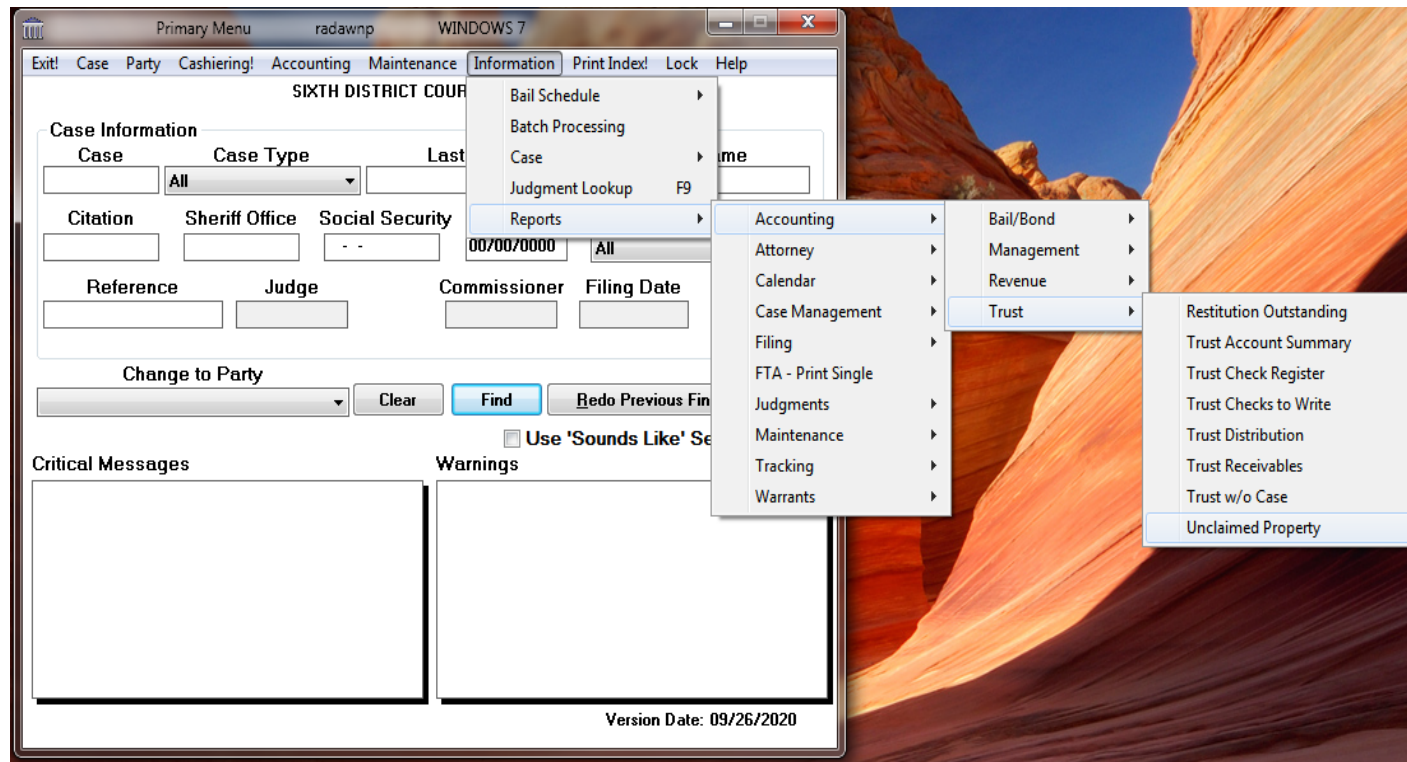


Create MyCash Report

Run the reports out of CORIS and CARE

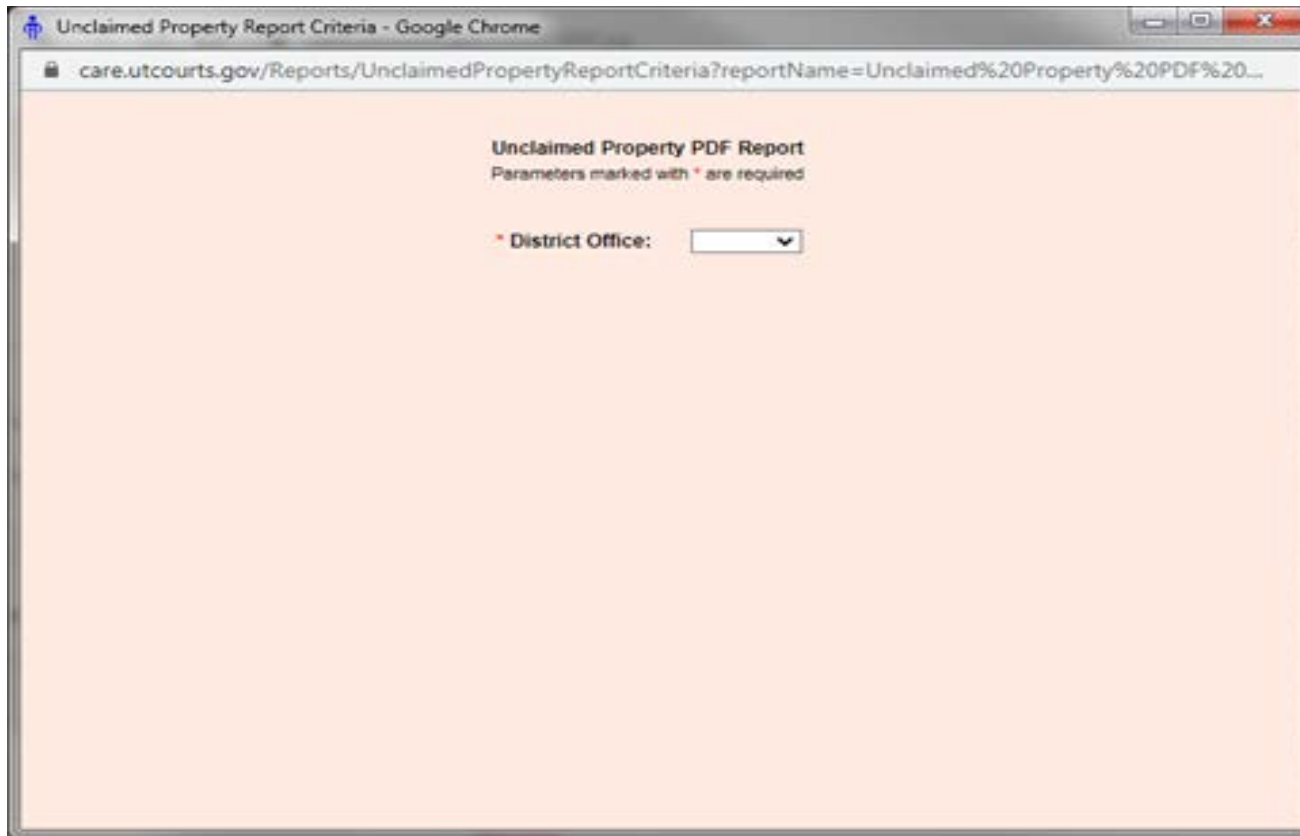
UNCLAIMED PROPERTY INSTRUCTIONS FOR CORIS

Select Information, Reports, Accounting, Trust, and Unclaimed Property



UNCLAIMED PROPERTY INSTRUCTION FOR CARE

1. Select Accounting, Accounting Reports, and Unclaimed Property PDF Report
2. On this screen you would select the District Office
3. Click to display Available Checks
4. From the drop down, select the most current Check option to print
5. Generate report and print out
6. This information will be used to enter into the Unclaimed Property Site



The screenshot shows a web browser window titled "Unclaimed Property Report Criteria - Google Chrome". The address bar displays the URL: `care.utcourts.gov/Reports/UnclaimedPropertyReportCriteria?reportName=Unclaimed%20Property%20PDF%20...`. The main content area has a light orange background and contains the following text:

Unclaimed Property PDF Report
Parameters marked with * are required

Below this text is a single required field labeled "* District Office:" followed by a white dropdown menu with a downward arrow icon.

