UNCLAIMED PROPERTY

ELECTRONIC REPORTING
HOLDER HAND-KEY
INSTRUCTIONS
MANUAL HAND KEY ENTRY REPORTING

https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/
Enter the FEIN# and your unique MD Holder Number

If you do not know your Holder number please contact us
REPORT ENTRY LIST

Your Company’s Information

Previous years completed reports Which you can view if you have saved your confirmation number

Incomplete reports which you may have started but have not yet completed.

Begin a new report
COVER PAGE AND CONTACT INFORMATION

Enter “Report Year Ending”
State of incorporation &
Yes or NO if you have
property to report

Contact information for
person certifying report

Contact information that
can be given to owners if
needed

Enter a code of your
choice, in the event you
need to access the report
at a later time, prior to
submitting a completed
report.
Select New Property for each owner you enter
PROPERTY AND OWNER DETAIL ENTRY PAGE:

THIS IS WHERE YOU ENTER THE DETAIL PERTAINING TO EACH OWNER OF PROPERTY

Click “Add Property” when finished with each owner detail.
This page shows all owners/property added to the report. You can edit owner information and property reported for each owner prior to finalizing the report.

- **NAUPA Code for each property type reported**
- **FEIN/SSN**
- **Name**
- **Remit Cash/Shares**

reported for each owner entered into the report
REPORT SUMMARY AND AMOUNT VERIFICATION

Totals Property entered

Total of aggregate reported

Total reported amount

Combined totals to be remitted

Method to remit payment
Check box that you agree and "Submit Report" or "Edit"
CONFIRMATION PAGE: PRINT OUT

Confirmation number that report has been submitted to the state

Click and print the “Remit Advice Slip” along with this confirmation page and Mail in with payment (check, wire, or ACH detail)

Print this confirmation page and mail/email along with Remit Advise Slip page to the Unclaimed Property office
Maryland Unclaimed Property Report
Remittance Advice For Electronic Filing

HOLDER INFORMATION
Holder #: 99999999
Holder Name: CELLTECH GROUP PLC
Federal ID#: 999999999
Address: 300 N. Middletown Rd
Baltimore MD 20005

CONTACT INFORMATION
Name: Unclaimed Property Unit
Phone #: 4107671444 Ext:
E-Mail Address: unknown@unknown.com

REPORT INFORMATION
Total amount of abandoned property remitted: $200.00
Total number of shares remitted: 0.0000
Report Year Ending: 2015
Report Receipt Confirmation Number: 2770479990625290

INSTRUCTIONS
Check Payable To: Comptroller Of Maryland
Check Amount: $200.00
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
(301) 762-7383

Print Page
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 you have for each owner when entering their property.**
- **ALWAYS mail a copy of your confirmation page and remit advice slip page with all reports to us. 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 “NAUPA (txt) formatted UPLOAD” report filing.