



Inland Revenue

## File upload specification for holders of unclaimed money

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## 1 Introduction

The Unclaimed Money Act 1971 requires holders of money to report details to Inland Revenue (IR) when they are unable to locate the owner.

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

This document provides the detailed specifications for filing unclaimed money schedules through the file upload process through myIR.

## 2 Electronic filing requirements

The file upload service myIR lets holders and intermediaries upload unclaimed money schedules electronically. To submit a schedule, the holder must be registered for an unclaimed money holder account in myIR. Once registered, schedules can be submitted and viewed in myIR.

The following are requirements for using myIR:

### 2.1 Operating systems

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

If an unsupported browser is detected when accessing the site, a message will appear advising that IR recommends switching to a supported browser and using the latest version. You may need to update your system or adjust your firewall settings.

### 2.2 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 our website and should be used for the successful uploading of unclaimed money 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.

When logged on to myIR, the holder or tax preparer can navigate to the Unclaimed money holder account and find the link to submit a schedule.

There are two methods to submit a schedule:

- Manual entry of the schedule into a table in myIR
- Upload an excel file in myIR. For specifications refer to [UCM schedule upload template.xlsx](#).

Use manual entry if you only have a few records. If you have more, it's better to upload an Excel file. The sections below explain the file requirements, if you don't follow them you may get errors when uploading the schedule.

### 3.1 Excel file specifications

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 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

The Excel file must include the columns listed below, with the correct type of information in each one. If a field is optional, or only required when you have the information, you can leave it blank if it does not apply. 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 maximum field size.

Column name	Column value	Excel format	Field size	Required /optional	Validations
Money type	Type of money being reported	Text	75	Required	Must be a valid money type (Appendix 4.1)
Money source	Source of money being reported	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	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	

Column name	Column value	Excel format	Field size	Required /optional	Validations
Date of owners last interaction with the account	Date of last interaction owner had with the account	DD/MM/YYYY	10	Required if held	Must be a valid date after 01/01/1900
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	
Date account was opened	Date the owner opened the account	DD/MM/YYYY	10	Required if held	Must be a valid date after 01/01/1900
Surname / name 1	First owner's surname or name of the business	Text	255	Required if held	
First/middle names 1	First owner's first and middle names	Text	50	Required if held	
Title 1	First owner's title	Text	20	Required if held	List of accepted values (Appendix 4.2)
IRD number 1	First owner's IRD number	Text	30	Required if held	9-digit number and can include hyphens (for example 012-345-678)
Date of birth 1	First owner's date of birth	DD/MM/YYYY	10	Required if held	Must be a valid date after 01/01/1900
Email 1	First owner's email address	Text	255	Required if held	
Phone 1	First owner's phone number	Text	40	Required if held	
Full Address 1	First owner's last known address	Text	255	Required if held	Can contain street, unit, suburb, city, country, and postcode

Column name	Column value	Excel format	Field size	Required /optional	Validations
Surname / name 2	Second owner's surname or name of the business	Text	255	Required if held	
First/middle names 2	Second owner's first and middle names	Text	50	Required if held	
Title 2	Second owner's title	Text	20	Required if held	List of accepted values (Appendix 4.2)
IRD number 2	Second owner's IRD number	Text	30	Required if held	9-digit number and can include hyphens (for example 012-345-678)
Date of birth 2	Second owner's date of birth	DD/MM/YYYY	10	Required if held	Must be a valid date after 01/01/1900
Email 2	Second owner's email address	Text	255	Required if held	
Phone 2	Second owner's phone number	Text	40	Required if held	
Full Address 2	Second owner's last known address	Text	255	Required if held	Can contain street, unit, suburb, city, country, and postcode
Surname / name 3	Third owner's surname or name of the business	Text	255	Required if held	
First/middle names 3	Third owner's first and middle names.	Text	50	Required if held	
Title 3	Third owner's title	Text	20	Required if held	List of accepted values (Appendix 4.2)
IRD number 3	Third owner's IRD number	Text	30	Required if held	9-digit number and can include hyphens (for example 012-345-678)
Date of birth 3	Third owner's date of birth	DD/MM/YYYY	10	Required if held	Must be a valid date after 01/01/1900
Email 3	Third owner's email address	Text	255	Required if held	

