

Download the unclaimed moneys file specifications for enterprises

There is a specific file format for submitting Unclaimed Moneys or Unclaimed Superannuation. You will find an Excel template on the website for both Unclaimed Moneys and Unclaimed Superannuation. In these templates, you will note there are areas in white, and other areas in green. You can only enter data in the white cells. There are four different data types for the entry cells:

Data Type	Description
Alpha	Alphanumeric, ie a, b, c, A, B, C, 1, 2, %. DO NOT USE COMMAS.
Amount	\$\$\$\$\$\$\$\$\$.cc format (10 significant digits and 2 decimal places) and must include a decimal place (eg 987.65 NOT 98765). Dollar signs are not allowed in amounts.
Date	DD/MM/YYYY
Numeric	Integer

For "Alpha" you cannot use a comma in your string. As the file is exported as a CSV, using a comma will cause the Validator to consider your field as two fields.

For "Amount" the expected input is 1234.56, not \$1234.56. Including a dollar sign will cause your validation to fail. The templates have the field format set as fixed with 2 decimal places, so any whole figures entered will automatically format correctly.

The number after a data type is the maximum field length, ie Alpha 50 means an Alphanumeric string, no more than 50 characters in length. If any amount field is not applicable, 0.00 must be entered.

If the last known address of the person is an overseas address, DO NOT complete the fields "Last Known State" and "Last Known Postcode" but put as much of the address in the other address fields as possible.

All fields must be completed except those marked as "optional".

Unclaimed Moneys

The first white line in each document is a header row for details of your company, as follows:

Field Name	Type	Description
Sender Organisation Name	Alpha 50	Sender Organisation Name.
Reporting Period End Date	Date	Reporting period end date. Must be prior to the current date.
Total Original Amount	Amount	Total Original Amount of Unclaimed Funds included in file.
Total Advertising Paid	Amount	Total Amount of Advertising costs deducted from Original Amount of Unclaimed Funds.
Total Amount being Paid	Amount	Net amount of Unclaimed Funds being remitted to PTQ and included in this file.

Number of Unclaimed Register entries	Numeric 6	Number of Unclaimed Funds records in the file excluding record.
Date file created	Date	Date file created.

“The Total Original Amount,” minus the “Total Advertising Paid” must equal the “Total Amount Paid.” These three amounts must also equal the sum of the entries in the data rows. The number of data rows must equal the number in “Number of Unclaimed Register Entries.”

The fields for the data rows are:

Field Name	Type	Description
Sender Organisation Name	Alpha 50	Sender Organisation Name
Account Number	Alpha 20	Unclaimed Funds owner account number with Accountable Person
Name of Owner(s)	Alpha 60	Unclaimed Funds Owner Name or “UNKNOWN”.
Last Known Address	Alpha 60	Last known address of Unclaimed Funds Owner or “UNKNOWN”.
Last Known Suburb	Alpha 25	Last known suburb of Unclaimed Funds Owner. Optional.
Last Known State	Alpha 3	Last known state of Unclaimed Funds Owner. Optional.
Last Known Postcode	Numeric 4	Last known postcode of Unclaimed Funds Owner. Optional.
Last Known Country	Alpha 20	Last known country of Unclaimed Funds Owner. Optional.
Accountable Persons Reference No	Alpha 25	Accountable Person’s Reference Number.
Original Property Description	Alpha 60	Description of the original property sold that realised the Unclaimed Funds. Optional.
Original Amount held unclaimed	Amount	Original amount of Unclaimed Funds amount before any deductions for advertising costs are made.
Advertising Costs	Amount	Advertising Costs outlayed by Sender Organisation and deducted from amount remitted to PTQ.
Net amount being Paid to PTO	Amount	Net Amount remitted to PTQ by Sender Organisation. Amount must be greater than zero.
Date amount became payable or unclaimed.	Amount	The date when the money held became payable to the owner or became unclaimed.

Unclaimed Superannuation.

The fields for the Unclaimed Super template are as follows:

Field Name	Type	Description
Sender Organisation Name	Alpha 50	Sender Organisation Name.
Super Fund Name	Alpha 50	Superannuation Fund Name
Super Fund Number – SIS	Numeric 12	Superannuation Fund Number.
Super Fund Tax File Number	Numeric 9	Superannuation Fund Tax File Number.
Reporting Period End Date	Date	Reporting period end date. Must be prior to the current date.
Total Amount Unclaimed	Amount	Total Original Amount of Unclaimed Funds included in file.
Member Count	Numeric	Number of Unclaimed Superannuation detail records in the file.
Date File created	Date	Date file created.

