



**REPORT OF ABANDONED PROPERTY
 Verification and Checklist**

Verification for Period Ended:

Every person, corporation or other business association, banking or financial organization, life insurance corporation, utility, court or public authority must complete the following checklist before filing their Arizona Annual Report of Property Presumed Abandoned. This checklist includes by way of illustration, but not limitation, those items which are covered by Section 44-301 et seq of the Arizona Revised Uniform Unclaimed Property Act. All of the following types of property, with the exception of travelers checks must be reported if they have remained unclaimed for one or more years. Travelers checks should be held fifteen (15) years. Please complete the checklist by checking the box next to each applicable item. Each checked item must be enumerated on the Annual Report of Property Presumed Abandoned.

ACCOUNT BALANCES

- 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
 2. interest
 3. principal payments
 4. equity payments
 5. profits
 6. other distributions
- J. Escrow funds

TRUST, INVESTMENT AND ESCROW ACCOUNTS

- A. Paying agent accounts
- B. Unclaimed dividends
- 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
- G. Bonds
- H. Any other certificates of ownership
- I. Suspense liabilities

UTILITIES

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

COURT DEPOSITS

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

TANGIBLE PROPERTY

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

MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS

- 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 overpayments
- I. Unidentified remittance
- J. Unrefunded overcharges
- K. Accounts payable
- L. Credit balances - accounts receivable
- M. Discounts due
- N. Refunds
- 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 or surplus
- U. Any other miscellaneous intangible personal property

OFFICIAL CHECKS

- A. Certified checks
- B. Cashier's checks
- C. Registered checks
- D. Treasurer's checks
- E. Drafts
- F. Warrants
- G. Money orders
- H. Travelers checks
- I. Foreign exchange
- J. Any other official checks or exchange items

DISSOLUTIONS

- A. 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.

INSURANCE

- A. Amounts due and payable under terms of insurance policies
- B. Claim payments
- C. Drafts unrepresented for payment
- D. Matured whole life, term or endowment insurance policies or annuity or supplementary contracts
- E. Other amounts due under policy terms