



Deborah B. Goldberg  
Treasurer and Receiver General

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF THE STATE TREASURER  
UNCLAIMED PROPERTY DIVISION

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**REPORT OF UNCLAIMED PROPERTY AP-1**

In accordance with M.G.L. c. 200A, every person, corporation, or other business association, banking or financial organization, life insurance corporation, utility, court or public authority is required to complete this form and submit it together with their unclaimed property to the State Treasury, Unclaimed Property Division, by November 1 of each year (May 1 for Life Insurance companies). All reports must be filed electronically. A preformatted diskette package is available upon request at no charge to the holder by contacting the Unclaimed Property Division at the address and telephone number listed above. Reports not conforming to the prescribed reporting requirements will be returned to the holder and may be subject to fines and penalties (M.G.L. c 200A s 12). Please refer to the enclosed instructions.

**HO** \_\_\_\_\_

\*Unclaimed Property Holder number \_\_\_\_\_

Federal Employer Tax I.D.# \_\_\_\_\_

Holder Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List on a separate sheet the name and address of all previous holders of the property, if you are a successor or if your company name has changed during the time period in which you have held the property.

\*UNCLAIMED PROPERTY HOLDER NUMBER is the number assigned to you by the Unclaimed Property Division.

Did you file a report of unclaimed property last year? \_\_\_\_\_

Primary business activity of your company \_\_\_\_\_

Parent Company \_\_\_\_\_ State of Incorporation \_\_\_\_\_ Date of Incorporation \_\_\_\_\_

Verification for period ended \_\_\_\_\_  Check box if filing a Negative Report (\$0.00)

Type of Report included (check one): CD \_\_\_\_\_ Diskette \_\_\_\_\_ FTP \_\_\_\_\_

Name of Service Bureau \_\_\_\_\_ Telephone # \_\_\_\_\_

**REPORT TOTALS**

(a) AGGREGATE TOTAL \$ \_\_\_\_\_

(b) OWNER TOTAL \$ \_\_\_\_\_

TOTAL OF CASH AMOUNT REPORTED \$ \_\_\_\_\_

TOTAL NUMBER OF SHARES REPORTED no. \_\_\_\_\_  
(If you are reporting more than one issue list each and the totals on a separate sheet.)

Number Of Owners Reported no. \_\_\_\_\_

Check box if remittance is sent by Electronic Funds Transfer (EFT)

**VERIFICATION**

I, \_\_\_\_\_, being duly sworn, on oath depose and state that I have caused to be prepared and have examined this report of property presumed abandoned under the Massachusetts Unclaimed Property Law Chapter 200A, and that I am duly authorized to execute this verification and believe said report is true, correct and complete as of said date.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his)(her) knowledge and belief.

\_\_\_\_\_ (official signature and seal of notary)

(over)

PULL-OUT 2014 AP-1 REPORT FORMS

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**CHECKLIST OF PROPERTY REPORTED**

**YES NO ACCOUNT BALANCES (3 years inactive)**

- A. Checking accounts
- B. Savings accounts
- C. Matured certificates of deposit or savings certificates
- D. Christmas Club accounts
- E. Money on deposit to secure funds
- F. Security deposits
- G. Unidentified deposits
- H. Suspense accounts
- I. Any sum owing to a shareholder, certificate holder, member, bond holder or other security holder, or participating member of a cooperative, such as:
  - 1. dividends (underlying and undeliverable)
  - 2. interest
  - 3. principal payments
  - 4. equity payments
  - 5. profits
  - 6. other distributions
- J. Escrow Funds

**YES NO TRUST, EQUITY AND DEBT ACCOUNTS (3 years inactive)**

- A. Paying agent accounts
- B. Unclaimed dividends (portfolio)
- C. Funds held in a fiduciary capacity
- D. Funds paid toward the purchase of shares, or interest in a financial or business organization
- E. Funds received for redemption of stocks and bonds
- F. Stocks (underlying and undeliverable)
- G. Bonds (matured bond principal)
- H. Any other certificates of ownership
- I. Suspense liabilities

**YES NO OFFICIAL CHECKS (3 years inactive)**

- A. Certified checks
- B. Cashier's checks
- C. Registered checks
- D. Treasurer's checks
- E. Drafts
- F. Warrants
- G. Money orders
- H. Travelers checks (15 years inactive)
- I. Foreign exchange
- J. Other official checks or exchange items

**MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS (3 years inactive)**

**YES NO**

- A. Wages, payroll or salary
- B. Commissions
- C. Expense checks
- D. Workman's Compensation benefits
- E. Pension checks
- F. Credit checks or memos
- G. Payments for goods and services
- H. Customer overpayment
- I. Unidentified remittances
- J. Non-refunded overcharges
- K. Accounts payable
- L. Credit balances-accounts receivables
- M. Discounts due
- N. Refunds or rebates
- O. Vendor checks
- P. Mineral proceeds
- Q. Royalties
- R. Any other miscellaneous outstanding checks
- S. Any checks that have been written off to income
- T. Any other miscellaneous intangible personal property

**YES NO INSURANCE (3 years inactive)**

- A. Amounts due and payable under terms of insurance policies
- B. Claim payments
- C. Drafts not presented for payment
- D. Matured whole life, term endowment
- E. Other amounts due under insurance policies or annuities, policy terms or supplementary contracts
- F. Premium Refunds

**YES NO UTILITIES (3 years inactive)**

- A. Utility deposits
- B. Membership fees
- C. Refunds or rebates

**YES NO DISSOLUTIONS/LIQUIDATIONS (1 year)**

All property distributable in the course of voluntary or involuntary dissolution or liquidation which is unclaimed within one year after the date for final distribution is presumed abandoned.

**YES NO COURT DEPOSITS (3 years inactive)**

- A. Escrow funds
- B. Condemnation awards
- C. Missing heirs funds
- D. Suspense accounts
- E. Any other type of deposit made with a court or public authority

**YES NO TANGIBLE PROPERTY (7 years inactive)**

- A. Contents of safe deposit boxes
- B. Contents of any other safekeeping depository
- C. Other tangible property

