

Unclaimed Money – Return File Specifications

Introduction

This document will assist you in completing an unclaimed money or an unclaimed superannuation benefits return file. Only returns which meet the file specifications will be accepted through our online lodgement facility.

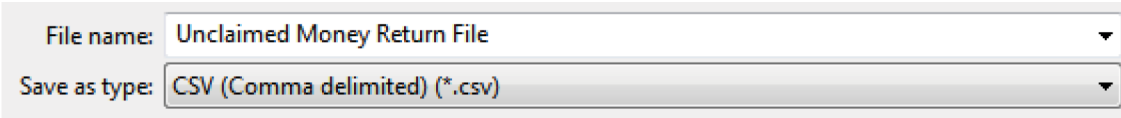
When you lodge your unclaimed money return file, the online lodgement facility will validate the file and advise you of any errors. These errors must be corrected before proceeding with lodgement.

File definition

Only Comma Separated Value (.csv) or Text (.txt) in comma delimited format will be accepted. The file must be saved with a .csv or a .txt file extension e.g. Sample_File.csv or Sample_File.txt

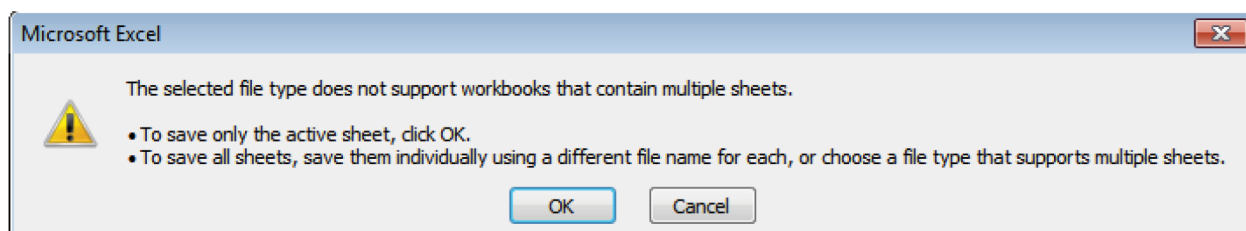
To make an Excel spreadsheet into a Comma Separated Value file, you will need to save it in a comma delimited format with a (.csv) file extension.

To do this, use 'Save As' and select 'CSV(Comma delimited) (*.csv)' from the 'Save as type:' field drop down list:

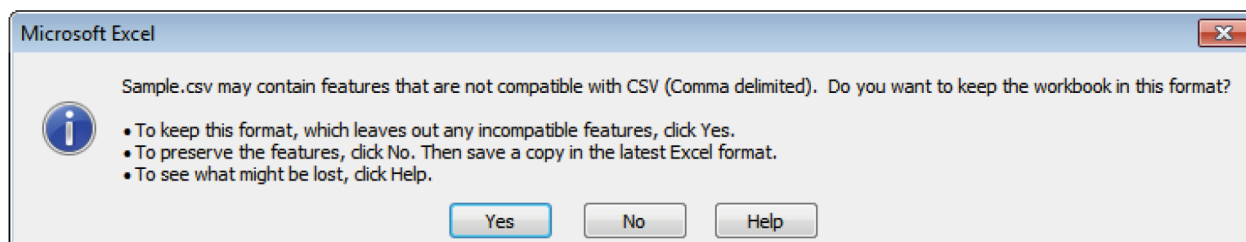


Select 'Save'.

If the following message is shown, select 'OK'



If the following message is shown, select 'Yes'.



Your return has now been saved as a CSV file and is ready to be uploaded.

File structure

The following tables explain the field data rules, the type of records required and the correct order of these records to create a valid unclaimed money return file.

You can access a return file template from www.revenue.nsw.gov.au/ucm/lodge. The file template contains column headers for easy reference. However, a file can be lodged without the column headers as long as the data for each return item is provided in the correct order.

Each file must contain return records for one return period only. A file can have one or more return items, however each return item must be provided on a separate row and there must be no blank rows between return items. Sample files are available on the last page.

| Description | A more detailed definition of the record type. |
|-----------------------|--|
| Option | Indicates whether the record type is Mandatory (M) or Optional (O). Mandatory record types must be provided. An error will be prompted preventing the lodgement of the return where this data is not provided. |
| Data type | Whether the record type must be Numeric (N), Alpha (A) or can be a combination of Alpha-Numeric (AN). In addition, the maximum number of characters allowable for the record type. |
| Special rules | Special rules that apply to formatting data for the record type. |
| Error messages | The error message that will be prompted where invalid data is provided. |

