holder report and make payment. Refer to the Holder Report Guide for assistance completing your report.**

# Payment Options

- **Payments should be made at the same time holder report is filed**
- **Payments must be made electronically via ACH**
- **Will accept checks made out to the Wisconsin Department of Revenue if ACH is not an option**
- **Bills will be issued if payments not made**
- **Checks made out to the State Treasurer will be destroyed**
- **1 payment per FEIN**
- **Payments can take 2-3 business days to be withdrawn**
- **No WIRE payments accepted**



< Holders

### Unclaimed Property Report



#### Remit Property

If submitting **report only**, click Submit

Do you want to remit property by Direct Debit?

No	Yes
----	-----

**Note:** You must have an **active Wisconsin Tax Account** associated with your FEIN for Direct Debit.

Find Saved Request

Cancel

Save Draft

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Submit

## Unclaimed Property Report



Report Options



Holder Information



Property



Summary



Direct Debit

### Remit Property

If submitting **report only**, click Submit

Do you want to remit property by Direct Debit?

No

Yes

**Note:** You must have an **active Wisconsin Tax Account** associated with your FEIN for Direct Debit.

Tax ID (FEIN) \*

*Required*

Bank Account Type \*

*Required*

Routing Number \*

*Required*

Account Number \*

*Required*

Confirm Account Number

Payment Date

01-Aug-2023

Payment Amount

1,000.00

Find Saved Request

Cancel

Save Draft

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Submit



## Confirmation

Your Unclaimed Property Holder Report has been submitted.  
Print a copy for your records.

Your confirmation number is **1-545-116-256**.

Request For: NAME for TEST

Submitted Date: 01-Aug-2023 at 01:23:25 PM

Confirmation Code: y4dsmd

[Print Confirmation](#)

[Make Payment](#)

[View Submission](#)

[OK](#)

## Feedback

How easy was it for you to complete this submission?



Comments

[Submit Feedback](#)



## Make Payment

Payment Type

### Review Information

Account Type      Unclaimed Property Holder

Payment Type      Return Payment

Amended Return Payment: Payment on Amended Return

Bill Payment: Payment on Notice of Amount Due

Collection Bill Payment: Payment on Action Required: Overdue Balance and Other Collection Notices

Estimated Payment: Quarterly Estimated Tax Payments and Extension Payments

Field Audit Payment: Payment on Field Audit Notice of Amount Due

Office Audit Payment: Payment on Office Audit Notice of Amount Due

Return Payment: Payment of Amount Due on Return

Cancel

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# Consequences of late filing/ late paying

- Late filed reports are subject to a \$150 penalty (sec 177.1204 (1)(a), Wis. Stats.)
- Late payments are subject to a penalty equal to 15% of the value of the property (sec 177.1204 (2)(a), Wis. Stats.)
- Additional penalties may be imposed for \$100 each day past the due date of a written request by the department to file a report or pay or delivery of property (sec 177.1204 (1)(b) and (2)(b), Wis. Stats.)

## Holder Reporting & Resources

- [REGISTER! JULY 24 Holder Reporting Webinar](#)
- [REGISTER! AUGUST 28 Holder Reporting Webinar](#)
- [Holder Reporting Video](#)
- [Publication 82, Holder Report Guide](#)
- [File Holder Report](#)
- [Voluntary Disclosure Application](#)
- [Unclaimed Property Voluntary Disclosure Common Questions](#)
- [Holder Extension Request](#)
- [Make Holder Report Payment](#)
- [Options for Holder Reporting](#)
- [NAUPA Reporting Resources](#)
- [Holder Forms](#)
- [Holders Common Questions](#)


# Options for Holder Reporting

Wisconsin law requires businesses and other organizations (*Holders*) to review their financial records each year to determine whether they hold any funds, securities or other tangible property that has been unclaimed for the required dormancy period. Holders are required to file an annual report and deliver the property to the state.



**Note: Wisconsin requires financial institutions, utility companies, and life insurance companies to file completed and notarized Holder Verification Reports even if no unclaimed property is reported.**

## Ways to File

### Upload a NAUPA file (National Association of Unclaimed Property Administrators)

- Filing large quantities of unclaimed property
- Using NAUPA format
- Video: [Filing a NAUPA Report](#) 

### Manually enter data on our website

- Manually enter all property information
- Filing a negative report (no unclaimed property in Wisconsin)
- Video: [Filing a Manual or Negative Report](#) 
- Reporting Tangible Property (Safe Deposit Box Contents) manually
- Video: [Report Tangible Property Manually](#) 



Reports prepared with UPEXchange software may be submitted online or downloaded for manual submission to [My Tax Account](#).

- [National Association of Unclaimed Property Administrators](#)
- Product Support Email: [uphelp@eagletm.com](mailto:uphelp@eagletm.com)
- [Subscribe to Holder Reporting Blog by ETM](#)

## Contact Us

Wisconsin Department of Revenue  
Unclaimed Property Section  
PO Box 8982

Madison, WI 53708-8982

**Phone:** (608) 264-4594

**Email:** [DORWIHolderReports@wisconsin.gov](mailto:DORWIHolderReports@wisconsin.gov)

November 10, 2022


## Common Questions

- [What is Unclaimed Property?](#)
- [How can I submit a claim for property?](#)
- [Why did I get a Notice of Claim Refund from the Wisconsin Department of Revenue?](#)
- [How do I attach documents to my claim?](#)
- [How do I resume filing a claim?](#)
- [More...](#)

## Resources

- [Holders Common Questions](#)
- [Holder Report Guide](#)
- [NAUPA Reporting Resources](#)
- [Search for Property in Other States](#)
- [Unclaimed Child Support Payments in Wisconsin](#)
- [Unclaimed Safe Deposit Box Identification Form](#)
- [Wisconsin Statutes](#)

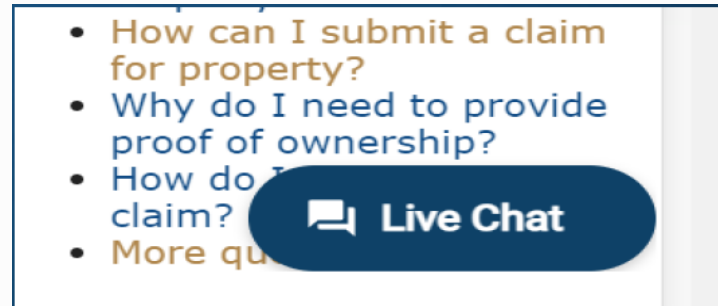


Holder Reporting Overview 



# Unclaimed Property Contact

- Phone: (608) 264-4594
- Email: [DORWIHolderReports@Wisconsin.gov](mailto:DORWIHolderReports@Wisconsin.gov)
- Live Chat: available M-F, 8-4:30 by clicking "Live Chat" button on our website



Thanks!  
Any questions?





## **Mission**

Strengthen Wisconsin through fair tax and lottery administration, while educating and serving the public, our customers and communities.

## **Vision**

To be the premier agency in providing innovative, accessible resources, and exceptional customer service built on a foundation of trust, inclusivity and creativity.

## **Values**

- Integrity
- Knowledge
- Innovation
- Empathy
- Inclusivity
- Security