Column name	Column value	Excel format	Field size	Required /optional	Validations
Phone 3	Third owner's phone number	Text	40	Required if held	
Full Address 3	Third owner's last known address	Text	255	Required if held	Can contain street, unit, suburb, city, country, and postcode
Surname / name 4	Fourth owner's surname or name of the business	Text	255	Required if held	
First/middle names 4	Fourth owner's first and middle names.	Text	50	Required if held	
Title 4	Fourth owner's title	Text	20	Required if held	List of accepted values (Appendix 4.2)
IRD number 4	Fourth owner's IRD number	Text	30	Required if held	9-digit number and can include hyphens (for example 012-345-678)
Date of birth 4	Fourth owner's date of birth	DD/MM/YYYY	10	Required if held	Must be a valid date after 01/01/1900
Email 4	Fourth owner's email address	Text	255	Required if held	
Phone 4	Fourth owner's phone number	Text	40	Required if held	
Full Address 4	Fourth owner's last known address	Text	255	Required if held	Can contain street, unit, suburb, city, country, and postcode
Surname / name 5	Fifth owner's surname or name of the business	Text	255	Required if held	
First/middle names 5	Fifth owner's first and middle names	Text	50	Required if held	
Title 5	Fifth owner's title	Text	20	Required if held	List of accepted values (Appendix 4.2)

Column name	Column value	Excel format	Field size	Required /optional	Validations
IRD number 5	Fifth owner's IRD number	Text	30	Required if held	9-digit number and can include hyphens (for example 012-345-678)
Date of birth 5	Fifth owner's date of birth	DD/MM/YYYY	10	Required if held	Must be a valid date after 01/01/1900
Email 5	Fifth owner's email address	Text	255	Required if held	
Phone 5	Fifth owner's phone number	Text	40	Required if held	
Full Address 5	Fifth owner's last known address	Text	255	Required if held	Can contain street, unit, suburb, city, country, and postcode
Surname / name 6	Sixth owner's surname or name of the business	Text	255	Required if held	
First/middle names 6	Sixth owner's first and middle names	Text	50	Required if held	
Title 6	Sixth owner's title	Text	20	Required if held	List of accepted values (Appendix 4.2)
IRD number 6	Sixth owner's IRD number	Text	30	Required if held	9-digit number and can include hyphens (for example 012-345-678)
Date of birth 6	Sixth owner's date of birth	DD/MM/YYYY	10	Required if held	Must be a valid date after 01/01/1900
Email 6	Sixth owner's email address	Text	255	Required if held	
Phone 6	Sixth owner's phone number	Text	40	Required if held	
Full Address 6	Sixth owner's last known address	Text	255	Required if held	Can contain street, unit, suburb, city, country, and postcode
Comments	Any additional information	Text	2000	Optional	

## 4 Appendix

### 4.1 Money types and money sources

#### 4.1.1 Money types to sources

The table below lists the money sources that are available for each money type.

If you are not using the unclaimed money 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.

<b>Money type</b>	<b>Money source</b>
Accountants / budgeting service	Trade credits 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 Money 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 Trade credits Other
Government department / local authorities	Insurer excess refund Patients trust account Accommodation rental bonds and refunds Proceeds of crime Victims reparation payments Trade credits 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	Trade credits 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	Trade credits Property Balances Other
Utilities	Telephony overpayments Energy (electricity/gas) overpayments Investments & trade credits Bonds Other
Other	Any other type that is not contained on the above list. Please provide the type of money in the comments field.

#### 4.1.2 Money types

Only use the money type codes below if you are not using IR's unclaimed money schedule.

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
UCMINS	Insurance/investment

<b>Money type code</b>	<b>Money type description</b>
UCMLEG	Lawyers/barristers/solicitors/legal
UCMLLC	Limited companies including liquidated companies
UCMMSC	Music/book publishers/automotive industry
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

Only use the money source codes below if you are not using IR's unclaimed money schedule.

<b>Money source code</b>	<b>Money source description</b>
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	Money 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
OVRPNT	Overpaid rent or bonds

<b>Money source code</b>	<b>Money source description</b>
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
SHRDVD	Trade credits
STLCHQ	UCM stale cheques
TELOVP	Telephone overpayments
TRSTAB	Trust account balances
UNCCHQ	Uncashed cheques
UNIDPM	Unidentified payments received
VCTREP	Victims' reparation payments
WAGES	Wages

#### 4.2 Titles

The table below outlines the values for titles that are used in IR's system.

If a title is provided that does not exist in the list, the file will still be accepted and loaded but the given title will be removed.

<b>Titles</b>
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