

AP- 1 REPORT OF ABANDONED AND UNCLAIMED PROPERTY VERIFICATION AND CHECKLIST

Robert M. McCord
Treasurer



TREASURY USE ONLY

Receipt Number _____

Receipt Date _____

Amount _____

Number Shares _____

Holder's Name _____

Federal EIN Number _____

Contact Person _____

Telephone (_____) _____ E-mail _____

Business Address _____

City _____ State _____ Zip Code _____ County _____

Date Incorporated _____, In the State of _____

Industry Type *(scroll down in box and click on type)* _____

Is this the first time your organization has filed an abandoned and unclaimed property report to the Commonwealth of Pennsylvania? YES _____ NO _____

Have you ever reported under another company name? YES _____ NO _____

If so, under what company name? _____ Federal EIN # _____

Please fill in the blanks below for a positive report. Report should be signed by Company President, Chief Executive Officer or Chief Financial Officer. (For negative reports, please use the new 'AP-1 Neg' form.)

I have prepared and examined this AP-1 report consisting of _____ pages totaling \$ _____ as to property presumed abandoned under the Pennsylvania Disposition of Abandoned and Unclaimed Property Act (DAUPA) for the year ended as stated. I verify this report is accurate and complete to the best of my knowledge and belief as of said date, excepting for such property as has since ceased to be abandoned.

Please check if your payment is a Wire Transfer

HOLDER VERIFICATION: The undersigned hereby verifies that the statements set forth in this holder report are true, and acknowledges that any false statements contained therein are subject to the penalties of 18 Pa. C.S.A. § 4904 (relating to unsworn falsification to authorities).

Signature _____ Date _____

Print Name _____

Title _____

Report for Period Ended December 31, _____

Please complete the checklist below by indicating with a “✓” all types of property you are reporting. Each description marked must correspond with individual property descriptions you list on Form AP-2.

