IT’S YOUR CARD (IYC) Reports

A variety of IT’S YOUR CARD® (IYC) reports are available in Lighthouse Transaction Manager for reviewing and printing. Each report may be customized using the available options, which are reviewed in the sections below.

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Note: If a third-party gift card processor (other than Shift4 Payments) is used, only gift card sale invoices will be shown on reports. All other report information is the responsibility of the third-party processor.

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Note: Depending on your permissions, some features described in this document may not be visible or available.

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Viewing or Closing the IYC Current Batch Report

The IYC Current Batch Report page displays all of the IYC transactions that have occurred since the previous IYC batch was closed (using the Close Batch button).

The page provides totals for auditing and the ability to view gift cards purchased with credit, debit, or cash. In addition, this page is used to move the currently displayed IYC transactions (a batch) to your archived IYC transactions.

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Note: IYC batches are closed using the IYC Current Batch Report page for auditing purposes only. Settlement of transactions to the bank is performed by creating a batch of current transactions. For additional information, see the Auditing Transactions document located in Lighthouse Transaction Manager Help.

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To view the IYC Current Batch Report page and possibly close the batch, complete the following steps:

1. From the menu, select It's Your Card > Current Batch Report.
2. The report will be displayed.

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Date/Time</th>
<th>Payment</th>
<th>Amount</th>
<th>Shipping</th>
<th>Total</th>
<th>Card Number</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000942</td>
<td>07/17/12:00:01 PM</td>
<td>JC</td>
<td>USD90.00</td>
<td>USD0.00</td>
<td>USD90.00</td>
<td>000129526544126</td>
<td>USD160.00</td>
</tr>
<tr>
<td>000002560</td>
<td>04/16/14:01:43 PM</td>
<td>CASH</td>
<td>USD25.00</td>
<td>USD0.00</td>
<td>USD25.00</td>
<td>000129526544193</td>
<td>USD25.00</td>
</tr>
</tbody>
</table>

Tip: The amount displayed under Value is the value of the card at the time of activation and may not reflect the current value of the card. To view the current value and status of the card, click the desired link under Card Number.
3. *(Optional)* The Close Batch button is only displayed when there are current IYC transactions displayed. After reviewing the report, click Close Batch to move the currently displayed IYC transactions (the batch) to archived IYC transactions.

| Tip: To access your archived IYC transactions, click Archives. For additional information, see the Viewing the IYC Batch Archives Report section. |

### Viewing the IYC Batch Archives Report

The IYC Batch Archives Report page displays all archived IYC batches by user. To view the IYC Batch Archives Report page, complete the following steps:

1. From the menu, select It's Your Card > Batch Archives Report.
2. The report will be displayed.

3. *(Optional)* In the Filtering Options area, to filter the IYC Batch Archives Report page by a range, complete the following steps:
   - From the Range list, select one of the following options:
     - 1 Day
     - 3 Days
     - 7 Days
     - 1 Month
     - 3 Months
     - 6 Months
     - 1 Year
   - Click Apply Filter.
4. *(Optional)* In the Filtering Options area, to filter the IYC Batch Archives Report page by a specific time period, complete the following steps:
• Click in the Begin Date field to display the calendar, and select the begin date.
• Click in the End Date field to display the calendar, and select the end date.
• Click **Apply Filter**.

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**Tip:** To access the transactions in the batch, click the desired link under Batch ID.

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**Generating an IYC Report**

The IYC Reports page provides access to the following tabs:

- Activity
- Merchant
- Activation
- Service Fee
- Shipping Fee
- Packages
- Funding
- Card
- Other

On each of the tabs listed above there are multiple IYC reports available, and they are all reviewed in the sections below.

