

New York State Comptroller  
**OFFICE OF UNCLAIMED FUNDS**  
 110 State Street, 8<sup>TH</sup> Floor  
 Albany, NY 12236-0001

**VERIFICATION AND CHECKLIST FOR UNCLAIMED PROPERTY**

**Reporting Organization:**

\_\_\_\_\_  
 (name of business)

\_\_\_\_\_  
 (area or department, e.g., Corp Trust Division)

\_\_\_\_\_  
 (street address)

\_\_\_\_\_  
 (street address)

\_\_\_\_\_  
 (city, state, zip code)

\_\_\_\_\_  
 (service bureau, if used)

\_\_\_\_\_  
 (service bureau contact name)

\_\_\_\_\_  
 (service bureau contact phone)

**Verification for Period Ended** \_\_\_\_\_, 20\_\_\_\_

**State of Incorporation** \_\_\_\_\_

**Date of Incorporation** \_\_\_\_\_

**Are You Authorized To Do Business in NYS?** \_\_\_\_\_

**FEDERAL EMPL ID NO:** \_\_\_\_\_

Contact Person	_____
Contact Title	_____
Contact Phone	(____) _____
Contact Fax	(____) _____
Address	_____ _____ _____ _____
Email Address	_____

I certify that I am a duly authorized officer of the above named organization. To the best of my knowledge and belief this report is a true and complete statement of all abandoned property held by, or owing by, this organization as of the report period end date.

\_\_\_\_\_  
 Signature

**Payment Type:** Electronic

Check

Securities

**Totals:** Cash \_\_\_\_\_

Issues \_\_\_\_\_

Shares \_\_\_\_\_

**RESERVED FOR USE OF STATE COMPTROLLER**

Amount Received	Date Received	Ack. Number	Media Type	Class	Report Sequence	Year
Comments						

Be sure to complete the "checklist" sheet, indicating types and amounts of property being reported. Also, please verify that the property type(s) used on this form are the same as the ones used in your detailed Report of Abandoned Property. Detailed instructions for completing this form are in the Handbook for Reporters of Unclaimed Funds.