| Record type | Description | Option | Data type | Special rules | Error message |
|-----------------------|---|--------|-----------|---|---|
| Item amount | Total unclaimed amount payable to the owner. | M | N (18) | <ul style="list-style-type: none"> The Item Amount must include both dollars and cents. Use a decimal point to separate dollars and cents. Do not use a Dollar sign '\$' or commas (,). <p>For example, 1489.53 or 2325.00</p> <p>Caution: If a decimal point is not used the system will assume the amount entered is for whole dollars and '.00' will be added when saved. e.g. if \$142.00 is entered as 14200 it will become 14200.00</p> | <ul style="list-style-type: none"> Item amount is not provided Item amount is in invalid numeric format Item amount must be greater than zero |
| Year payable | The year of the last transaction on the money (e.g. 6 years prior to the funds becoming unclaimed). | O | N (4) | <ul style="list-style-type: none"> Must be in the format CCYY (e.g. 2006) Must be less than the current year Must be greater than the year 1900 | <ul style="list-style-type: none"> Year payable is not 4 numeric characters (must be in the format CCYY) Year payable is greater than the current system year Year payable is less than 1900 |
| Account type | The 2 letter code for the type of money being lodged e.g. 'DV' for 'Dividend'. | M | A (2) | See Attachment 'A' for a valid list of account type codes | <ul style="list-style-type: none"> An invalid account type is provided |
| Account number | This is the enterprise's reference for identifying the money. e.g. the account/policy number or customer number. | O | N (15) | | <ul style="list-style-type: none"> Account number contains more than 15 characters |
| Extra data | Extra identification details of the owner(s) or the money. E.g. For superannuation returns enter Tax File Number (TFN) if available. | O | AN (200) | | <ul style="list-style-type: none"> Extra data contains more than 200 characters |
| Owner name | The name of the owner(s) for the return item. Enter the company/business name, or for individuals, enter the Surname first followed by other names. | M | AN (200) | If there is no name available, enter 'Unknown'. | <ul style="list-style-type: none"> Owner name is not provided Owner name contains more than 200 characters |

| Record type | Description | Option | Data type | Special rules | Error message |
|---------------------------|--|--------|-----------|---|--|
| Date of birth | Date of birth of the owner. Leave blank if not available. Can be in the format 01011950, 01/01/1950, 1/1/1950, 01-01-1950, 01.01.1950 and 01-JAN-1950. | O | DATE | <ul style="list-style-type: none"> ▪ Must be in a valid date format ▪ Must be less than current date ▪ Must be greater than 01/01/1850 | <ul style="list-style-type: none"> ▪ Date of birth is in an invalid format. ▪ Date of birth is less than 01-JAN-1850 or is a future date |
| Last known address | The last known address (LKA) of the owner. If the LKA is available it must be reported. If unavailable, enter 'Unknown'. | M | AN (400) | | <ul style="list-style-type: none"> ▪ Last known address has not been provided ▪ Last known address contains more than 400 characters |
| Country | Country of the last known address of the Owner(s) if outside Australia. | O | AN (30) | Only complete for an overseas address | <ul style="list-style-type: none"> ▪ Country contains more than 30 characters |

Attachment A – Account Type Code List

| Account Type | Description |
|--------------|--------------------------|
| CN | Convertible Notes |
| CO | Commission |
| CR | Creditors |
| DB | Debentures |
| DI | Distribution |
| DP | Deposit |
| DV | Dividend |
| EX | Expenses |
| IN | Interest |
| PA | Payment and Overpayment |
| PN | Principal |
| PR | Premium |
| PS | Proceed of Sale |
| RF | Refund |
| RO | Royalties |
| TT | Trust Fund/Trust Account |
| SU | Superannuation |
| UC | Unpresented Cheque |
| UK | Unknown |

Contact information

If you have any questions about your return, please contact us on:

Phone: 1300 366 016 (Monday – Friday, 8:30 am – 5:00 pm)

Email: unclaimedmoney@revenue.nsw.gov.au

Unclaimed Money Return File - Samples

The following two file samples have been created with the template available file formats.

Comma Delimited (.csv) File

This sample file has been created from the template available online.

| Item Amount | Year Payable | Account type code | Account No | Extra data | Owner Name | Date of Birth | Last known address | Country |
|-------------|--------------|-------------------|------------|------------------------------------|--------------|---------------|--|---------|
| 5000.00 | 2004 | DV | 694123319 | | ABC Pty Ltd | | 37 Plantation Ave Coffs Harbour | |
| 3000.53 | 2005 | DP | | Extra information about the owner. | Smith Robert | 21/01/1950 | 43 Peachtree Cres, Atlanta Georgia, 514863 | USA |
| 2000.00 | 2006 | RF | | | Bill Jacobs | | 132 Marsden Street Parramata NSW 2150 | |

Please note:

The online unclaimed money return file template is a Comma Separated Value (.csv) file which has been created in Microsoft Excel. Expand the columns within the online template to view the column headers in full.

Comma Delimited (.txt) File

Item Amount, Year Payable, Account type code, Account No, Extra data, Owner Name, Date of Birth, Last known address, Country
 5000.00,2004,DV,694123319,,ABC Pty Ltd,,37 Plantation Ave Coffs Harbour,
 3000.53,2005,DP,,Extra information about the owne.,Smith Robert,12/01/1950,"43 Peachtree Cres, Atlanta Georgia, 514863",USA
 2000.00,2006,RF,,Bill Jacobs,,132 Marsden Street Parramata NSW 2150,

Important: The use of commas within data fields of comma delimited (.txt) files should be avoided unless the data for that field is contained within quotation marks. In the above sample the 'Last known address' field contains commas and quotation marks have been placed at each end of the data. eg. "43 Peachtree Cres, Atlanta Georgia, 514863"