UNCLAIMED PROPERTY REPORTING

Go to <https://new.mycash.utah.gov>. Utah Unclaimed Property – Official State Site- Utah.gov

Select Reporting Property and Submit a Report



The screenshot shows the homepage of the mycash.UTAH.GOV website. The header includes the mycash.UTAH.GOV logo, the text "UTAH'S OFFICIAL SITE FOR UNCLAIMED PROPERTY", and the name "DAVID DAMSCHEN, UTAH STATE TREASURER, Unclaimed Property Division". A blue arrow points from the text "Select Reporting Property and Submit a Report" to the "REPORTING PROPERTY" link in the navigation bar. The main content area features a large banner with the text "WE HAVE RETURNED MORE THAN: \$322,003,375" and a search form with fields for "Last or Business Name" and "First Name (Optional)", and a "SEARCH" button. Below the banner, there is an "ATTENTION" notice regarding COVID-19 and contact information for the office. At the bottom, there is a "WELCOME TO THE STATE OF UTAH'S UNCLAIMED PROPERTY PAGE" section with a brief description of the program.

mycash
UTAH.GOV

UTAH'S OFFICIAL SITE
FOR UNCLAIMED PROPERTY

DAVID DAMSCHEN
UTAH STATE TREASURER
Unclaimed Property Division

CLAIMING PROPERTY REPORTING PROPERTY ABOUT UTAH STATE TREASURER

WE HAVE RETURNED MORE THAN:
\$322,003,375

Find Your Unclaimed Property Now:

Last or Business Name

First Name (Optional)

SEARCH

ATTENTION: To help slow the community spread of the coronavirus (COVID-19), many members of our staff are temporarily teleworking and OUR OFFICE IS CLOSED TO THE PUBLIC. We have implemented measures to ensure we are providing the highest levels of service possible and will respond to your needs through email, phone, and chat support 8:00 – 5:00 M-F. This change will not negatively affect claims processing times.

Email: claim@utah.gov
Phone: (801) 715-3300
Chat: click the button below

WELCOME TO THE STATE OF UTAH'S UNCLAIMED PROPERTY PAGE

Millions of dollars in lost or unclaimed money are turned over to the State of Utah every year. This money comes from places like dormant bank accounts, old stock certificates, and uncollected insurance checks. This is the official government website for managing and returning this unclaimed property to the residents of Utah.

CREATE A MANUAL REPORT

- 1 Create a Manual Report.
(Unclaimed does not require a manual report)

The screenshot shows the mycash.UTAH.GOV website. The header includes the mycash logo, the text 'UTAH'S OFFICIAL SITE FOR UNCLAIMED PROPERTY', and the name 'DAVID DAMSCHEN, UTAH STATE TREASURER'. Below the header is a navigation bar with links: CLAIMING PROPERTY, REPORTING PROPERTY, ABOUT, and UTAH STATE TREASURER. The main section is titled 'SUBMIT A HOLDER REPORT:' and contains two options:

- I have created my NAUPA report**
If you have already created your NAUPA report and simply need to submit it, click the button below.
UPLOAD A REPORT
- I need to create a report**
If you need to create you NAUPA report before submitting it to the state, click the button below. This will open in another tab and will require you to manually enter each owner and property.
ENTER A MANUAL REPORT

A blue arrow points from the instruction '1 Create a Manual Report' to the 'ENTER A MANUAL REPORT' button.