1. ACCOUNT BALANCES	Dormancy Period	Cash	Shares
A. Demand Deposit Account(s)	3 yrs	1A. \$ _____	
B. Savings Accounts (includes Club Accounts, Security Deposits & Retirement Accounts)	3 yrs	1B. \$ _____	
C. Time Deposit Accounts	3 yrs	1C. \$ _____	
D. Money on Deposits to Security Funds (if separate from A & B)	3 yrs	1D. \$ _____	
E. Unidentified Deposits (if separate from A & B) & Suspense Accounts	3 yrs	1E. \$ _____	
F. Escrow Funds (Mortgages, Performance Guarantee, Surety Bonds, etc.)	3 yrs	1F. \$ _____	
G. Credit Balances Arising from Loans (includes Liquidated Mortgages, Consumer Loans, Remainder of Collateral Amounts, etc.)	3 yrs	1G. \$ _____	
H. Credit Balances; Consumer Credit Accounts	3 yrs	1H. \$ _____	
I. Credit Balances in Trading & Investment Accounts with Trusts, Brokers, Investment Firms, etc. (Including O/S checks issued to customers)	3 yrs	1I. \$ _____	
J. Credit Balances or Cash Due Renters of Safe Deposit Boxes	3 yrs	1J. \$ _____	
<b>2. NEGOTIABLE INSTRUMENTS</b>			
A. Certified Checks	3 yrs	2A. \$ _____	
B. Cashier, Teller Checks	3 yrs	2B. \$ _____	
C. Bank Money Orders	3 yrs	2C. \$ _____	
D. Treasurer & Registered Checks	3 yrs	2D. \$ _____	
E. Drafts & Bank Traveler's Checks	3 yrs	2E. \$ _____	
F. Warrants	3 yrs	2F. \$ _____	
G. Outstanding Checks Issued to Vendors (Accounts Payable)	3 yrs	2G. \$ _____	
H. Travelers Checks (non-bank)	15 yrs	2H. \$ _____	
I. Licensed Money Transmitter Receipts & Money Orders (non-bank)	5 yrs	2I. \$ _____	
J. State Checks	1 yr	2J. \$ _____	
<b>3. PAYING AGENTS, FIDUCIARY, MUTUAL FUNDS, AMERICAN DEPOSITORY RECEIPT ACCOUNTS AND CORPORATION DISBURSING DIRECTLY TO THEIR OWN SHAREHOLDERS</b>			
A. Cash Dividends (other than ADR)	3 yrs	3A. \$ _____	
B. Bond Interest (other than ADR)	3 yrs	3B. \$ _____	
C. Stock Dividends (other than ADR)	3 yrs	3C. \$ _____	3P _____
D. Distributions from Ownership of Interest (other than ADR), includes \ Redemption Values, Warrants, Underlying & Unexchanged Shares & Accrued Dividends	3 yrs	3D. \$ _____	3Q _____
E. Cash Dividends (ADR)	3 yrs	3E. \$ _____	
F. Stock Dividends (ADR)	3 yrs	3F. \$ _____	3R _____
G. Other Distributions Resulting From Ownership of Interest (ADR)	3 yrs	3G. \$ _____	3S _____
H. Bond Redemption	3 yrs	3H. \$ _____	3T _____
I. Mutual Fund & Dividend Reinvestment)	3 yrs	3I. \$ _____	3U _____
<b>4. INVESTMENTS, TRADING (BROKER/DEALER) AND BANK TRUST DEPARTMENT ACCOUNTS REPRESENTING DISTRIBUTIONS RECEIVED FOR KNOWN AND UNKNOWN OWNERS</b>			
A. Cash Over Receipts (Dividends & Other)	3 yrs	4A. \$ _____	
B. Bond Interest Over Receipts	3 yrs	4B. \$ _____	
C. Stock Over Receipts (Dividends & Other)	3 yrs	4C. \$ _____	4P _____
D. Other Over Receipts	3 yrs	4D. \$ _____	4Q _____
E. Unidentified Overages	3 yrs	4E. \$ _____	4R _____
F. Other Distributions Resulting from Ownership Interest or Debt Obligation	3 yrs	4F. \$ _____	4S _____
<b>5. REFUNDS</b>			
A. Utility Service Deposit	2 yrs	5A. \$ _____	
B. Advance Payments for Utility Services Not Furnished	2 yrs	5B. \$ _____	
C. Refunds Due on Overcharges by Utility Companies	2 yrs	5C. \$ _____	
D. Refunds Due by Insurance Companies	3 yrs	5D. \$ _____	
E. Amounts Due for Undelivered Goods and/or Services	3 yrs	5E. \$ _____	
F. Rebates	3 yrs	5F. \$ _____	
<b>6. INSURANCE PROCEEDS</b>			
A. Limiting Age (Superannuated) Contracts	N/A	6A. \$ _____	
B. Matured Endowments	3 yrs	6B. \$ _____	
C. Death Claims	3 yrs	6C. \$ _____	
D. Amounts Due Under Policies of Insurance Other than Life	3 yrs	6D. \$ _____	
E. Refunds & Other Amounts Due Under Policy Terms	3 yrs	6E. \$ _____	
F. Annuities	3 yrs	6F. \$ _____	
G. Retained Asset Accounts, Benefits Access Accounts or similar distribution Accounts	3 yrs	6G. \$ _____	
<b>7. FUNDS OWING BY COURTS AND GOVERNMENTAL UNITS</b>			
A. Trust Funds	3 yrs	7A. \$ _____	
B. Bail Funds	3 yrs	7B. \$ _____	
C. Funds for Support of Spouse or Child	3 yrs	7C. \$ _____	
D. Condemnation Awards	3 yrs	7D. \$ _____	
X. Other	3 yrs	7X. \$ _____	
<b>8. OTHER AMOUNTS AND SECURITIES</b>			
A. Wages, Payroll, Salaries, Commissions, Pension Payments	3 yrs	8A. \$ _____	
B. Unredeemed Gift Certificates	5 yrs	8B. \$ _____	
C. Amounts Owed by Sales & Insurance Finance Companies	3 yrs	8C. \$ _____	
D. Surplus from Sale of Pledged Property	1 yr	8D. \$ _____	
E. Lost Property	3 yrs	8E. \$ _____	
F. Securities Long in Customers' Trading, Investment, Trust Accounts	3 yrs	8F. \$ _____	8P _____
G. Securities Held As Transfer Agent	3 yrs	8G. \$ _____	8Q _____
H. Securities Held in a Vault or Storage Area of a Bank	3 yrs	8H. \$ _____	8R _____
I. Securities Lost & held by a Safe Deposit Company or Bank	3 yrs	8I. \$ _____	8S _____
J. Securities Found in a Safe Deposit Box	3 yrs	8J. \$ _____	8T _____
K. Other Securities Owed	3 yrs	8K. \$ _____	8U _____
X. Late Filing Interest		8X. \$ _____	
Y. Other Miscellaneous Property	3 yrs	8Y. \$ _____	8Z _____