



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF THE TREASURY  
Division of Unclaimed Property  
P O Box 2478 Richmond, VA 23218  
PHONE (804) 225-2393 FAX (804) 786-4653  
TOLL FREE 1-800-468-1088**

For State Use Only

CHECK AMOUNT \_\_\_\_\_  
CHECK # \_\_\_\_\_  
DEPOSIT DATE \_\_\_\_\_  
INITIALS \_\_\_\_\_  
INTEREST PAYMENT AMOUNT  
\$ \_\_\_\_\_

Holder Name	Holder Number
Address	
City, State Zip Code	



**AP1 FORM FOR REPORT OF UNCLAIMED PROPERTY**

1. Contact person:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_
2. If the address above is incorrect, please correct here:  
\_\_\_\_\_  
\_\_\_\_\_
3. Please provide  
e-mail address \_\_\_\_\_

**ABOUT THIS BUSINESS ENTITY:**

4. Federal Employer Identification Number \_\_\_\_\_ 5. Standard Industry Code \_\_\_\_\_
6. State of Incorporation (or locality where business license is filed if not incorporated) \_\_\_\_\_
7. Date of Incorporation \_\_\_\_\_ 8. Primary Business Activity \_\_\_\_\_
9. Annual Gross Income \$ \_\_\_\_\_ Assets \$ \_\_\_\_\_ # of Employees \_\_\_\_\_

**ABOUT THIS REPORT:**

10. Date(s) Due Diligence was Performed \_\_\_\_\_
11. This report is for Report Year \_\_\_\_\_ and the type of report is  REGULAR  AUDIT  NEGATIVE  OTHER \_\_\_\_\_
12. This report has the following media attached to report the property details:  REPORT UPLOADED TO WEBSITE  
 DISKETTE/CD  HARD COPY-PAPER, CONSISTING OF \_\_\_\_\_ PAGES
13. This is the first time this business entity has filed an Unclaimed Property Report: YES  NO
14. Property types on this report include: CASH  SECURITIES  MUTUAL FUNDS  TANGIBLE PROPERTY

**IMPORTANT NOTICE:** *Your remittance must accompany this report and an authorized representative of your business must complete the certification that follows. Please complete the summary information on the reverse of this page, and mail your report and remittance to the address at the top of this form. Pursuant to §55-210.26:1 of the Code of Virginia, interest and penalties may be imposed for failure to report and remit as required.*

I, \_\_\_\_\_, CERTIFY THAT I HAVE CAUSED TO BE PREPARED AND HAVE EXAMINED THIS REPORT AS TO PROPERTY PRESUMED ABANDONED UNDER THE VIRGINIA UNCLAIMED PROPERTY LAW FOR THE YEAR ENDING AS STATED, THAT I AM DULY AUTHORIZED TO EXECUTE THIS VERIFICATION BY THE HOLDER AND BY LAW AND THAT I BELIEVE THAT SAID REPORT IS TRUE, CORRECT, AND COMPLETE AS OF SAID DATE, EXCEPTING FOR SUCH PROPERTY AS HAS SINCE CEASED TO BE ABANDONED. THIS REPORT TOTALS # \_\_\_\_\_ PROPERTIES FOR \$ \_\_\_\_\_ AND # \_\_\_\_\_ SHARES.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_



**CASH PROPERTY****ACCOUNT BALANCES DUE**

AC01 CHECKING ACCOUNTS  
 AC02 SAVINGS ACCOUNTS  
 AC03 MATURED CD OR SAVINGS CERTIFICATE  
 AC04 CHRISTMAS CLUB FUNDS  
 AC05 MONEY ON DEPOSIT TO SECURE FUND  
 AC06 SECURITY DEPOSIT  
 AC07 UNIDENTIFIED DEPOSITS  
 AC08 SUSPENSE ACCOUNTS  
 AC09 SHARE ACCOUNTS  
 AC21 MISCELLANEOUS DEPOSITS  
 AC99 AGGREGATE ACCOUNT BALANCES <\$100

**UNCASHED CHECKS**

CK01 CASHIER'S CHECKS  
 CK02 CERTIFIED CHECKS  
 CK03 REGISTERED CHECKS  
 CK04 TREASURER'S CHECKS  
 CK05 DRAFTS  
 CK06 WARRANTS  
 CK07 MONEY ORDERS  
 CK08 TRAVELER'S CHECKS  
 CK09 FOREIGN EXCHANGE CHECKS  
 CK10 EXPENSE CHECKS  
 CK11 PENSION CHECKS  
 CK12 CREDIT CHECKS OR MEMOS  
 CK13 VENDOR CHECKS  
 CK14 CHECKS WRITTEN OFF TO INCOME  
 CK15 OTHER OUTSTANDING OFFICIAL CHECKS  
 CK16 CD INTEREST CHECKS  
 CK99 AGGREGATE UNCASHED CHECKS <\$100

**MISCELLANEOUS CHECKS**

MS01 WAGES, PAYROLL, SALARY  
 MS02 COMMISSIONS  
 MS03 WORKERS' COMPENSATION BENEFITS  
 MS04 PAYMENT FOR GOODS & SERVICES  
 MS05 CUSTOMER OVERPAYMENTS  
 MS06 UNIDENTIFIED REMITTANCES  
 MS07 UNREFUNDED OVERCHARGES  
 MS08 ACCOUNTS PAYABLE  
 MS09 CREDIT BALANCES - A/R  
 MS10 DISCOUNTS DUE  
 MS11 REFUNDS DUE  
 MS12 UNREDEEMED GIFT CERTIFICATES  
 MS13 UNCLAIMED LOAN COLLATERAL  
 MS14 PENSION & PROFIT SHARING PLANS (IRA , KEOGH)  
 MS15 DISSOLUTION OR LIQUIDATION  
 MS16 MISC OUTSTANDING CHECKS  
 MS17 MISC INTANGIBLE PROPERTY  
 MS18 SUSPENSE LIABILITIES  
 MS19 OTHER CASH  
 MS20 Rental Property Income  
 MS99 AGGREGATE MISC PROPERTY <\$100