Tax file number should not have spaces in it, is 123456789 not 123 456 789.

The detail fields are:

Field Name	Type	Description
Super Fund Name	Alpha 50	Superannuation Fund Name.
Super Fund Number	Numeric 12	Superannuation Fund Number.
Name of Fund Member	Alpha 60	Unclaimed Superannuation Member Name.
Member Account Number	Alpha 14	Unclaimed Superannuation Member Account Number.
Member Tax File Number	Numeric 9	Unclaimed Superannuation Member Tax File Number.
Other Reference Type	Alpha 4	Sender other reference type. Valid values are: “AGS” = AGS Number, “EMPL” = Employee Number, “UNUM” = Union Number, “PAYR” = Payroll Number, “OTHR” = Other Number.
Other Reference Number	Alpha 25	Sender’s other reference number.
Description of funds held	Alpha 60	Description of Funds Held.
Date of Birth	Date	Date of Birth.
Date of Birth Deemed (Y/N)	Alpha 1	Date of Birth Deemed indicator. Valid values are “Y” = Deemed, “N” = Not Deemed.

Gender (M/F)	Alpha 1	Gender of Member. Valid values are "M"= Male, "F"= Female, "U"= Unknown.
Gender Deemed (Y/N)	Alpha 1	Gender Deemed indicator. Valid values are "Y" = Deemed, "N" = Not Deemed.
Member Deceased (Y/N)	Alpha 1	Member deceased indicator. Valid values are "Y" = Deceased, "N" = Living.
Date of Death	Date	Date of Death. Only allowed if "Member Deceased" = "Y"
Last Known Address	Alpha 60	Last known address of member or "UNKNOWN".
Last Known Suburb	Alpha 25	Last known suburb of member. Optional.
Last Known State	Alpha 3	Last known state of member. Optional.
Last Known Postcode	Numeric 4	Last known postcode of member. Optional.
Last Known Country	Alpha 20	Last known country of member. Optional.
Previous Surname	Alpha 50	Previous surname of member if changed. Optional.
Name Change Date	Date	Date surname changed. Optional. (Only allowed if Previous Surname is not blank.)
Account Start Date	Date	Member account start date.
Account Balance held unclaimed	Amount	Member account balance held as Unclaimed Superannuation.
Previous Fund	Alpha 50	Previous Superannuation Fund name. Optional.
ETP Type	Alpha 4	Eligible Termination Type. Valid values are: <ul style="list-style-type: none"> • EXCL – payments excluding death benefits. • DBFT – Death Benefit • SBNO – Superannuation Benefit, no untaxed element. • SBTX – Superannuation Benefit – with untaxed elements.
Eligible Service Start Date	Date	Eligible Service Start Date.
Eligible Service Before July 1983	Numeric 5	Number of Days of eligible service prior to 1 July 1983.
Eligible Service After June 1983	Numeric 5	Number of Days of eligible service after 30 June 1983.
RBL Excessive Component	Amount	RBL Excessive Component amount.
Undeducted Contributions	Amount	Undeducted Contributions amount.
Pre July 1983 Component	Amount	Pre 1 July 1983 Component amount.
Post June 1983 Untaxed Element	Amount	Post 30 June 1983 Untaxed amount.
Post June 1983 Taxed Element	Amount	Post 30 June 1983 Taxed amount.

Post June 1994 Invalidation Component	Amount	Post 30 June 1994 Invalidation Component amount.
Concessional Component	Amount	Concessional Component amount.
Non Qualifying Component	Amount	Non Qualifying Component amount.
CGT Exempt component	Amount	CGT Exempt Component amount.
Last Employer Trading Name	Alpha 50	Last Employer Trading Name.
Last Employer Business Name	Alpha 50	Last Employer Business Name.
Last Employer Address	Alpha 60	Last Employer Street address
Last Employer Suburb	Alpha 25	Last Employer Suburb.
Last Employer State	Alpha 3	Last Employer State abbreviation.
Last Employer Postcode	Numeric 4	Last Employer Postcode.
Last Employer Country	Alpha 20	Last Employer Country.
Last Contribution Date	Date	Date last contribution received for Member.