The footer contains the following information:

- Unclaimed Property**
Search Unclaimed Properties
Check the Status of a Claim
Upload Claim Documentation
How to Claim Property
- Holder Reporting**
Submit a Report
Submit a Payment
Reporting Guidelines
Voluntary Disclosure Program
Deadlines
- About**
News/Blog
Contact Us
What is Unclaimed Property?
FAQs
Forms
Auctions
Unclaimed Property Law
History
- Seal of the State of Utah**
- Mailing Address:**
Treasurer's Office
Unclaimed Property Division
PO Box 140530
Salt Lake City, UT 84114-0530
- FedEx/Street Address:**
Treasurer's Office
Unclaimed Property Division
168 N 1950 W Suite 102
Salt Lake City, UT 84116
- Phone:** (801) 715-3300
Toll Free: (888) 217-1203

MANUAL ONLINE REGISTER

1. Enter your email address and select Register

MANUAL ONLINE REPORTING

**UNCLAIMED
PROPERTY
DIVISION**
OFFICE OF THE STATE TREASURER

BEGIN SUBMISSION

REGISTER

If you are beginning a new submission, enter your email address below and click "Register":

Email:

Register

LOGIN

If you have a new secret key or are continuing a report already in-progress, enter your email address and secret key and click "Login":

Email:

Secret Key:

Login

MANUAL ONLINE SECRET KEY

1. You will receive a Secret Key.
2. You can print out your Secret Key or highlight it and copy.
3. Select Continue



MANUAL ONLINE REPORTING

UNCLAIMED PROPERTY DIVISION
OFFICE OF THE STATE TREASURER

YOUR SECRET KEY

[Continue](#)

WARNING: There is no way for the state to retrieve your secret key. If you lose your key, you will not be able to return and continue in-progress work.

Reports must be completed within 45 days of registration. After 45 days, this account and any saved data will be deleted.

You will be asked to login with your new credentials on the next page!

PLEASE SAVE/COPY & PASTE/PRINT THIS SECRET KEY:

[Print Key](#)

Email:	radawnp@utcourts.gov
Secret Key:	W@zk-o4Al-V@0H-^i05

SECRET KEY LOGIN

1. Once you receive your Secret Key
2. Select Go Back and Enter Secret Key
3. Login



MANUAL ONLINE REPORTING

UNCLAIMED PROPERTY DIVISION
OFFICE OF THE STATE TREASURER

WARNING: IN PROGRESS WORK FOUND


If you want to revert your saved work, click Go Back and Enter Secret Key. If you choose to clear your previous work in progress and begin a new submission, click Continue and Lose Prior Work.

Go Back and Enter Secret Key **Continue and Lose Prior Work**

MANUAL ONLINE REPORTING

1. Login with your email address and Secret Key.

MANUAL ONLINE REPORTING

**UNCLAIMED
PROPERTY
DIVISION**
OFFICE OF THE STATE TREASURER

BEGIN SUBMISSION

REGISTER

If you are beginning a new submission, enter your email address below and click "Register":

Email:

Register

LOGIN

If you have a new secret key or are continuing a report already in-progress, enter your email address and secret key and click "Login":


Email:

Secret Key:

Login

HOLDER INFORMATION (Holder is Utah State Courts)

1. Holder Name: Utah State Courts
2. Holder Tax ID: Federal Tax Number 87-6000545
3. Incorporated State: Utah
4. Report Contact information is the person submitting the Unclaimed Property Reporting.
5. Save

[Logout](#)**MANUAL ONLINE REPORTING****UNCLAIMED
PROPERTY
DIVISION**
OFFICE OF THE STATE TREASURER

ENTER HOLDER INFORMATION

Holder Information
Please enter all required information below

[Save](#)

* Holder Name:

* Holder Tax ID:

Incorporated State:

Incorporated Date:


NAICS Code Charter:
 [Find your NAICS Code](#)

REPORT SUMMARY PAGE

1. Verify Holder Information
2. Create a Record

[Logout](#)

