

Instructions for preparing THE AP-1 FORM

Please Read Carefully

REQUIREMENTS

All sections of the AP-1 form MUST be completed!!

The statement on the AP-1 form must be completed and signed by an authorized official certifying the accuracy of the report. The AP-1 form must be submitted with the report, including all electronic reports.

Indicate date due diligence was performed in accordance with 55-210.12 (e) of The Uniform Disposition of Unclaimed Property Act, Code of Virginia.

The federal identification number (FEIN), Federal Tax ID must be listed.

HINTS

The contact person should be the individual responsible for answering any questions concerning your Report of Unclaimed Property. **Please include the contact person's telephone number.**

North American Industry Classification System (NAICS) Code per IRS regulations, (formerly SIC). For further assistance, visit:

<http://www.census.gov/epcd/www/naicstab.htm>

Indicate report year (i.e. If report is due November 1, 2013, REPORT YEAR = 2013).

This is property that has become reportable between July 1, 2012 to June 30, 2013

Type of Report

Regular – Holder's annual report due November 1 (May 1 for Insurance companies)

Audit – Report filed as a result of an Unclaimed Property Audit

Negative – No unclaimed property to report (**NO REPORT REQUIRED**)

Indicate the media/method by which you reported the detail information on the properties included in your report.

Check all property types included on this report and provide totals– cash, securities, mutual funds, or tangible property.

For security property, please state the number of shares and the number of shares sent via each delivery method.

THE AP-2 FORM

This form can be reproduced to accommodate additional owner accounts. If the AP-2 form is not used, the adopted format (preferred font size is 12) must comply with that of the AP-2 form. **Reports, which do not comply, will be returned and considered past due.** The top section of this form should show the same information as on the AP-1 form. The period covered should indicate the last dates of activity for the property being reported. Please give the range of dates listed in Column 6.

COLUMN 1: Number owners sequentially (1,2,3...).

COLUMN 2: (Property Code) Transfer the correct code from the AP-1 form which applies to each individual account. If the property code is "OTHER," please describe in Column 11.

COLUMN 3: (Identifying Number) Insert the account number, check number, policy number, case number (example: courts, governmental agencies, etc.) or other identifying number.

COLUMN 4: (Owner's Name and Address) List the owners alphabetically with the last name first and any address information. If the account has more than one owner, please specify any legal language such as joint tenant, beneficiary, trustee, Uniform Gift to Minors, etc., beside the correct name.

COLUMN 5: (Social Security Number) List the social security number for each owner including accounts with more than one owner.

COLUMN 6: (Date of Last Transaction) Specify the date of the last deposit or withdrawal made by the owner, the date the property became payable or distributable, or the date a check or draft was issued. If the property is an automatically renewable savings certificate or dividend reinvestment plan, the holding period starts at the date of the second mailing that is returned undeliverable or the date mailings were discontinued.

COLUMN 7: (Amount Due Owner Before Deductions and Withholdings) Specify the amount due an owner before any deductions.

COLUMN 8a: (Type Code for Deductions or Withholdings) The following type codes must be used for this section:

"SC" - service charge deduction

"IW" - interest withheld or discontinued

"DW" - dividends withheld or discontinued

"FTW" - federal tax withheld due to back up withholding

"OTH" - other (Describe in Column 11)

COLUMN 8b: (Deductions and Withholdings) Enter the amounts you are deducting or withholding from the owner account. No service charge, fee or assessment may be deducted nor should interest or dividends cease to accrue on property presumed abandoned. If such deductions are made, you must include a copy of the contract authorizing such charges or the authorization for the discontinuance of interest or dividend payments.

COLUMN 9: (Amount Remitted as Due Owner) Specify the total dollar amount or number of shares you are remitting for each owner.

COLUMN 10: (Interest Rate) Complete this column only if the owner account is an interest bearing account. Please identify the interest rate. **If an interest rate is not supplied, the report will be considered incomplete and held until the interest rate is provided in writing.**

COLUMN 11: (Tangible Property, Securities, Description or Comments) Describe the property being reported. For tangible property, a description of the item. For Securities, the cusip number and issue name, For cash, any additional information that we may need to identify the account.

AGGREGATE: Items under \$100 may be reported as one figure by stating the total number of items and amount being remitted (example: 20 items less than \$100 each totaling – \$1,600.00). Should you report in this manner, you will be required to provide verification of the report year and amount remitted when the owner makes a claim. To prevent us from having to contact you later for this information, you are encouraged to attach a detailed listing of owners that make up the aggregate amount. **PLEASE PLACE AN AGGREGATE DETAIL LIST AT THE END OF THE REPORT.**