-
- | | | |
|--|--|--|
| <input type="checkbox"/> Accounts Payable Check | <input type="checkbox"/> Estate Funds | <input type="checkbox"/> Passbook Savings |
| <input type="checkbox"/> Accrued Dividends | <input type="checkbox"/> Expense Check | <input type="checkbox"/> Patient Accounts |
| <input type="checkbox"/> Accrued Interest on Bond | <input type="checkbox"/> Fiduciary Funds | <input type="checkbox"/> Paying Agent Accounts |
| <input type="checkbox"/> Bail Bond Deposit | <input type="checkbox"/> Foreign Exchange Check | <input type="checkbox"/> Pension & Profit Sharings |
| <input type="checkbox"/> Bank Draft | <input type="checkbox"/> General Obligation Bonds | <input type="checkbox"/> Premium Refunds |
| <input type="checkbox"/> Bearer Bond/Principal | <input type="checkbox"/> Gift Certificate/Gift Card | <input type="checkbox"/> Property Sales |
| <input type="checkbox"/> Bond Interest/Coupon Money | <input type="checkbox"/> Health & Welfare Funds | <input type="checkbox"/> Redemption |
| <input type="checkbox"/> Bond Redemption | <input type="checkbox"/> Inmate Accounts | <input type="checkbox"/> Refund/Rebates |
| <input type="checkbox"/> Cash Distribution | <input type="checkbox"/> IRA Account | <input type="checkbox"/> Registered Bond Proceeds |
| <input type="checkbox"/> Cash Exchange | <input type="checkbox"/> Jewelry - Safe Deposit Box | <input type="checkbox"/> Registered Checks |
| <input type="checkbox"/> Cashier's Checks | <input type="checkbox"/> Keough Account | <input type="checkbox"/> Restitution Award |
| <input type="checkbox"/> CD Interest Check | <input type="checkbox"/> Layaway | <input type="checkbox"/> Rights Redemption/Lease |
| <input type="checkbox"/> Certificate of Deposit/Savings
Certificate | <input type="checkbox"/> Liquidated Debenture | <input type="checkbox"/> Rental |
| <input type="checkbox"/> Certified Check | <input type="checkbox"/> Liquidated Dividend Reinvestment | <input type="checkbox"/> Safekeeping - Miscellaneous |
| <input type="checkbox"/> Checking Account | <input type="checkbox"/> Liquidated DRP Termination Shares | <input type="checkbox"/> Safety Deposit Boxes |
| <input type="checkbox"/> Checks Written Off Into
Income | <input type="checkbox"/> Liquidated Stock Distribution | <input type="checkbox"/> Security Deposit |
| <input type="checkbox"/> Christmas Club Account | <input type="checkbox"/> Liquidated Mutual Funds | <input type="checkbox"/> Share Deposit |
| <input type="checkbox"/> Claims Payment Check | <input type="checkbox"/> Liquidated Rights | <input type="checkbox"/> Statement Savings |
| <input type="checkbox"/> Coins - Safe Deposit Box | <input type="checkbox"/> Liquidated Stock - Undeliverable | <input type="checkbox"/> Stock - Cash-in-Lieu |
| <input type="checkbox"/> Collectable - Safe Deposit
Box | <input type="checkbox"/> Liquidated Stock - Underlying | <input type="checkbox"/> Support Payments |
| <input type="checkbox"/> Commissions | <input type="checkbox"/> Liquidated Stock Unexchanged | <input type="checkbox"/> Suspense Accounts |
| <input type="checkbox"/> Condemnation Awards | <input type="checkbox"/> Liquidated Stock Distribution | <input type="checkbox"/> Tax Sales Excess |
| <input type="checkbox"/> Confiscated Funds | <input type="checkbox"/> Liquidated Stock Dividend | <input type="checkbox"/> Travelers Checks |
| <input type="checkbox"/> Credit Balances | <input type="checkbox"/> Liquidated Stock Split | <input type="checkbox"/> Treasurer's Checks |
| <input type="checkbox"/> Currency - Safe Deposit Box | <input type="checkbox"/> Liquidated Warrants | <input type="checkbox"/> Trust Accounts |
| <input type="checkbox"/> Customer Deposit | <input type="checkbox"/> Liquid Cash Distribution | <input type="checkbox"/> U S Government Securities |
| <input type="checkbox"/> Death Benefit Check | <input type="checkbox"/> Master Fees | <input type="checkbox"/> Uncashed Checks |
| <input type="checkbox"/> Debenture Interest | <input type="checkbox"/> Matured Life Policy | <input type="checkbox"/> Unclaimed Check/Official
Check |
| <input type="checkbox"/> Dividends | <input type="checkbox"/> Membership Fees | <input type="checkbox"/> Utility Refund/Deposit |
| <input type="checkbox"/> Endowment Funds | <input type="checkbox"/> Mineral & Royalty Proceeds | <input type="checkbox"/> Vacation Club Account |
| <input type="checkbox"/> Escrow Account | <input type="checkbox"/> Misc. Papers - Safe Deposit Box | <input type="checkbox"/> Wages, Payroll Unclaimed |
| | <input type="checkbox"/> Miscellaneous Equipment | <input type="checkbox"/> Witness Fees |
| | <input type="checkbox"/> Money Order | <input type="checkbox"/> Written Instrument |
| | <input type="checkbox"/> Nontransferable Security | |

**INSTRUCTIONS FOR COMPLETING FORM AP-1
REPORT OF ABANDONED AND UNCLAIMED PROPERTY
VERIFICATION AND CHECKLIST**
(All information must be typed)

AP-1 is required for all reporting methods of unclaimed property.

- 1 Holder's Name:**
The name of your business entity.
- 2 Federal Employer ID Number (EIN):**
Company's Federal Employer Identification Number (tax ID Number) **This line must be completed.**
- 3 Contact Person:**
The name of the person responsible for preparing this report for your company.
- 4 Telephone Number & E-Mail Address:**
The business phone number and e-mail address of the person completing the report. This is the person the Bureau of Unclaimed Property will contact if there are questions or problems with your report.
- 5 Holder's Address:**
Your company's mailing address. Include department names if they are an important part of your address.
- 6 Date of Incorporation/Charter Date:**
Corporations should enter the date on which they were incorporated or licensed to do business. Savings and loan associations, banks and credit unions should enter the date their organization was chartered.
- 7 State of Incorporation:**
Corporations should enter the state in which they are incorporated. Savings and loan associations, banks and credit unions should enter the state in which they are chartered.
- 8 Industry Type:**
Description of business type.
- 9 Section Two:**
 - (a) Place a check mark next to the appropriate answer.
 - (b) Place a check mark next to the appropriate answer.
 - (c) If 9b is yes, please enter the company name and EIN# as requested.
- 10 Section Three:**
 - (a) If you are sending a completed report, be sure to enter the number of pages and the total dollar value you are reporting.
 - (b) Sign and date the bottom of the form. Please print your name and title below your signature.
NOTE: A corporate officer must sign the AP-1. e.g. CEO; CFO; President.
- 11 Verification for Period Ending:**
This is the cutoff date for reviewing your records. Enter December 31 of the previous year.