How to complete the Lodgement Template

➢ Please take a moment to read the guide to ensure that your lodgement is correct and can be accepted and processed by The Public Trustee of Queensland.

➢ The lodgement template has been designed to enable your data to be uploaded to the Public Trustee Unclaimed Money Database, enabling the general public and various entities to search for unclaimed money on our website.

➢ Data input fields on the lodgement template are coloured white, please ensure that all mandatory fields are completed and the maximum allowable characters for each field are not exceeded.

Unclaimed Funds Type (Column A)	Sender Organisation Name (M) (Column B)	Reporting End Date (M) (Column C)	Total Original Amount (M) (Column D)	Total Advertising Paid (M) (Column E)	Total Amount Being Paid (M) (Column F)	Number Of Unclaimed Entries (M) (Column G)	Date File Created (M) (Column H)
Public Trustee Unclaimed Monies Input	**Place Rental Real Estate**	**01/07/2018**	**1010.00**	**10.00**	**1000.00**	**1**	**01/07/2017**
	Name of the Company or Organisation submitting the unclaimed money	*Any date prior to the completion of the spreadsheet*	*Total Amount of Unclaimed Funds (Total of Column K)* **Format must have a decimal point and two decimal places (0.00) and no dollar sign ($)**	*Advertising Costs deducted from original amount of Unclaimed Funds. Total of column L. If not advertised then place 0.00* **Format must have a decimal point and two decimal places (0.00) and no dollar sign ($)**	*Net amount of unclaimed funds being lodged, Equals total Column K less the total of Column L)* **Format must have a decimal point and two decimal places (0.00) and no dollar sign ($)**	*Total number of entries within the lodgement. A lodgement can contain up to 999,999 entries*	*The date you completed the spreadsheet* **The date format must be dd/mm/yyyy**

There are four (4) different data types which are used, please see examples below

Alphanumeric	A,B,C,a,b,c.1,2,3 DO NOT USE COMMAS
Amount	eg 987.66 or 987 for whole dollars. DO NOT USE DOLLAR SIGNS
Date	DD/MM/YYYY eg 09/03/2009
Numeric	1,2,3, DO NOT USE COMMAS

*If the last known address of the person or organisation is an overseas address, **do not** complete the "Last Known State" and Last Known Postcode" fields. Put as much of the address in the "Address" field as possible.

*Where funds are in **dispute**, they are to be entered into a single row displaying all names of the parties involved. In column "J" 'Original Property Description the words 'in dispute' must appear. Please also supply a cover letter with your lodgement outlining the reasons the funds are in dispute.

* **(M) = Mandatory Field, please note that lodgement will fail validation if any mandatory fields are not completed**

Sender Organisation Name (Column A)	Account Number (M) (Column B)	Name of Owner(s) (M) (Column C)	Last Known Address (M) (Column D)	Last Known Suburb (M) (Column E)	Last Known State (M) (Column F)	Last Known Postcode (M) (Column G)	Last Known Country (M) (Column H)	Accountable Person(s) Reference Number (M) (Column I)	Original Property Description (M) (Column J)	Original Amount Held Unclaimed (M) (Column K)	Advertising Costs for Unclaimed Money (M) (Column L)	Net Amount Being Paid To (PT) (M) (Column M)	Date Amount Became Payable or Unclaimed (M) (Column N)
Place Rental Real Estate	**89750123**	**John Citizen**	**444 Queen Street**	**Woolloongabba**	**QLD**	**4000**	**Australia**	**CITI-0123**	**Overpaid Rent**	**1010.00**	**10.00**	**1000.00**	**01/01/2017**
Name of the Company or Organisation submitting the unclaimed money	*Account the funds are currently held in excluding BSB number.* **Maximum of 20 characters consisting of numbers and letters only**	*Name of unclaimed money owner, if unknown enter unknown into the cell.* **Maximum of 60 characters consisting of numbers and letters only**	*Last known address of the owner, if not known enter unknown into the cell.* **Maximum of 60 characters consisting of numbers and letters only**	*Last known suburb of the owner. If 'unknown' was entered in the 'Last Known Address' field then leave field blank.* **Maximum of 25 characters consisting of numbers and letters only**	*Last known state of the owner. If 'unknown' was entered in the 'Last Known Address' field then leave field blank.* **Maximum of 3 characters consisting of letters eg; QLD**	*Last known postcode of the owner. If 'unknown' was entered in the 'Last Known Address' field then leave field blank.* **Maximum of 4 characters consisting of numbers only**	*Last known country of the owner. If 'unknown' was entered in the 'Last Known Address' field then leave field blank.* **Maximum of 20 characters consisting of numbers and letters only**	*Any reference information relating to the owner of the unclaimed money eg; account code or account number.* **Maximum of 25 characters consisting of numbers and letters only**	*Description of the unclaimed money being lodged eg; overpaid rent, unpresented cheque. What was the money originally for?* **Maximum of 25 characters consisting of numbers and letters only**	*Amount of unclaimed money for the line entry before advertising costs.* **Format must have a decimal point and two decimal places (0.00) and no dollar sign ($)**	*Advertising costs outlaid by the sender and deducted from the unclaimed money amount to be lodged with the PTQ.* **Format must have a decimal point and two decimal places (0.00) and no dollar sign ($)**	*Net amount of unclaimed money for the line entry less advertising costs.* **Format must have a decimal point and two decimal places (0.00) and no dollar sign ($)**	*The date the money was receipted by the organisation. In the case of an unpresented cheque, the date the cheque was drawn to pay the owner.* **The date format must be dd/mm/yyyy**

✓ *Next Steps*

➢ Once you have entered the data as per the guidelines, please convert and save the lodgement template as a .csv file (Comma Delimited), please refer to the guide "How to save as a .csv file".

➢ Once you have converted and saved your .csv file on your computer, the next step is to validate your file.

➢ The validation process is to ensure that all the mandatory fields have been completed and are in the correct format.

➢ Please refer to the "Unclaimed Money Validation Guide" for assistance with downloading and installing the validator on to your computer.