

## **Quick Reference – Helpful Information**

### **Mailing Information**

Reports and remittances should be mailed to:

*Mailing Address:*

Wyoming State Treasurer  
Unclaimed Property Division  
200 West 24<sup>th</sup> Street  
Cheyenne, WY 82002

*Physical, FedEx, UPS Address:*

Wyoming State Treasurer  
Unclaimed Property Division  
2020 Carey Avenue, 3<sup>rd</sup> Floor  
Cheyenne, WY 82002

*Checks*

Checks should be made payable to:

Wyoming State Treasurer  
Unclaimed Property Division

### **Electronic Reporting**

The preferred method of reporting is electronically. When filing electronically, the recommended programs are UP Exchange or HRS Pro. Accepted formats are encrypted email or CD. Email reports to [upreports@wyo.gov](mailto:upreports@wyo.gov) and passwords to [uppasswords@wyo.gov](mailto:uppasswords@wyo.gov). We do not accept reports with .zip or .exe extensions. The required format is .hde or .txt.

### **Securities (Stocks and Mutual Funds)**

*Securities should be re-registered to:*

Wyoming State Treasurer  
Unclaimed Property Division  
Tax ID – 83-0208667

### **Need Assistance?**

*Please contact the Unclaimed Property Division at:*

307-777-5590  
[wyomingup@wyo.gov](mailto:wyomingup@wyo.gov)