

KANSAS OWNER DETAIL REPORT

To accompany the Summary of Unclaimed Property
 You are required to report as much information as your records indicate per KSA 58-3950
 Wages & payroll amounts always require a SSN to be reported

www.KansasCash.com/holders
 900 SW Jackson St. Ste 201
 Topeka, KS 66612-1235
 (785)291-3173
 (785)291-3172 fax

Owner Details				Property Details		
Owner 1 Name (Last, First, Middle Initial)	Social Security Number	DOB		Property Type Code (page 9)	____/____/____ Last Transaction/Activity Date	
Owner 2 Name (Relationship Code to Owner 1 Required, Page 9)	Relation Code	Social Security Number	DOB		Account Number	Check Number
Last Known Address on Record				Description	\$ Amount	
City	State	Zip Code		Notes		
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Page may be duplicated. If filing more than 10 properties you must submit online using our excel spreadsheet or electronically in NAUPA format.

Instructions for filling out the Owner Detail Report

Owner Details:

Owner 1 name: This is the name of the person or business you are reporting property for. If you have the Social Security Number/Tax ID for business or DOB for the owner please enter these here.

Owner 2 name: If there is a second owner on the property you are reporting it should be entered here. [Please include a relationship code.](#) Selecting the correct code is essential to how the property will be paid out. If you do not have a second owner leave the fields blank.

Last known address on record/city/state/zip: This is the last known address on file for the property you are reporting.

Property Details:

Property type code: [This is from a list of NAUPA standard codes.](#)

Last transaction/Activity date: Please enter the date of last contact or when the original check was issued. **Please do not enter your due diligence date, the date when you are submitting the report or the date you started collecting records to report.**

Account number: If the item being reported has an account number enter it here. **If you do not have an account number leave the field blank. This should be specific to the individual and should not be the same number for every property.**

Check number: If the item being reported was originally in check form the original check number would go here. **Please do not enter the check number being sent with your report.** If there is no check number for the item being reported leave it blank.

Description: If you have a description or additional information enter it in this field. It can be left blank if you have nothing to add.

Amount: The amount of the item being reported for the owner.

Notes: Any additional information you would like to add can be entered here. It can be left blank.

***If you have more than 10 items to report please visit our reporting methods section for electronic reporting options.**