To generate an IYC report, complete the following steps:

1. From the menu, select **It’s Your Card > Reports**.
2. Continue to one of the following sections to generate the appropriate report:

   - Activity Reports
     - Export Activity
   - Merchant Reports
     - Export Merchant Report
     - Merchant Liability Report
   - Activation Reports
   - Service Fee Reports
   - Shipping Fee Reports
   - Packages Reports
   - Funding Reports
   - Card Reports
     - Export Card Report
   - Other Reports
Activity Reports

The Activity tab on the IYC Reports page displays the following report options:

- Daily Activity Report
- Weekly Activity Report
- Custom Range Activity Report
- Monthly Activity Report
- Annual Activity Report
- Export Activity

The following directions review how to generate an activity report for the first five options above. The last option is reviewed in the Export Activity section.

To generate an activity report, complete the following steps:

1. On the IYC Reports page, click the Activity tab.
2. (If applicable) Select the desired card group from the Group Filter list.

   **Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. Under the desired report, Click in the date field to display the calendar, and select the desired date.
4. In the Order By area, select one of the following options:
   - Card Number
   - Cardholder Name
5. To generate the report, click the desired option:
   - Detail
   - Summary
   - Totals Only

6. The report will be displayed.
**Export Activity**

To generate an export activity report, complete the following steps:

1. On the IYC Reports page, click the Activity tab.
2. *(If applicable)* Select the desired card group from the Group Filter list.

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**Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

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3. In the Export Activity area, complete the following steps:
   - Click in the Begin Date field to display the calendar, and select the begin date.
   - Click in the End Date field to display the calendar, and select the end date.
   - In the Order By area, select one of the following options:
     - Date/Time
     - Card Number
     - Cardholder Name
   - In the Export Format area, select the format in which the report should be exported from the following options:
     - CSV (Excel) – The report will be exported in a CSV file format, viewable in Excel.
     - TAB delimited (txt) – The report will be exported in a tab delimited file format, viewable in Notepad.
     - XML – The report will be exported in an XML file format, viewable in the browser.

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**Tip:** If CSV is selected, the card numbers will need to be reformatted to display as a number with no decimal places.

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- In the Exclude area, select the desired options to be included in the report, and clear the undesired options.
• Click Export.

4. The report will be downloaded in the selected format.
Merchant Reports

The Merchant tab on the IYC Reports page displays the following report options:

- Daily Merchant Report
- Weekly Merchant Report
- Monthly Merchant Report
- Annual Merchant Report
- Custom Range Merchant Report
- Export Merchant Report
- Merchant Liability Report

The following directions review how to generate a merchant report for the first five options above. The last two options are reviewed in their respective sections, Export Merchant Report or Merchant Liability Report.

To generate a merchant report, complete the following steps:

1. On the IYC Reports page, click the Merchant tab.
2. *(If applicable)* Select the desired card group from the Group Filter list.

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**Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. Under the desired report, Click in the date field to display the calendar, and select the desired date.
4. To generate the report, click the desired option:
   - Detail
   - Summary

5. The report will be displayed.
Export Merchant Report

To generate an export merchant report, complete the following steps:

1. On the IYC Reports page, click the Merchant tab.
2. (If applicable) Select the desired card group from the Group Filter list.

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Note: The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

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3. In the Export Merchant Report area, complete the following steps:

- Click in the Begin Date field to display the calendar, and select the begin date.
- Click in the End Date field to display the calendar, and select the end date.
- In the Export Format area, select the format in which the report should be exported from the following options:
  - CSV (Excel) – The report will be exported in a CSV file format, viewable in Excel.
  - TAB delimited (txt) – The report will be exported in a tab delimited file format, viewable in Notepad.
  - XML – The report will be exported in an XML file format, viewable in the browser.

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Tip: If CSV is selected, the card numbers will need to be reformatted to display as a number with no decimal places.
• Click Export.

![Export Merchant Report]

4. The report will be downloaded in the selected format.
**Merchant Liability Report**

The Merchant Liability report displays information regarding which merchants are liable for the sale and distribution of gift cards.