MANUAL ONLINE REPORTING

**UNCLAIMED
PROPERTY
DIVISION**
OFFICE OF THE STATE TREASURER

REPORT SUMMARY PAGE

[Final Review ▶](#)

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

Holder Info:

Holder Name: UTAH STATE COURTS
Contact Address 1: 845 E 300 N
Contact Zip: 84701

Holder Tax ID: 876000545
Contact City: Richfield
Contact Phone: (435) 896-2704

Contact Name: RaDawn Payne
Contact State: UT
Contact Email: radawnp@utcourts.gov

[Edit Holder](#)

Summary Record:

No. of Owners: 0
No. of Properties: 0
No. of Tangibles: 0

No. of Shares: 0
No. of Shares Due: 0

Amount Reported: \$0.00
Amount Due: \$0.00

There are currently 0 records created. To create an owner record, please click "Create A Record".


[Create A Record](#)

NEW OWNER'S TO RECORD (Owner is the one who owns property: restitution, bail/bond, etc.)

1. Select Add New Owner to Record

Logout

MANUAL ONLINE REPORTING



UNCLAIMED
PROPERTY
DIVISION

OFFICE OF THE STATE TREASURER

◀ Back To Report Summary

OWNERS

Add Property ▶

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
No owners added to this record yet				

Add New Owner to Record

*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).

Summary Record:

# of Owners: 0	Amount Reported: \$0.00
# of Properties: 0	Amount Due: \$0.00
Primary Owner:	No. of Shares: 0

OWNER'S INFORMATION

1. Enter all the owner's information to this record
2. Select the correct Relationship Code and Owner Type Code
3. And Save

Owner Information

Please enter the following information to add an owner to this record

Cancel Save

* Last/Business Name:

☐ This is a Business

First Name:

Middle Name:

Prefix:

Suffix:

Title:

Address 1:

OWNER'S PROPERTY

1. Verify Owner
2. Then select Add Property

[Logout](#)

MANUAL ONLINE REPORTING

**UNCLAIMED
PROPERTY
DIVISION**
OFFICE OF THE STATE TREASURER

[◀ Back To Report Summary](#)

OWNERS

[Add Property ▶](#)

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
Primary	RG Payne	456 S	SO	Edit

[Add New Owner to Record](#)

*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).

Summary Record:

of Owners: 1

of Properties: 0

Primary Owner: RG Payne

Amount Reported: \$0.00

Amount Due: \$0.00

No. of Shares: 0

PROPERTY

1. Select Add New Property

[Logout](#)

MANUAL ONLINE REPORTING

 **UNCLAIMED
PROPERTY
DIVISION**
OFFICE OF THE STATE TREASURER

[← Edit Owners](#)

PROPERTY

[Go to Report Summary ▶](#)

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

[Add New Property](#) *Adds a Property to the Owner Record

Summary Record:

# of Owners: 1	Amount Reported: \$0.00
# of Properties: 0	Amount Due: \$0.00
Primary Owner: RG Payne	No. of Shares: 0

PROPERTY

1. Select the correct Property Type from the drop down menu.

Recommendations: CT07 – Restitution and CT 05- Other Court Deposits (including bail).

(Please don't use CT15 as that is really for financial institutions)

2. Enter Starting Transaction Date: Date original check was issued
3. Enter Amount Reported
4. Unclaimed Check Number
5. Description: Restitution: Bail/Bond Refund: Overpayment: ETC
6. Save

[Logout](#)

MANUAL ONLINE REPORTING



UNCLAIMED
PROPERTY
DIVISION

OFFICE OF THE STATE TREASURER

[◀ Edit Owners](#)

PROPERTY

[Go to Report Summary ▶](#)

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

Property Information

Please enter the following information to add a property to this record

Property Type: ?