**COURT & LOCALITY FUNDS**

CT01 ESCROW FUNDS  
 CT02 CONDEMNATION AWARDS  
 CT03 MISSING HEIRS' FUNDS  
 CT04 SUSPENSE ACCOUNTS  
 CT05 OTHER COURT DEPOSITS

CT07 EVIDENCE MONEY  
 CT08 GENERAL RECEIVER ACCOUNTS  
 CT09 COURT ORDERED REFUNDS  
 CT10 PERSONAL PROPERTY TAX OVERPAYMENT  
 CT11 REAL ESTATE TAX OVERPAYMENT  
 CT12 COURT HELD ACCOUNTS  
 CT13 BONDS  
 CT14 ESTATE ACCOUNTS  
 CT15 LITIGATIONS  
 CT16 RESTITUTIONS  
 CT99 AGGREGATE COURT DEPOSITS <\$100

**INSURANCE**

IN01 INDIVIDUAL POLICY BENEFITS OR CLAIMS PD  
 IN02 GROUP POLICY BENEFITS OR CLAIMS PAID  
 IN03 PROCEEDS DUE BENEFICIARIES  
 IN04 PROCEEDS FROM MATURED POLICIES,  
 ENDOWMENTS  
 IN05 PREMIUM REFUNDS  
 IN06 UNIDENTIFIED REMITTANCES  
 IN07 OTHER AMOUNTS DUE UNDER POLICY TERMS  
 IN08 AGENT CREDIT BALANCES  
 IN09 ANNUITIES  
 IN10 DEMUTUALIZATION CASH  
 IN11 DEMUTUALIZATION SECURITIES  
 IN99 AGGREGATE INSURANCE PROPERTY <\$100

**TRUST, INVESTMENT AND ESCROW ACCOUNTS**

TR01 PAYING AGENT ACCOUNTS  
 TR02 UNDELIVERED OR UNCASHED DIVIDENDS  
 TR03 FUNDS HELD IN FIDUCIARY CAPACITY  
 TR04 ESCROW ACCOUNTS  
 TR05 TRUST VOUCHERS  
 TR06 ENDOWMENT FUNDS  
 TR99 AGGREGATE TRUST PROPERTY <\$100

**UTILITIES**

UT01 UTILITY DEPOSITS  
 UT02 MEMBERSHIP FEES  
 UT03 REFUNDS OR REBATES  
 UT04 CAPITAL CREDIT DISTRIBUTIONS  
 UT99 AGGREGATE UTILITY PROPERTY <\$100

**MINERAL PROCEEDS & MINERAL INTERESTS**

Mi01 NET REVENUE INTEREST  
 Mi02 ROYALTIES  
 Mi03 OVERRIDING ROYALTIES  
 Mi04 PRODUCTION PAYMENTS  
 Mi05 WORKING INTEREST  
 Mi06 BONUSES  
 Mi07 DELAY RENTALS  
 Mi08 SHUT-IN ROYALTIES  
 Mi09 MINIMUM ROYALTIES  
 Mi99 AGGREGATE MINERAL INTERESTS <\$100

**CASH PROPERTY SUMMARY:****TOTAL CASH REMITTED:** \_\_\_\_\_**TOTAL # OF ITEMS:** \_\_\_\_\_**TANGIBLE PROPERTY****SAFE DEPOSIT BOXES & SAFEKEEPING**

SD01 SAFE DEPOSIT BOX CONTENTS  
 SD02 OTHER SAFEKEEPING  
 SD03 OTHER TANGIBLE PROPERTY

**TANGIBLE PROPERTY SUMMARY:****TOTAL ITEM COUNT:** \_\_\_\_\_**TOTAL # OF OWNERS:** \_\_\_\_\_**SECURITY PROPERTY****SECURITIES**

SC01 DIVIDENDS  
 SC02 INTEREST (BOND COUPONS)  
 SC03 PRINCIPAL PAYMENTS  
 SC04 EQUITY PAYMENTS  
 SC05 PROFITS  
 SC06 FUNDS PAID TO PURCHASE SHARES  
 SC07 FUNDS FOR STOCKS AND BONDS  
 SC08 SHARES OF STOCK (RETURNED BY POST OFFICE)  
 SC09 CASH FOR FRACTIONAL SHARES  
 SC10 UNEXCHANGED STOCK OF SUCCESSOR CORP  
 SC11 OTHER CERTIFICATES OF OWNERSHIP  
 SC12 UNDERLYING SHARES OR OTHER STANDING CERTIFICATES  
 SC13 FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCK OR BONDS  
 SC14 DEBENTURES  
 SC15 US GOVT SECURITIES  
 SC16 MUTUAL FUND SHARES  
 SC17 WARRANTS (RIGHTS)  
 SC18 MATURED BOND PRINCIPAL  
 SC19 DIVIDEND REINVESTMENT PLANS  
 SC20 CREDIT BALANCES  
 SC21 LIQUIDATED MUTUAL FUND SHARES  
 SC97 MUTUAL FUND IRA/RETIREMENT ACCTS  
 SC99 AGGREGATE SECURITY RELATED CASH <\$100

**SECURITY PROPERTY SUMMARY:****TOTAL SHARES REMITTED:** \_\_\_\_\_**TOTAL # OF ITEMS:** \_\_\_\_\_**MISCELLANEOUS**

ZZZZ PROPERTIES NOT IDENTIFIED ABOVE