State of Kansas Unclaimed Property
Uploading a Spreadsheet to our Secure Server FAQ

Where can I get the excel spreadsheet template? Visit
https://online.treasurer.state.ks.us/public_upload_1.php to get our Excel Template. Click on the link for the template (found in the top paragraph) and choose to open the file. Once you enter your information resave the file as a CSV. Use the link above to upload your file. Once the file is correctly uploaded you will be prompted to print a remit sheet. Mail this with your payment. **Please pay careful attention to the below information before working on your spreadsheet.**

What kind of information should be filled out in the spreadsheet? All information you have available that pertains to the property you are reporting. If you do not have the information leave the field blank.

Can I use a different font or color on my spreadsheet? No. Please do not change the format, font, color or formula of the spreadsheet. This will cause your spreadsheet upload to error.

What kind of punctuation should I use on my spreadsheet? None. Do not use periods or commas in your text fields. (For instance 123 N Main instead of 123 N. Main or Jr instead of Jr.)

Can I use dollar signs and commas in the amount field? No. Please enter the amount without the dollar sign and do not use a comma separator. (For instance 1000.00 instead of $1,000.00)

Should I total my amounts? No. This will cause the total to double and your payment will not match the remit sheet.

What should I put in the relationship code fields? Please see the list of NAUPA codes. This only needs to be used if there are multiple owners.

Where can I find the type codes? Please see the list of NAUPA property type codes.

How do I enter aggregate or unknown owners? Enter unknown owner in the last name field. For aggregate the fields should all remain blank except for the property type code. The 99 property type code will let our system know there is no name and this is an aggregate property.

How do I enter a business name? Business names should be entered in the last name field only.

When trying to upload my file I am getting errors what is wrong? Please see information above and recheck your spreadsheet. Also make sure you have your spreadsheet saved as a CSV. These are the most common reasons spreadsheets will not upload correctly.

Can I create my own spreadsheet format? You can but you must send it to us either via CD/DVD or jump drive. Your own spreadsheet format will not upload correctly to our website.

I'm still having issues who can I contact for help? You can email us our call 785-291-3173.