- Please select an option -

[Cancel](#)[Save](#)

[Cancel](#)[Save](#)

Summary Record:

of Owners: 1

Amount Reported: \$0.00

PROPERTY

1. This screen shows the Properties on this Owner's Record.
2. Verify all information
3. Now Select Go to Report Summary

[Logout](#)

MANUAL ONLINE REPORTING

**UNCLAIMED
PROPERTY
DIVISION**
OFFICE OF THE STATE TREASURER

[◀ Edit Owners](#)

PROPERTY

[Go to Report Summary ▶](#)

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
1	CT07	\$100.00	\$100.00	N/A	N/A	Edit

Summary Record:

of Owners: 1

Amount Reported: \$100.00

of Properties: 1

Amount Due: \$100.00

Primary Owner: RG Payne


No. of Shares: 0

REPORT SUMMARY PAGE

1. If more records are to be added, select Create a Record
2. Start over with the new owner and property.
3. Once it is all entered and ready to be submitted, Select Final Review.

[Logout](#)

MANUAL ONLINE REPORTING



UNCLAIMED
PROPERTY
DIVISION

OFFICE OF THE STATE TREASURER

REPORT SUMMARY PAGE

[Final Review](#)

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

Holder Info:

Holder Name: UTAH STATE COURTS

Contact Address 1: 845 E 300 N

Contact Zip: 84701

Holder Tax ID: 876000545

Contact City: Richfield

Contact Phone: (435) 896-2704

Contact Name: RaDawn Payne

Contact State: UT

Contact Email: radawnp@utcourts.gov

[Edit Holder](#)

Summary Record:

No. of Owners: 1

No. of Properties: 1

No. of Tangibles: 0

No. of Shares: 0

No. of Shares Due: 0

Amount Reported: \$100.00

Amount Due: \$100.00

[Create A Record](#)

- Record # 1

[Delete](#)

Owners:

[Add / Edit Owners](#)

Owner	Owner Name	Owner Address	Relationship Code
Primary	RG Payne	456 S	SO

Properties:

[Add / Edit Property](#)


Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due
----------	---------------	-----------------	------------	---------------	-------------------

FINAL SUMMARY

1. You may download the NAUPA file for your personal records, but not needed.
2. Verify that the Report Summary matched the check amount you will be sending to Unclaimed Property.
3. Check all boxes under the Summary Report section to proceed.
4. Select the submit
5. Then select Continue with Submission
6. Print Summary and select DONE
7. Mail check to Unclaimed Property.

[Logout](#)

MANUAL ONLINE REPORTING

UNCLAIMED
PROPERTY
DIVISION
OFFICE OF THE STATE TREASURER

[← Back to Report Summary](#)

SUMMARY

[Submit](#)

You will not be able to return to edit your report once the file is submitted.

Please review your submission and check each of the boxes to confirm that the summary record reflects the records included in your submission.

By clicking "Submit" you are confirming that the information displayed below is correct and no further action is required.

**Optional: You may download a copy of your NAUPA file for your personal records. You will not need to submit this copy to the state.*

[Download NAUPA File](#)

Holder Info:
Holder Name: UTAH STATE COURTS
Contact Address 1: 845 E 300 N
Contact Zip: 84701

Holder Tax ID: 876000545
Contact City: Richfield
Contact Phone: (435) 896-2704

Contact Name: RaDawn Payne
Contact State: UT
Contact Email: radawnp@utcourts.gov

Summary Record:

☐ No. of Owners: 1

☐ No. of Properties: 1

☐ No. of Tangibles: 0

☐ No. of Shares: 0

☐ No. of Shares Due: 0

☐ Amount Reported: \$100.00

☐ Amount Due: \$100.00

- Record # 1

NOTES: After you print the Report Summary, and check is mailed to Unclaimed Property: Remember to scan the printed Summary to the “N” drive under Unclaimed Property.

If mailing several small checks instead of one, please email the report to holders@utah.gov.

Address: Utah Unclaimed Property
PO Box 142321
Salt Lake City, Utah 84114-2321

Phone: (801) 715-3300 - Option #2