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## HOW TO REMIT SURPLUSES FROM TAX SALES

1. Fill out Form A (Holder Remittance Summary) and Form B (Detailed Owner Information).<sup>1.</sup>  
  
Note: If you have 10 or more owners please create a spreadsheet Form B and send by email or diskette.
  - a) create a spreadsheet using MS Excel Version 95 or later
  - b) the spreadsheet must contain all the sections listed on Form B
2. Ensure that the total of all properties being reported equals the total \$ amount remitted.
3. Submit Form A (Holder Remittance Summary) and Form B (Detailed Owner Information) with your cheque for the total amount of all unclaimed balances being remitted to the Society. The cheque should be made payable to the British Columbia Unclaimed Property Society and sent to the address noted above.
4. The Society will respond with a letter confirming receipt of the unclaimed money deposit. If you have any questions or require clarification, please contact our office.

1. *Freedom of Information and Protection of Privacy Act*: The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Unclaimed Property Act*. Questions about the collection or use of this information can be directed to the Manager of the British Columbia Unclaimed Property Society at 604.662.3518.

## Form A - Municipality Remittance Summary

<b>Municipality Name</b>	
<b>Municipality Address</b> (include Street and Mailing, Province and Postal Code)	
<b>Name of Contact Person and Title</b>	
<b>Telephone Number</b>	(            )
<b>Fax Number</b>	(            )
<b>Email</b>	
<b>Total Number of Tax Sales being remitted</b>	
<b>Total Dollar Value of all Tax Sales being remitted</b> (i.e. cheque total)	

## Form B - Detailed Owner Information

(for each tax sale being remitted)

<b>Name of Owner:</b> <i>(First, Middle, Last)</i>			
<b>Last Known Address:</b> <i>(Street and Mailing)</i>			
<b>Province:</b>		<b>Postal Code:</b>	
<b>Phone No:</b>		<b>Fax No/Email:</b>	
<b>Date of Birth:</b> <i>(YYYY-MM-DD)</i> <i>If available</i>		<b>SIN:</b> <i>If available</i>	<b>DL#:</b> <i>If available</i>
<b>Address of tax sale property</b> <i>(Name and address if available):</i>			
<b>Account #:</b>			
<b>Other identifying information:</b>			
<b>Date of tax sale deposited:</b> <i>(YYYY-MM-DD)</i>		<b>Balance of account on date remitted:</b>	\$
<b>Description of reasonable efforts taken by agent to locate the owner</b> <i>(list chronologically by date):</i>			
<i>Please attach any supporting documentation that would assist our office in validating a claim.</i>			