



**Office of the Lieutenant Governor
Division of Banking, Insurance and
Financial Regulation**

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<https://ltg.gov.vi>

BULLETIN 2020-17

TO: Holders of Unclaimed Property Accounts

RE: Electronic Submissions and Requests for Extensions of Time to Submit Reports of Unclaimed Property Accounts

The Lieutenant Governor, in his capacity as Administrator of the Virgin Islands Uniform Unclaimed Property Act, understands that the day-to-day operations of many entities are being impacted by the Coronavirus/COVID-19 pandemic. Accordingly, this Bulletin is being issued to notify holders of unclaimed property accounts that they may now submit reports of unclaimed property electronically. Requests for an extension of time to submit a report may also be filed electronically.

Currently, reports of unclaimed property accounts are required to be filed before May 1st of each year for life insurance companies, and before November 1st of each year for all other entities. Holders of 25 or more unclaimed property accounts are required to submit their report by mail, in an Excel format on a CD. Holders of less than 25 accounts have the option of submitting their reports by mail, in an Excel format on a CD or by hard copy.

In consideration of the impact of the Coronavirus/COVID-19 pandemic on holders of unclaimed property accounts, all holders may now submit their reports electronically, in lieu of submitting the reports by mail. Electronic reports may be emailed to viunclaimedproperty@lgo.vi.gov, and must be submitted in an Excel format.

Holders that are unable to file a report by the applicable deadline may request an extension of time to submit the report. This request should be made in writing before the date the report is required to be filed. The request may be emailed to viunclaimedproperty@lgo.vi.gov or mailed to the address listed below.

Remittances will continue to be required to be submitted by mail. Holders of unclaimed property accounts who have elected to submit their reports electronically will have to submit remittances to the following address, along with a cover letter that describes what the remittance is for and the date the unclaimed property report was emailed to the Office of the Lieutenant Governor, Division of Banking, Insurance and Financial Regulation (“Division”):

Office of the Lieutenant Governor
Division of Banking, Insurance and Financial Regulation
5049 Kongens Gade
Charlotte Amalie, St. Thomas USVI 00802-6487

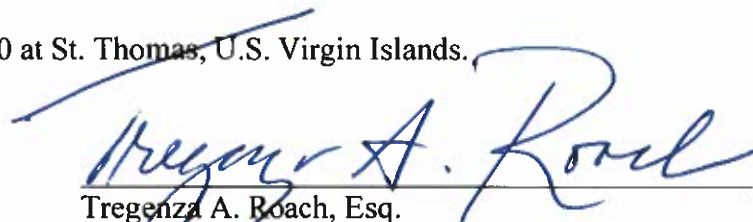
When remitting money, checks should be made payable to the Government of the Virgin Islands.

Holders of unclaimed property accounts may, in lieu of an electronic submission, continue to submit reports of unclaimed property by mail. For holders with 25 or more unclaimed property accounts, the report will have to be in an Excel format on a CD. Holders with less than 25 accounts may submit the report in an Excel format on a CD or hard copy. Reports that are submitted by mail should be sent to the address that is noted above.

Instructions for submitting unclaimed property reports may be found at the Office of the Lieutenant Governor’s website here: <https://ltg.gov.vi/>.

Questions about submitting unclaimed property reports should be directed to the Division at (340) 774-7166. Questions regarding this Bulletin may be directed to Gwendolyn Hall Brady, Director of the Division, at (340) 773-6459.

Dated this 31st day of October 2020 at St. Thomas, U.S. Virgin Islands.



Tregenza A. Roach, Esq.
Lieutenant Governor and
Administrator, Virgin Islands Uniform Unclaimed
Property Act

