Excel File Format Guidelines

Use these guidelines to complete your report in the approved Microsoft Excel file format. Do not alter the design of the Excel template in any way.

Formatting Standards:

- Enter all data as <u>text</u> format – don't change format to date, currency, number, etc.
- Omit hyphens from social security numbers, names, account id numbers, and FEIN numbers
- Don't use punctuation, you can use space and decimal for currency
- Don't freeze panes
- Use "Paste Values" any time that you copy/paste
- Don't use formulas

Field Descriptions Notes:

Enter the appropriate information in each field according to the Report Detail Record Field Descriptions section of the Handbook. Additional information is provided below for fields that are named differently or that need additional information:

Excel name	Description or notes
prop type	Property Type (NYS types only, no NAUPA codes)
record count	Record Count - sequential starting with 1
multi owner	Multiple Owner. Place an "X" in this field if the item has more than one listed owner
birth date	Owner's date of birth. Use MMDDYY format
account id	Identifying data used by the reporting organization for the property ie Cert #, Customer Account #, Policy #, Check #
account title	The names and relationships of all owners, beneficiaries, custodians, minors, etc. as reflected on the records of the reporting organization
activity date	Check date, date of last contact or transaction. Use MMDDYY format
initial amount	Keep in text format. Decimal points may be used but not $
reported amount	Keep in text format. Decimal points may be used but not $
removal code	Use this removal indicator if you need to take something off the report. R for items reported in error or P for items that were returned to owner
security desc	Description of the security (e.g., stocks, bonds), as used by the financial community
cusip number	9-digit number assigned to the security being reported by CUSIP
cusip ext	An extension number used by certain stock exchanges
number of shares	Number of shares (e.g., stock, mutual funds)
transfer	Method of transfer
class	Leave blank
pay	Leave blank
unique	Leave blank
year	Leave blank
rpt no	Leave blank
rpt type	Leave blank
fein	Reporting company's FEIN repeated in each record (no hyphens)

Submit Via Secure File Upload or External Media

You may upload your file via Secure File Upload or external media.

1. Secure File Upload Instructions - Excel
   - Request a Username and Password by emailing NYSRPUFTP@osc.ny.gov.
   - If you submit your report by Secure File Upload, do not mail a separate Verification and Checklist (AC2709).

2. Save the spreadsheet to a CD, DVD or USB drive and mail it to our office along with your Verification and Checklist and remittance. Email passwords separately.

Additional Notes:

- Complete both Initial Amount and Reported Amount columns, even if they are the same.
    - If entering amounts for multiple owners only indicate the amount for the first owner, to avoid duplication.
    - Do not enter any amounts if using a removal code for an owner(s).

- Complete the Account Title field especially when you have multiple owners and/or information on the account that is not suited to the Owner Name columns.

- If you receive an error uploading a report, make sure you have the most recent template available. Past versions of templates will not upload.

Email NYSRPU@osc.ny.gov if you have any questions.