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HOW TO REMIT UNCLAIMED MONEY DEPOSITS

1. Fill out Form A (Holder Remittance Summary) and Form B (Detailed Owner Information)^{1.}

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 section highlighted on Form B
2. Ensure that the total of all properties being reported equals the total \$ amount remitted.
3. If submitting a joint account, please provide information for each owner.
4. 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.
5. The Society will respond with a letter confirming receipt of the unclaimed property. If you have any questions or require clarification, please contact the British Columbia Unclaimed Property Society.

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 - Holder Remittance Summary

Name of Holder (Organization remitting the funds)	
Holder Address (include Street and Mailing, Province and Postal Code)	
Name of Contact Person and Title	
Telephone Number	()
Fax Number	()
Email	
Total Number of Properties being remitted (i.e. total accounts)	
Total Dollar Value of all properties being remitted (i.e. cheque total)	
Type of Property remitted (see Unclaimed Property Act for full legal description)	<input type="checkbox"/> - deposits (excluding savings institutions); <input type="checkbox"/> - money order, etc (excluding Trust and Loan Companies Act); <input type="checkbox"/> - securities, etc; <input type="checkbox"/> - mineral rights; <input type="checkbox"/> - property insurance policy; <input type="checkbox"/> - life insurance policy; <input type="checkbox"/> - trust fund (benefit plan); Indicate type _____ <input type="checkbox"/> - trust fund (other); Indicate type _____ <input type="checkbox"/> - unused transportation ticket; <input type="checkbox"/> - personal property (not chattel/mortgage)

Form B - Detailed Owner Information

(for each property being remitted)

Name of Owner: (First, Middle, Last)			
Last Known Address: (Street and Mailing, include Province and Postal Code)			
Date of Birth: (YYYY-MM-DD)		Social Insurance No:	
Driver's License No:		Account No:	
Date of transaction: (YYYY-MM-DD)		Date property became unclaimed: (YYYY-MM-DD)	
Date Remitted to Society: (YYYY-MM-DD)		Balance of funds remitted:	\$
Description of transaction details and any other identifying information (e.g. next of kin, name & address of lawyer, etc):			
Description of reasonable efforts taken by Holder to locate the owner: (list chronologically by date):			
Please attach any supporting documents that would assist in validating a claim.			