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**Tip:** Ensure pop-up blockers are turned off in your Web browser. If they are turned on, the report may not be displayed.

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To generate a merchant liability report, complete the following steps:

1. On the IYC Reports page, click the **Merchant** tab.
2. *(If applicable)* Select the desired card group from the Group Filter list.

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**Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

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3. In the Merchant Liability Report area, complete the following steps:
   - Click in the date field to display the calendar, and select the desired date.
   - In the Merchant Filter area, select one of the following options:
     - **Show currently selected merchants only**
     - **Show all merchants**
   - To generate the report, click the desired option:
     - **Detail**
     - **Summary**
4. The report will be displayed.

![Summary Table]

**Note:** If Detail was selected and DISCREPANCY appears on the report, there is a data integrity problem. The term indicates that the balance on the card does not match what is displayed in the report for the card.
Activation Reports

The Activation tab on the IYC Reports page displays the following report options:

- Daily Activation Report
- Weekly Activation Report
- Monthly Activation Report
- Annual Activation Report
- Custom Range Activation Report

The following directions review how to generate an activation report for all of the options above.

To generate an activation report, complete the following steps:

1. On the IYC Reports page, click the Activation tab.
2. (If applicable) Select the desired card group from the Group Filter list.

   **Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. Under the desired report, click in the date field to display the calendar, and select the desired date.
4. In the Subtotals area, select one of the following options:
   - None
   - Merchant
   - User/Clerk
   - Card (dup check)

   **Tip:** To sort your report by merchant, select Merchant. To sort your report by user or clerk, select User/Clerk. To sort your report by card number with duplicate activity, select Card (dup check).

5. In the Filter Zero Balances area, select one of the following options:
   - Yes
   - No
6. To generate the report, click the desired option:
   - **Detail**
   - **Summary**

7. The report will be displayed.
Service Fee Reports

The Service Fee tab on the IYC Reports page displays the following report options:

- Monthly Service Fee Report
- Annual Service Fee Report
- Custom Range Service Fee Report

**Important:** Some states allow merchants to charge a service fee, which is normally considered additional income. If a merchant is in a state that prohibits the charge of a service fee, then this section does not apply for that merchant. Review the escheatment laws for your state before setting up any service fees.

The following directions review how to generate a service fee report for all of the options above.

To generate a service fee report, complete the following steps:

1. On the IYC Reports page, click the **Service Fee** tab.
2. *(If applicable) Select the desired card group from the Group Filter list.

**Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. Under the desired report, click in the date field to display the calendar, and select the desired date.
4. In the Order By area, select one of the following options:
   - Card Number
   - Cardholder Name
5. To generate the report, click the desired option:
   - Detail
   - Summary
   - Totals Only

6. The report will be displayed.
Shipping Fee Reports

The Shipping Fee tab on the IYC Reports page displays the following report options:

- Daily Shipping Fee Report
- Weekly Shipping Fee Report
- Monthly Shipping Fee Report
- Annual Shipping Fee Report
- Custom Range Shipping Fee Report

The following directions review how to generate a shipping fee report for all of the options above.

To generate a shipping fee report, complete the following steps:

1. On the IYC Reports page, click the Shipping Fee tab.
2. (If applicable) Select the desired card group from the Group Filter list.

   **Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. Under the desired report, click in the date field to display the calendar, and select the desired date.
4. To generate the report, click the desired option:
   - Detail
   - Summary
5. The report will be displayed, which shows the shipping fees for fulfilled gift card orders that were placed over the Internet.
Packages Reports

The Packages tab on the IYC Reports page displays the following report options:

- Daily Packages Report
- Weekly Packages Report
- Monthly Packages Report
- Annual Packages Report
- Custom Range Packages Report

The following directions review how to generate a packages report for all of the options above.

To generate a packages report, complete the following steps:

1. On the IYC Reports page, click the Packages tab.
2. (If applicable) Select the desired card group from the Group Filter list.

