

[IN CONFIDENCE CUSTOMER COMMUNICATION]

Inland Revenue

File upload specification for holders of unclaimed monies

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1 Introduction

The Unclaimed Monies Act 1971 requires that holders of money, where the owner of that money cannot be found, report information about the money and owner of the money to Inland Revenue.

IR offers a file upload service that gives holders and intermediaries a secure and convenient methods of filing holder schedules online.

This document provides the detailed specifications for filing unclaimed monies schedules through the file upload process through myIR. This process will be available from March 1st, 2021.

2 Electronic filing requirements

The myIR system enables holders and intermediaries to upload electronic versions of unclaimed monies schedules. In order to upload a schedule, a holder must first be registered for an unclaimed money holder account on myIR. Once registered, the holder or intermediary can navigate to their holder account and access the request to submit a schedule. After submission of the schedule, each submission can be viewed within myIR.

The following are requirements for using myIR.

2.1 Operating systems

The myIR system is operating system independent. However, a supported web browser is required.

2.2 Supported web browsers

At the date of publication of this document, the following web browsers are supported for use with myIR:

- Apple Safari
- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer 11 or newer
- Mozilla Firefox

If an unsupported browser is detected accessing the site, a message will display advising that some website functionality may not be available, and that IR recommends switching to a supported browser.

2.3 Messages and validations in myIR

Uploaded files are validated by myIR and the customer is informed of any errors. This validation is designed to provide instant turnaround, ensuring customers are provided with an immediate response of any errors.

File validation rules include:

- File format
- Required data fields

- Data field formats
- Data field maximum lengths

A template of the expected excel format can be downloaded from myIR and should be used for the successful uploading of unclaimed monies schedules.

3 Holder schedule submissions

As a holder of money, schedules are expected to be filed to IR on a quarterly basis if any money held by the holder has aged into unclaimed money during the quarter. In order to submit this schedule, the holder must be a registered customer with IR, be registered for an unclaimed monies holder account, and should have a myIR logon.

When logged on to myIR, the holder or tax preparer should be able to navigate to the Unclaimed Monies Holder account and find the link to submit a schedule.

There are two methods to submit a schedule to IR:

- Manual entry of the schedule into a table in myIR
- Upload an excel file into a table in myIR

The manual entry option is recommended if the number of records in the schedule is small. Otherwise, uploading an excel file of the schedule would be the most appropriate method. The following sections define the file specifications for importing an unclaimed monies schedule, which if not adhered to will give errors when attempting to upload.

3.1 Excel file specifications

A template of the of the excel file can be downloaded from myIR and will be useful to aide in the uploading of the schedule. It is not required to use the provided excel template but it is encouraged.

The specifications rules for the excel file are:

- File formats accepted are .xls or .xlsx only
- The data sheet needs to be named "Sheet1"
- There should only be one sheet per file
- The first row of the sheet is reserved for headers and will not be read in as a record of unclaimed money. All money being reported should begin from cell A2. The headers in the template will follow the order of the column names listed in the table in section 3.1.1 of this document.
- Once a full blank row is read on the spreadsheet, the upload process will stop reading the file. Do not insert any blank rows between your data rows.

3.1.1 Excel schedule record

Below are the columns that should be included in the excel file and the expectations for each value. If a field is optional or required if held, and the holder does not have any data for the field, then the field can be left blank. If there are no validations listed for a field, then it means that any value will be accepted by the system if its length is less than or equal to the max field size.

Column name	Column value	Excel format	Field size	Required /optional	Validations
Money type	Type of money being reported. List of acceptable values is defined in Appendix 4.1	Text	75	Required	Must be a valid money type (Appendix 4.1)
Money source	Source of money being reported. List of acceptable values is defined in Appendix 4.1	Text	75	Required	Must be a valid money source (Appendix 4.1)
Amount	Amount of money	Currency	11	Required	Must be a positive decimal value.
Area/Region	The area or region that the money is sourced from	Text	50	Required if held	
Age of money	Number of years since last contact was made with the owner	Number, zero decimal places	2	Required if held	
Account number	Bank account number or other account number that the holder has for the owner	Text	50	Required if held	
Client number	Client number that the holder has for the owner	Text	50	Required if held	
Reference number	Reference number that the holder has for the owner	Text	50	Required if held	
Surname / name 1	The first owner's surname or name of the business	Text	255	Required if held	
First name 1	The first owner's first name.	Text	50	Required if held	
Title 1	The first owner's title. List of accepted values is defined in Appendix 4.2	Text	20	Required if held	
IRD 1	The first owner's IRD number. This should be a 9-digit number and can include hyphens	Text	30	Required if held	

