

COMPLETING BUSINESS REPORT FORM UP 8-7

All holders, including those filing negative reports, must complete Report Form UP 8-7, found on pages **4 & 5** of this booklet or on the E-Holder site when processing an electronic report.

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1. **Federal Employer Identification Number** -Enter the nine-digit tax ID number assigned to the business by the federal government. ***This line must be completed.*** The report cannot be processed without this number.
2. **Zip Code** – Enter the nine-digit postal code corresponding with the mailing address of the business.
3. **Holder Name** - Enter the full company name used when initially registering as a business including any acronyms.
4. **Report Year** -**Complete the fiscal year in which the business is reporting.** For example, a report filed 11/1/07 for property that becomes reportable as of 6/30/07 would then be considered a 2007 report.
5. **Reporting Agent** – Complete ***only*** if you are filing on behalf of another business.
6. **Type of Business Ownership** -Check the box applicable for the business and/or association.
7. **Holder Mailing Address** -Complete with the street or Post Office Box portion of the business address. Please include department codes if they are an important part of the address.
8. **City** – Enter the City corresponding to the street address of the business.
9. **State** – Enter the two character state abbreviation for the business.
10. **Contact Person** -Enter the name of the person who completes the report. This is the employee we will contact if there are any questions.
11. **Phone** – Enter the ten digit phone number including area code of the contact person.
12. **Email** – Enter the mail address of the contact person.
13. **Fax** – Enter the fax number of the contact person.
14. **Government Agency or Operated** -Check the box if applicable. Examples include state agency, county agency and county hospitals. Note: All government instrumentalities must report all property types one year after the date of last activity.
15. **Securities** - Check the box if the report includes securities.
16. **Tangible Items** -Check this box if this report includes safe deposit boxes, safekeeping or other tangible property.
17. **Negative Report** -Check this if a thorough review of the business accounting records has shown that the business is not holding any reportable unclaimed property.
18. **Properties** – Enter total number of properties reported on corresponding Form(s) UP 8-8
19. **Cash** – Enter total dollar amount submitted that supports properties reported on corresponding Form(s) UP 8-8
20. **Securities** – Enter total number of stocks and / or inventory sheets listing contents reported on corresponding Form(s) UP 8-9
21. **Tangibles** – Enter total number of safe deposit boxes, safekeeping, or other tangible properties being reported on corresponding Form(s) UP 8-10
22. **Signature / Date** – Signature of person who signed report and eight digit date(MM/DD/YYYY) signed

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23. **Federal Employer Identification Number** -Enter the nine-digit tax ID number assigned to the business by the federal government. ***This line must be completed.*** The report cannot be processed without this number.
24. **Zip Code** – Enter the nine-digit postal code corresponding with the mailing address of the business
25. **State of Incorporation or Charter** -Corporations should enter the two character state code for the state in which they were incorporated or licensed to do business. Financial institutions should enter the state in which they were chartered.
26. **Date of Incorporation/Charter Date** -Corporations should enter the eight digit date code (MM/DD/YYYY) for the date on which they were incorporated or licensed to do business. Financial institutions should enter the date the organization was chartered.
27. **Type of Business Activity** - Provide a description of your primary business activity.
28. **Standard Industry Code (SIC)** -Provide your business classification code that best describes the principal business activity. If the business consists of more than one type of activity, provide the code that represents more than 50% of your primary business type.
29. **Annual Total (Sales or Premiums Written)** -Enter the amount found on the most recent financial statement for total sales or total premiums written. Insurance companies report total premiums written. Manufacturing, retail and service-oriented businesses report total sales.
30. **Asset Size** -Enter the amount found on your most recent financial statement for total assets.
31. **Total number of employees** – Enter total number of employees employed by the business.
32. **In West Virginia** – Enter the number of employees working in West Virginia only.
33. **Branches and Divisions** -Check the appropriate box to indicate if this report includes branches and / or divisions.
34. **Subsidiaries** - Check the appropriate box to indicate if this report includes subsidiary companies. If this report includes subsidiary companies, please provide a list of those companies with their Federal Employer Identification Number.