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California State Controller
Notice to Holders
Change in Guidelines for Paper Reporting
December 2008

The purpose of this notice is to inform you that effective March 1, 2009, Paper Reports will only be accepted for reporting **fewer than 10 properties**. Therefore, the Notice Reports for Insurance Companies due before May 1, 2009 and Remit Reports due between June 1 and June 15, 2009 must be reported electronically when reporting 10 or more properties. For your convenience, a link to free reporting software is available on the State Controller's Office (SCO) website at www.sco.ca.gov.

The SCO encourages all holders to submit reports in electronic format, regardless of the number of properties being reported. Electronic reports maximize the accuracy of reports and efficiency of SCO processing, and make the overall reporting process easier for holders.

For complete reporting instructions and forms, go to our website at www.sco.ca.gov. To receive automatic updates related to reporting unclaimed property, the website also features an option to subscribe to our e-mail list.

If you have any questions please call the Unclaimed Property Reporting Unit at (916) 464-6284 or email ucpreporting@sco.ca.gov. You may also email the Holder Outreach Unit at updholderoutreach@sco.ca.gov.