Column name	Column value	Excel format	Field size	Required /optional	Validations
	(eg. 012-345-678).				
Date of birth 1	The first owner's date of birth	Text	10	Required if held	Must be a valid date in the valid format of DD/MM/YYYY. Must be after 01/01/1900.
Email 1	The first owner's email address	Text	255	Required if held	
Phone 1	The first owner's phone number	Text	40	Required if held	
Address 1	The first owner's last known address. Should contain Street, unit, Suburb, City, Country, and Postcode.	Text	255	Required if held	
Surname / name 2	The second owner's surname or name of the business	Text	255	Required if held	
First name 2	The second owner's first name.	Text	50	Required if held	
Title 2	The second owner's title. List of accepted values is defined in Appendix 4.2	Text	20	Required if held	
IRD 2	The second owner's IRD number. This should be a 9-digit number and can include hyphens (eg. 012-345-678).	Text	30	Required if held	
Date of birth 2	The second owner's date of birth	Text	10	Required if held	Must be a valid date in the valid format of DD/MM/YYYY. Must be after 01/01/1900.
Email 2	The second owner's email address	Text	255	Required if held	

Column name	Column value	Excel format	Field size	Required /optional	Validations
Phone 2	The second owner's phone number	Text	40	Required if held	
Address 2	The second owner's last known address. Should contain Street, unit, Suburb, City, Country, and Postcode.	Text	255	Required if held	
Surname / name 3	The third owner's surname or name of the business	Text	255	Required if held	
First name 3	The third owner's first name.	Text	50	Required if held	
Title 3	The third owner's title. List of accepted values is defined in Appendix 4.2	Text	20	Required if held	
IRD 3	The third owner's IRD number. This should be a 9-digit number and can include hyphens (eg. 012-345-678).	Text	30	Required if held	
Date of birth 3	The third owner's date of birth	Text	10	Required if held	Must be a valid date in the valid format of DD/MM/YYYY. Must be after 01/01/1900.
Email 3	The third owner's email address	Text	255	Required if held	
Phone 3	The third owner's phone number	Text	40	Required if held	
Address 3	The third owner's last known address. Should contain Street, unit, Suburb, City, Country, and Postcode.	Text	255	Required if held	
Surname / name 4	The fourth owner's surname or name of the business	Text	255	Required if held	

Column name	Column value	Excel format	Field size	Required /optional	Validations
First name 4	The fourth owner's first name.	Text	50	Required if held	
Title 4	The fourth owner's title. List of accepted values is defined in Appendix 4.2	Text	20	Required if held	
IRD 4	The fourth owner's IRD number. This should be a 9-digit number and can include hyphens (eg. 012-345-678).	Text	30	Required if held	
Date of birth 4	The fourth owner's date of birth	Text	10	Required if held	Must be a valid date in the valid format of DD/MM/YYYY. Must be after 01/01/1900.
Email 4	The fourth owner's email address	Text	255	Required if held	
Phone 4	The fourth owner's phone number	Text	40	Required if held	
Address 4	The fourth owner's last known address. Should contain Street, unit, Suburb, City, Country, and Postcode.	Text	255	Required if held	
Surname / name 5	The fifth owner's surname or name of the business	Text	255	Required if held	
First name 5	The fifth owner's first name.	Text	50	Required if held	
Title 5	The fifth owner's title. List of accepted values is defined in Appendix 4.2	Text	20	Required if held	
IRD 5	The fifth owner's IRD number. This should be a 9-digit number and can	Text	30	Required if held	

Column name	Column value	Excel format	Field size	Required /optional	Validations
	include hyphens (eg. 012-345-678).				
Date of birth 5	The fifth owner's date of birth	Text	10	Required if held	Must be a valid date in the valid format of DD/MM/YYYY. Must be after 01/01/1900.
Email 5	The fifth owner's email address	Text	255	Required if held	
Phone 5	The fifth owner's phone number	Text	40	Required if held	
Address 5	The fifth owner's last known address. Should contain Street, unit, Suburb, City, Country, and Postcode.	Text	255	Required if held	
Surname / name 6	The sixth owner's surname or name of the business	Text	255	Required if held	
First name 6	The sixth owner's first name.	Text	50	Required if held	
Title 6	The sixth owner's title. List of accepted values is defined in Appendix 4.2	Text	20	Required if held	
IRD 6	The sixth owner's IRD number. This should be a 9-digit number and can include hyphens (eg. 012-345-678).	Text	30	Required if held	
Date of birth 6	The sixth owner's date of birth	Text	10	Required if held	Must be a valid date in the valid format of DD/MM/YYYY. Must be after 01/01/1900.
Email 6	The sixth owner's email address	Text	255	Required if held	
Phone 6	The sixth owner's phone number	Text	40	Required if held	



Column name	Column value	Excel format	Field size	Required /optional	Validations
Address 6	The sixth owner's last known address. Should contain Street, unit, Suburb, City, Country, and Postcode.	Text	255	Required if held	
Comments	Any additional information that pertains to the owner of the money	Text	2000	Optional	

4 Appendix

4.1 Money types and money sources

4.1.1 Money types to sources

The below table lists the money sources that are available for each money type. If not using the unclaimed monies schedule excel template that IR provides, then refer to Appendix 4.1.2 and Appendix 4.1.3 for the codes that should be entered in the Money type and Money source columns on the spreadsheet.

