

Instructions for BC Unclaimed's Submission Template

Columns' headers are colour-coded to indicate which fields are mandatory:

- **Red:** Mandatory and cannot be left blank
- **Orange:** *Either* last name or org name is required
- **Blue:** If you do not have this information on file or it's not applicable, leave the cell blank.

Column Explanations:

Below is an explanation of what each column is used for.

Column A (TR-CODE)

- This is a mandatory column and cannot be left blank.
- It is used to distinguish between property information and additional owner's information when there are multiple owners on a single property (e.g., a joint account)
- For a property with only one owner (e.g., a sole owner credit union account) you would put "Property" in this column. The information about the property goes in columns B – I and the owner's information in columns J – AE.
- If a property has multiple owners, additional rows are inserted below for each additional owner and "Owner" is put in this column. For every additional owner, you do not need to repeat the contents of columns B – I from the "Property" row above. These columns can be left blank in the "Owner" rows. See example spreadsheet on website for how this looks.

Column B (PROP_TYPE)

- This is a mandatory column and cannot be left blank.
- This column is used to define the type of property you are submitting via the use of property codes. A full description of every property type and their respective codes can be found [here](#).
- You can submit more than one type of property per submission by using these codes to distinguish between the different types of funds (e.g., insurance providers can submit property and life insurance proceeds on one spreadsheet versus multiple spreadsheets)

Column C (PROP-SOURCE)

- If the source of the funds is different than the name of the holder (i.e., submitting company) put the source company's name in this column.

- If the name of the holder is the same as the property's source, leave this column blank

Column D (PROP-ACCOUNT-NUMBER)

- Put the reference number you and the owner of the funds could reference to the property you are submitting (i.e. credit union account number, real estate transaction number, insurance policy number, etc.)
- Leave blank if not available

Column E (PROP-LAST-TRANSACTION-DATE)

- Put the last date of transaction of the property you are submitting (i.e., the date used to determine when the property became unclaimed.)
- Leave blank if not available

Column F (PROP-AMOUNT-BASE)

- Put the value of the property less interest, if applicable

Column G (PROP-AMOUNT-INTEREST)

- Put the interest amount of the property, if applicable
- Leave blank if there is no interest

Column H (PROP-AMOUNT-TOTAL)

- This is a mandatory column and cannot be left blank.
- Put the total of the base and the interest

Column I (PROP-NOTES)

- Put anything we haven't accounted for in the spreadsheet that would help BC Unclaimed connect the property to the owners (e.g., realtors could potentially add the purchase of sale address in this area).
- Leave blank if not applicable

Column J (PROP-OWNER-RELATIONSHIP-TYPE)

- This is a mandatory field and cannot be left blank.
- This is information about how the owners on a property relate to the funds and/or each other (e.g., joint tenants, sole owner, beneficiary, etc.)
- A full list of all the relationship codes and their definitions can be found [here](#).

Column K (PROP-OWNER-NAME-COMPANY)

- If the owner is a company/business/organization, put their name here
- This column is mandatory if the owner is a company/business/organization and cannot be left blank.

Column L (PROP-OWNER-NAME-LAST)

- If the owner is person, put their last name here
- This column is mandatory if the owner is an individual and cannot be left blank.

Column M (PROP-OWNER-NAME-FIRST)

- If the owner is person, put their first name here
- Leave blank if not available

Column N (PROP-OWNER-NAME-MIDDLE)

- If the owner is person, put their middle name here
- Leave blank if not available

Column O (PROP-OWNER-NAME-PREFIX)

- This is for Mr., Ms, Mrs, Dr., etc
- Leave blank if not available

Column P (PROP-OWNER-NAME-AKA)

- If the owner goes by an alternate name put that here, if known or applicable
- Leave blank if not applicable

Column Q (PROP-OWNER-ADDRESS1)

- Put the owner's last known street address you have on file
- Leave blank if not available

Column R (PROP OWNER-ADDRESS2)

- This column is for extended addresses (e.g., PO Box #, unit number)
- Leave blank if not applicable

Column S (PROP-OWNER-CITY)

- Put the owner's last known city on file
- Leave blank if not available

Column T (PROP-OWNER-PROVINCE)

- Put the owner's last known province on file
- Leave blank if not available

Column U (PROP-OWNER-POSTAL-CODE)

- Put the owner's last known postal code
- Leave blank if not available

Column V (PROP-OWNER-COUNTRY)

- Put the owner's last known country, if available
- Leave blank if not available

Column W (PROP-OWNER-PHONE1)

- Put the owner's phone number, if available
- Leave blank if not available

Column X (PROP-OWNER-PHONE2)

- Put the owner's second phone number, if applicable
- Leave blank if not available/applicable

Column Y (PROP-OWNER-EMAIL)

- Put the owner's email address, if available
- Leave blank if not available

Column Z (PROP-OWNER-DRIVERS-LICENSE-NUMBER)

- Put the owner's driver's license number, if available
- Leave blank if not available

Column AA (PROP-OWNER-SOCIAL-INSURANCE-NUMBER)

- Put the owner's Social Insurance Number, if available
- Leave blank if not available

Column AB (PROP-OWNER-PERSONAL-HEALTH-NUMBER)

- Put the owner's personal health number (PHN), if available
- Leave blank if not available

Column AC (PROP-OWNER-DATE-OF-BIRTH)

- Put the owner's date of birth, if available
- Leave blank if not available

Column AD (PROP-OWNER-DATE-OF-DEATH)

- Put the owner's date of death, if applicable
- Leave blank if not applicable

Column AE (PROP-OWNER-NOTES)

- Put any additional information about the owner that we haven't provided a column for.

- Add anything that might be helpful for BC Unclaimed to locate the correct owner.
For example: If you know the Administrator, Executor, Power of Attorney for the owner(s), include their name and contact information.
- For PC14 – include the money order's payee.
- Leave blank if not applicable