

**West Virginia State Treasurer - Unclaimed Property  
Holder Reporting Extension Request  
Form UP-8-12**

Section 1 - Holder Information			
Holder		FEIN	
Street Address		Reporting Month & Year	
City	State	Zip Code	Contact Phone Number
Reporting Agent (If applicable)		Contact e-mail	
Contact Person	Title		Contact Fax Number

Section 2 - Request Information
Extension Period Requested <input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> Other
<small>This extension period will be added to the original filing due date ( November 1/May 1 for Life Insurance Companies.)</small>

We are applying for an extension based on the reason(s) below. Please check as appropriate and provide a brief explanation.

- |  |  |
|--|--|
| <input type="checkbox"/> System Problems       | <input type="checkbox"/> New System        |
| <input type="checkbox"/> Transfer Agent Change | <input type="checkbox"/> Personnel Changes |
| <input type="checkbox"/> Reorganization/Merger | <input type="checkbox"/> Other _____       |

Please Explain: \_\_\_\_\_

Signature	Title or Agent Relationship
Print Name	Date

**Instructions**

**Required Information:**

- \* Complete Section 1 entirely. Please provide an explanation of why the extension is being requested under Section 2. This extension is automatic for the term checked in Section 2, up to 90 days.
  
- \* Submit this form to the State Treasurer's Office, Unclaimed Property Division, at least 30 days prior to the original filing due date.  
 Mail to:  

Office of the State Treasurer  
 Unclaimed Property Division  
 322 70th Street SE  
 Charleston, WV 25304

  
 Fax to: 304-340-1502                      Phone: 1-800-642-8687
  
- \* **All reports, including negatives, are required to be submitted online when filing an extension.**  
**<https://apps.wvsto.com/EHolder/>**
  
- \* If you have any questions regarding this form please contact Sara Withrow at 304 340-1574 or by e-mail at [sara.withrow@wvsto.com](mailto:sara.withrow@wvsto.com)