



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 on either magnetic tape or diskette. 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).

HOLDER INFORMATION

*Unclaimed Property Holder number _____ Federal Employer Tax I.D.# _____

Holder Name _____

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

Contact Person _____ Telephone # _____

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)

Check box to indicate that sample due diligence letter has been submitted

Type of Report included (check one) Magnetic Tape _____ Diskette _____ Cartridge _____

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. _____

VERIFICATION

I, _____, under the pains and penalties of perjury state that I have caused to be prepared and have examined this report of property presumed unclaimed under the Massachusetts Unclaimed Property Law, MGL c.200A, and that I am duly authorized to execute this verification and believe said report is true, correct and complete as of said date. **I further attest under the pains and penalties of perjury that all due diligence requirements of MGL c.200A and 960 CMR 4.00 have been completed at least sixty days prior to the filing of this report.**

Signature _____

Title _____

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public: _____

My Commission Expires: _____ 20_____

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 DEBIT 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. Cashiers checks
_____	_____	C. Registered checks
_____	_____	D. Treasurers' 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. Nonrefunded overcharges
_____	_____	K. Accounts payable
_____	_____	L. Credit balances-accounts receivables
_____	_____	M. Discounts due
_____	_____	N. Refunds or rebates
_____	_____	O. Unredeemed gift certificates
_____	_____	P. Vendor checks
_____	_____	Q. Mineral proceeds
_____	_____	R. Royalties
_____	_____	S. Any other miscellaneous outstanding checks
_____	_____	T. Any checks that have been written off to income, surplus, or expense
_____	_____	U. 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 insurance policies or annuities or supplementary contracts
_____	_____	E. Other amounts due under policy terms

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 unclaimed.

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