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**Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. Under the desired report, click in the date field to display the calendar, and select the desired date.
4. *(Optional)* In the Filters area, select the desired option:
   - Hide zero packages
   - Hide non-package/cash cards
5. To generate the report, click the desired option:
   - **Detail**
   - **Totals Only**

6. The report will be displayed.
**Funding Reports**

The Funding tab on the IYC Reports page displays the following report options:

- Daily Funding Report
- Weekly Funding Report
- Monthly Funding Report
- Annual Funding Report
- Custom Range Funding Report

The following directions review how to generate a funding report for all of the options above.

To generate a funding report, complete the following steps:

1. On the IYC Reports page, click the **Funding** tab.
2. *(If applicable)* Select the desired card group from the Group Filter list.
   
   **Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. Under the desired report, click in the date field to display the calendar, and select the desired date.
4. To generate the report, click the desired option:
   - Detail
• **Summary**

5. The report will be displayed, which shows the merchant that sold the gift card and the merchant that is liable to pay when the gift card is used.
Card Reports

The Card tab on the IYC Reports page displays the following report options:

- Active Card Report
- Inactive Card Report
- Export Card Report

The following directions review how to generate a card report for the first two options above. The last option is reviewed in the Export Card Report section.

To generate a card report, complete the following steps:

1. On the IYC Reports page, click the Card tab.
2. *(If applicable)* Select the desired card group from the Group Filter list.

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**Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

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3. In the Order By area, select one of the following options:
   - Card Number
   - Cardholder Name

4. *(Optional)* In the Filter area, select the desired option:
   - Hide zero balances

5. To generate the report, click the desired option:
   - Detail
6. The report will be displayed.
Export Card Report

To generate an export card report, complete the following steps:

1. On the IYC Reports page, click the Card tab.
2. (If applicable) Select the desired card group from the Group Filter list.

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**Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

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3. In the Export Card Report area, complete the following steps:
   - In the Show Card Types area, select one of the following options:
     - Active Only
     - Inactive Only
     - Both
   - In the Order By area, select one of the following options:
     - Card Number
     - Cardholder Name
   - *(Optional)* In the Filter area, select the desired option:
     - Hide zero balances
   - In the Export Format area, select the format in which the report should be exported from the following options:
     - CSV (Excel) – The report will be exported in a CSV file format, viewable in Excel.
     - TAB delimited (txt) – The report will be exported in a tab delimited file format, viewable in Notepad.
     - XML – The report will be exported in an XML file format, viewable in the browser.

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**Tip:** If CSV is selected, the card numbers will need to be reformatted to display as a number with no decimal places.
• Click Submit.

Other Reports
The Other tab on the IYC Reports page displays the following report options:

• Annual Deferred Income Report
• Names Report
• State Escheatment Report

Each report is reviewed in its respective section below.

**Annual Deferred Income Report**

The annual deferred income report is designed for use in those states that require gift cards to be reported as income if they are not used in a specific amount of time.

To generate an annual deferred income report, complete the following steps:

1. On the IYC Reports page, click the Other tab.
2. *(If applicable)* Select the desired card group from the Group Filter list.
Note: The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. In the Annual Deferred Income Report area, complete the following steps:
   - Next to Year beginning, click in the date field to display the calendar, and select the desired date.
   - In the Order By area, select one of the following options:
     - Card Number
     - Cardholder Name

4. To generate the report, click the desired option:
   - Detail
   - Summary
   - Totals Only
5. The report will be displayed, which shows the deferred income for the year beginning from the date specified.

![Annual Deferred Income Totals Only Report]

**Names Report**

To generate a names report, complete the following steps:

1. On the IYC Reports page, click the **Other** tab.
2. *(If applicable)* Select the desired card group from the Group Filter list.

