



# **INSTRUCTIONS FOR COMPLETING FORM AP-3 SUMMARY SHEET OF REPORTED ITEMS**

(All information must be typed)

The Summary Sheet **must** be filed with your unclaimed property report. This information should be listed by property type description. If you are reporting owner accounts under \$50.00, please list them by dollar amount in aggregate by description of property.

- 1 PROPERTY DESCRIPTION:**  
The property type description of each category of items as listed on the corresponding individual property pages (see AP-2 forms).
- 2 NUMBERS OF OWNERS:**  
The number of owners per property description.
- 3 PAGES:**  
The inclusive page numbers on the AP-2 forms where each type of property is listed.
- 4 AMOUNT REMITTED:**  
The exact dollar amount remitted along with these reporting forms for **each** category of property. Dollars and cents must be included. Special considerations:
  - Accounts under \$50 listed in the aggregateThe above should be listed separately under the appropriate property description in the same sequence as above.
- 5 TOTAL OWNERS:**  
The total number of owners on the holder report.
- 6 TOTAL DOLLAR AMOUNT OF AGGREGATES:**  
The total dollar amount of Aggregates from your AP-4 form.
- 7 TOTAL AMOUNT REMITTED:**  
The total amount of money actually paid with your reporting forms.
- 8 HOLDER:**  
The name of the holder of unclaimed property. Also provide the county name of the holder's principal place of business, the Federal Employer Identification Number (EIN) and the reporting year.
- 9 REPORTING YEAR**  
The reporting year.