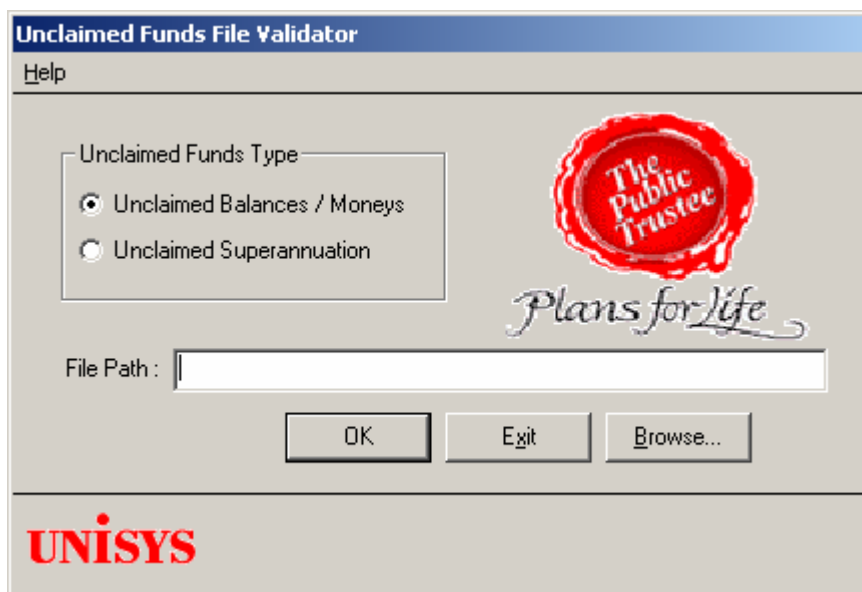
Download the unclaimed moneys / unclaimed superannuation benefits validation software.

Click on the Validator link on the webpage. This will install the software onto your computer. Alternatively, you can download the software and load it at a later date. This will set up a Program Files folder called "Unclaimed Funds" which will run the validation routine over your data.

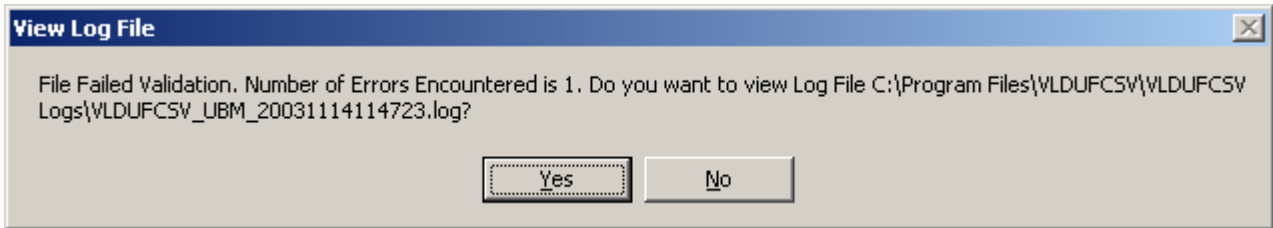
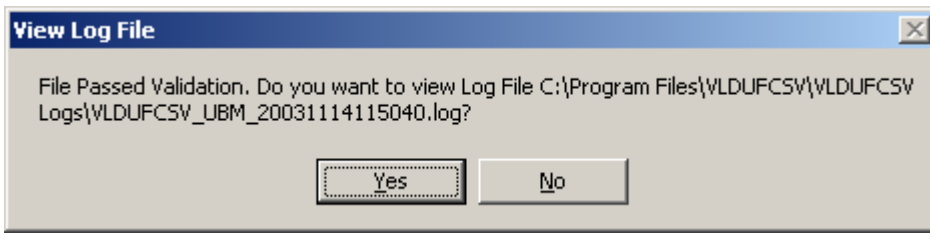
Download the blank Excel template for the lodgment of unclaimed moneys or unclaimed superannuation benefits

There are two templates available on the web site, Unclaimed Moneys and Unclaimed Superannuation. These are Excel spreadsheets with the input areas in white, and the rest of the sheet in green. You can not enter data in the green section.

Once you have entered data as per the above guidelines, save the spreadsheet as a CSV (Comma Delimited) file. You can then validate the file. Open the Validator from your Programs shortcut.



Choose either Unclaimed Moneys, or Unclaimed Superannuation. Enter the file path, and click OK to start the validation process. Once this has finished, a report is available, either confirming the file has passed validation, or listing the errors:



Once your file has passed validation, you can send it to the Public Trust Office for processing.

Please Note: Disks containing files that have not been successfully validated by the validation routine will be returned to the sender for validation and correction.