Money type	Money source
Accountants / budgeting service	Share dividends Trust account balances Legal action payments or credits Account credits Other
Bank / credit union / credit card company / other banking	Bank accounts ATM retractions Foreign drafts Bank cheques Credit card credits NZ Savings Certificates Errors in calculation or bank charges Money transfer - Drafts not negotiated Other
Debt collection	Over payment of debt Monies for creditors Unidentified payments received Other
Education	Overpayment of fees Other
Employer / employment agency	Wages Holiday back pay Holiday Act remediation Other
Finance / financial services	Overpayment of loan investments Share dividends Other
Government department / local Authorities	Insurer excess refund Patients Trust account Accommodation rental bonds and refunds Proceeds of crime Victims reparation payments Shareholder dividends Other
Health	Patients trust funds Medical treatment refunds Other
Insurance / investment	Life insurance policies Other policies

	Investments Other
Lawyers / Barristers / solicitors / legal	Trust Account balances Overpayment of account Estate Legacy Conveyancing Sundry deposits Other
Limited companies including liquidated companies	Share dividends or interest Uncashed cheques Foreign exchange values Other
Music /book publishers / automotive	Royalties Members dividends Other
Property management / rental company / real estate company	Overpaid rent or bonds Management services Sales Other
Co-operative / society / club / charitable organisation	Development funds Member shares Savings accounts Other
Trust / Estate	Shares Property Balances Other
Utilities	Telephony overpayments Energy (electricity/gas) overpayments Investments & shares Bonds Other
Other	Any other type that isn't contained on the above list. Please provide the type of money in the comments field.

4.1.2 Money types

The money type codes below should only be used in the money type column when not using the unclaimed monies schedule excel template that IR provides.

Money type code	Money type description
UCMACC	Accountants/budgeting service
UCMBNK	Bank/Credit union/Credit card company/other banking
UCMDBT	Debt Collection
UCMEDU	Education
UCMEMP	Employer/employment agency
UCMFIN	Finance/financial services
UCMGOV	Government department/local Authorities
UCMHTH	Health



Money type code	Money type description
UCMINS	Insurance/Investment
UCMLEG	Lawyers/Barristers/solicitors/legal
UCMLLC	Limited companies including Liquidated companies
UCMMS	Music/Book publishers/Automotive
UCMOTH	Other
UCMPMC	Property management/Rental company/Real estate company
UCMSOC	Co-operative/Society/Club/Charitable organisation
UCMTRS	Trust/Estate
UCMUTL	Utilities

4.1.3 Money sources

The money source codes below should only be used in the money source column when not using the unclaimed monies schedule excel template that IR provides.

Money source code	Money source description
ACCCRD	Account credits
ATMRET	ATM retractions
BALNCS	Balances
BNKACC	Bank accounts
BNKCHQ	Bank cheques
BNKCHR	Errors in calculation or bank charges
BONDS	Bonds
CCCRDT	Credit card credits
CNVYCG	Conveyancing
DEVFND	Development funds
DIVINT	Share dividends or interest
ENGOVP	Energy (electricity/gas) overpayments
ESTLGY	Estate legacy
EXSRFN	Insurer excess refund
FRDRFT	Foreign draft
FRGEXC	Foreign exchange values
HLDACT	Holiday Act remediation
HLDPAY	Holiday back pay
INVEST	Investments
INVSHR	Investments & shares
KWSEMP	Employer credits
KWSKSS	Member credits
LGLACT	Legal action payments or credits
LIFINS	Life insurance policies
MEDTRE	Medical treatment refunds
MEMDIV	Member dividends
MEMSHR	Member shares
MNGSRV	Management services
MNYCRD	Monies for creditors
MNYXFR	Money transfer - drafts not negotiated
NZSCRT	NZ savings certificates
OTHINS	Other policies
OTHSRC	Other
OVPACC	Overpayment of account
OVPDBT	Overpayment of debt
OVPFEE	Overpayment of fees
OVPLON	Overpayment of loan

Money source code	Money source description
OVPRNT	Overpaid rent or bonds
PROCRM	Proceeds of crime
PRPRTY	Property
PTNTRA	Patients trust account
PTNTTR	Patients trust funds
RNTBND	Accommodation rental bonds and refunds
ROYLTS	Royalties
SALES	Sales
SAVACC	Savings accounts
SDYDPT	Sundry deposits
SHARES	Shares
SHRDIV	Shareholder dividends
SHRDVD	Share dividends
STLCHQ	UCM stale cheques
TELOVP	Telephony overpayments
TRSTAB	Trust account balances
UNCCHQ	Uncashed cheques
UNIDPM	Unidentified payments received
VCTREP	Victims reparation payments
WAGES	Wages

4.2 Titles

The below table outlines the values for titles that are used in IR's system. If a title is provided that does not exist in the below list, the file will still be accepted and loaded but the given title will be removed.

Titles
Brigadier
Captain
Colonel
Dame
Doctor
Honourable
Honourable Doctor
Judge
Lady
Lord
Major
Master
Miss
Mr
Mrs
Ms
Mx
Professor
Reverend
Reverend Father
Reverend Mother
Right Honourable
Right Reverend
Sir
Sister
Wing Commander