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**Note:** The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. In the Names Report area, complete the following steps:
   - *(If applicable)* The Names Report will not be restricted by a date range by default. However, you may wish to set a date range to produce a report with more recent customers. If so, complete the following steps:
     - Click in the Begin Date field to display the calendar, and select the begin date.
     - Click in the End Date field to display the calendar, and select the end date.
   - In the Email Addresses area, select one of the following options:
     - **ALL**
     - **Present**
     - **Missing**
   - In the Promo Opt-OUT area, select one of the following options:
     - **ALL**
     - **Yes (opt-out)**
     - **No (opt-in)**
   - In the Sharing Opt-OUT area, select one of the following options:
o **ALL**
  o **Yes (opt-out)**
  o **No (opt-in)**

- In the Order By area, select one of the following options:
  o **Same as View**
  o **Name**
  o **Company Name**
  o **Postal Code (country, postal code)**
  o **Phone Number**

- In the Output Format area, select the format in which the report should be generated from the following options:
  o **Display** – The report will display in the browser.
  o **CSV** – The report will be exported in a CSV file format, viewable in Excel.
  o **TAB** – The report will be exported in a tab delimited file format, viewable in Notepad.
  o **XML** – The report will be exported in an XML file format, viewable in the browser.

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**Tip**: If CSV is selected, the card numbers will need to be reformatted to display as a number with no decimal places.

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- To generate the report, click **Detail**.
4. *If applicable* If CSV, TAB, or XML was selected in step 3, follow the directions in the window to export the report.

5. *If applicable* If Display was selected in step 3, the report will be displayed.

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### State Escheatment Report

In the United States, many states require a merchant to report abandoned personal property to the state after a period of time (which is defined by the merchant’s state laws).

Gift cards are personal property. Before they can be considered abandoned, the merchant must try to locate the customer who owns the gift card so that the gift card can be used. (For example, a balance inquiry can be made on the gift card, or the funds on the gift card can be used.)

If the merchant cannot locate the customer who owns the gift card, and it remains unused, then the gift card is considered to be abandoned personal property and must be reported to the state.

The state will take ownership of the funds on the gift card—this is known as escheatment—so that the merchant does not have to manage the abandoned personal property.

For additional information, see the U.S. Securities and Exchange Commission website: http://www.sec.gov/answers/escheat.htm.

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**WARNING!** This feature is only a reporting tool and does not take individual state laws into consideration. It is intended to provide relevant information that merchants can use appropriately.

The State Escheatment Report area is used to analyze gift cards and generate a report detailing which gift cards have been unused for the time period selected. The report contains various filters to further define which gift cards will be displayed, and the report may be displayed or exported.

To generate a state escheatment report, complete the following steps:

1. On the IYC Reports page, click the Other tab.
2. *If applicable* Select the desired card group from the Group Filter list.
Note: The Group Filter list is only displayed if Card Groups have been defined by the Account Administrator on the IYC Settings page. When a group is selected, only data for the selected group will be displayed in the report. If you need to create, edit, or delete a group in the list, contact your Account Administrator.

3. In the State Escheatment Report area, complete the following steps:
   - From the State list, select your desired state or select All.

   Note: State information for a card is only listed if state information was collected during the transaction or added later. Therefore, some cards may not report for a particular state.

   - From the Years list, select the desired number of years (between 1 and 10). The report will display a list of gift cards that have not been used in the range selected.

   Tip: For example, if 1 is selected, the report will display all gift cards that have not been used for one year prior to the current date.

   - In the Honor Cardholder State area, select one of the following options:
     o Yes – The report will use the address information supplied to separate the cards by state.
     o No – The report will not use the address information supplied and will separate the cards by the state in which they were purchased.

   - In the Treat Balance Inquiry as Activity area, select one of the following options:
     o Yes – A balance inquiry will be treated as card activity for the report (meaning the card has been used).
     o No – A balance inquiry will not be treated as card activity for the report (meaning the card has not been used).
Tip: For example, a gift card was used to make a purchase 14 months prior to the current date. A balance inquiry was performed on the same card six months prior to the current date. If 1 is selected in the Years list, and Yes is selected in the Treat Balance Inquiry as Activity area, the gift card will not be on the report because it was used, and the report shows gift cards that have not been used. If No is selected, the gift card will be on the report because it has not been used, and the report shows gift cards that have not been used.

