



PO Box 18519  
West Georgia RPO  
Vancouver, BC V6Z 0B3  
P: 604.662.3518  
TF: 1.888.662.2877  
F: 604.669.2079  
E: [info@unclaimedpropertybc.ca](mailto:info@unclaimedpropertybc.ca)  
W: [www.unclaimedpropertybc.ca](http://www.unclaimedpropertybc.ca)

## HOW TO REMIT SURPLUS FROM TAX SALES

1. Fill out a Form A (Holder Remittance Summary).
2. Download and fill out Excel Spreadsheet Form B (Detailed Owner Information).<sup>1</sup>

Note: you must use MS Excel Version 2003 or later
3. Ensure the total number of all properties being reported equals the total dollar amount remitted.
4. If you have more than one owner on a property, be sure to provide information for each owner. You will have to insert additional columns labelled for Owner 2's information (i.e. "Address Owner 2", "Driver's License Owner 2", etc).
5. Upload Excel Spreadsheet Form B (Detailed Owner Information) to the on-line secure portal through our website:
  - You will receive one email stating your submission was received; and
  - You will receive a second email stating your submission has been Approved or Declined.
6. If your submission has been Declined you will receive an explanation explaining why it was declined.
7. If your submission has been Approved mail your Form A (Holder Remittance Summary) along with your cheque to the address above.
8. The Society will respond with a letter confirming receipt of the unclaimed money deposit. If you have any questions or require clarification, please contact our office.

---

<sup>1</sup> *Freedom of Information and Protection of Privacy Act*: The personal information requested on this form is collected under the authority of and used for the purpose of administering the Unclaimed Property Act. Questions about the collection of use of this information can be directed to the Manager of the British Columbia Unclaimed Property Society at 604.662.3518.

## Form A - City/Municipality Remittance Summary

<b>Form A - City/Municipality Remittance Summary</b>	
<b>City/Municipality Name</b>	
<b>City/Municipality Address</b> (include Street and Mailing, Province and Postal Code)	
<b>Name of Contact Person and Title</b>	
<b>Telephone Number</b>	(            )
<b>Fax Number</b>	(            )
<b>Email</b>	
<b>Total Number of tax sales being remitted</b>	
<b>Total Dollar Value of all tax sales being remitted</b> (i.e. cheque total)	