

SPECIFICATIONS FOR ELECTRONIC REPORTING

DISKETTE AND MAGNETIC MEDIA REPORTING

Approved reporting software is available, free of charge, at www.wagers.net/hrs. We recommend that you update this software yearly as the standard reporting format does change.

The NAUPA format is also acceptable for reporting. You may visit the NAUPA website at www.unclaimed.org for reporting specifications.

It is required that data be sent according to one of these specifications along with a printed hard copy of the data.

If the number of individual records to be reported is greater than 25, and the file (or files) will fit on a floppy (3 1/2" diskette), please adhere to the specifications below:

- a. Use a 1.44 MB high-density diskette only.
- b. Clearly label the outside of the diskette with the holder name, holder address, names of each file contained on the diskette and the format used (e.g., Wagers, HRS, or NAUPA).
- c. When reporting multiple companies on one diskette, assign each company a separate file name.
- d. Type all records in UPPER CASE style.

If the diskette option is not applicable to your situation, using CD or DVD media is the preferred alternative. Magnetic tape or cartridge media is not acceptable.

Please note that a hard copy of your report must accompany your disk or CD, and that the Department is not yet able to accept reports through e-mail.