- In the Show Card Types area, select one of the following options:
  - Active Only – The report will only display cards with a status of active.
  - Inactive Only – The report will only display cards with a status of inactive.
  - Both – The report will display cards with a status of active and inactive.

- In the Output Format area, select one of the following options:
  - Display – The report will display in the browser.
  - CSV – The report will be exported in a CSV file format, viewable in Excel.
  - TAB – The report will be exported in a tab delimited file format, viewable in Notepad.
  - XML – The report will be exported in an XML file format, viewable in the browser.

Tip: If CSV is selected, the card numbers will need to be reformatted to display as a number with no decimal places.

4. In the State Escheatment Report area, to generate the report, complete one of the following steps:
   - If CSV, TAB, or XML was selected in step 3, click Detail, and then follow the directions in the window to export the report.
• If Display was selected in step 3, click one of the following options:
  
  o Detail
  o Summary

5. The report will be displayed.

Example of Generating a State Escheatment Report – California
The following is an example of generating a state escheatment report in Lighthouse Transaction Manager with respect to California’s state laws.

1. On the IYC Reports page, click the Other tab.
2. In the State Escheatment Report area, complete the following steps:
   - From the State list, select California.
   - From the Years list, select 3.
   - In the Honor Cardholder State area, select Yes.
   - In the Treat Balance Inquiry as Activity area, select Yes.
   - In the Show Card Types area, select Both.
   - In the Output Format area, select Display.
3. In the State Escheatment Report area, click Detail.
4. The report will be displayed.
Note: This report should be generated annually to identify unused gift cards. After the unused gift cards have been identified, the merchant can use the information to contact the owner of the gift card so that it can be used. If the merchant cannot locate the customer who owns the gift card and it remains unused, then the gift card is considered to be abandoned personal property and must be reported to the state. After the information is reported to the state, the state will try to contact the owner of the gift card, advising the owner to claim their property with the merchant (i.e. use the gift card). If the owner contacts the merchant or uses the gift card, it is no longer considered abandoned personal property. If the owner does not, then it is considered abandoned personal property and must be remitted to the state.

Example of Generating a State Escheatment Report – Texas

WARNING! This example is provided for demonstration purposes only. It is based on Shift4 Payments’ understanding of Texas’ state laws as outlined on the Texas Comptroller of Public Accounts website, http://comptroller.texas.gov/up/generalinfo.php, on June 29, 2015.

The following is an example of generating a state escheatment report in Lighthouse Transaction Manager with respect to Texas’ state laws.

5. On the IYC Reports page, click the Other tab.
6. In the State Escheatment Report area, complete the following steps:
   - From the State list, select Texas.
   - From the Years list, select 1.
   - In the Honor Cardholder State area, select Yes.
   - In the Treat Balance Inquiry as Activity area, select Yes.
   - In the Show Card Types area, select Both.
   - In the Output Format area, select Display.
7. In the State Escheatment Report area, click **Detail**.

![State Escheatment Report](image)

8. The report will be displayed.

**Note:** This report should be generated annually to identify unused gift cards. After the unused gift cards have been identified, the merchant can use the information to contact the owner of the gift card so that it can be used. If the merchant cannot locate the customer who owns the gift card and it remains unused, then the gift card is considered to be abandoned personal property and must be reported to the state. After the information is reported to the state, the state will try to contact the owner of the gift card, advising the owner to claim their property with the merchant (i.e. use the gift card). If the owner contacts the merchant or uses the gift card, it is no longer considered abandoned personal property. If the owner does not, then it is considered abandoned personal property and must be remitted to the state.