

**INSTRUCTIONS FOR COMPLETING  
THE VERIFICATION AND CHECKLIST REPORT OF  
UNCLAIMED OR ABANDONED PROPERTY (AP-1 FORM)**

**Verification for period ended:**

This is the cut-off date for reviewing your records. Enter the report year.

**Type of Report:**

Please indicate if you are filing a preliminary, final or supplemental report, by checking the appropriate box. For final reports, please indicate the date you filed your preliminary report. For supplemental reports, please indicate the date of your previously filed report.

Preliminary reports are required to be filed by Banking organizations and Life Insurance companies only.

**Holder Information:**

- Federal Employer Identification Number (EIN): enter the nine digit tax ID number assigned to you by the federal government. This line must be completed.
- Holder's Name and Address: Complete the name and address lines with your company name and mailing address. Do not forget to include the department names if they are an important part of your address. The holder name and address lines must be completed and include the street address, city, state, and zip code.
- State of Incorporation: Corporations should enter the state in which they were incorporated. Savings and loan associations, banks, and credit unions should enter the state in which they were chartered.
- Date of Incorporation/Charter Date: Corporations should enter the date on which they were incorporated. Savings and loan associations, banks, credit unions should enter the date their organization was chartered.
- Primary NAICS Code: Please enter your North American Industry Classification System code, as provided by the Internal Revenue Service. (usually this information can be found on your Federal Corporate Income Tax return)
- Contact person for reporting: List the name, address, e-mail, phone number, and fax number of the person who completed your report. This is the person the Delaware State Escheator will contact if there are questions or problems with your report. This is also the person to whom the State will mail future reporting information.

- **Successor Corporations and Name Changes:** Please indicate if the present holder is a successor corporation. If you have answered yes, please attach a listing of previous corporate names and dates of acquisition. If your corporation has changed names in the past year, please indicate the previous name, federal ID, and date of name change.

**Report Recapitulation:**

- **Owner Count:** please indicate the total number of owners AND properties remitted on your checklist and form AP-2. (Owner count is defined as the aggregate number of property owners; Property count is defined as the total number of individual property items being remitted. Example: Property owned jointly would have two owners, but count as only one piece of property)
- **Cash Amount:** total amount of cash from your checklist and form AP-2.
- **Number of shares:** total number of shares from your checklist and form AP-2.

\* If you are filing a final or supplemental report, please indicate the Item Count, Cash Amount and Number of shares filed with your previous report. Document all additions and/or deletions to these original figures in the space provided on the AP-1 form. The Grand Total Columns on the AP-1 form represent the net Items, Cash and Share figures being reported. When filing the final report, the names of owners listed on the preliminary report who have since been reimbursed should not be listed as “zero” dollar properties on the final AP2 report.

- **Advertising Expenses:** bank and life insurance companies must indicate the total expenses for advertising being deducted from the cash amount indicated in the grand total. All other Holders should leave this line blank.
- **Remittance Amount and Shares:** please indicate the total cash and share amount being remitted to the Delaware State Escheator with this report.

**Delivery of Securities:**

Please confirm whether securities have been transferred to the State account in accordance with the guidelines as set forth in the Securities Registration and Remittance Section of this handbook (page 15). In addition, confirm whether account statements or “proof of transfer” documentation is included with this report. Your full liability is not satisfied until this information is received.

**Verification:**

Verification if made by a partnership shall be executed by a partner. If made by an unincorporated association or private corporation, by an officer. If made by a public corporation, by its Chief Financial Officer or Escheatment Manager. All signatures must be notarized.

**Form AP-1 Checklist:**

Please complete the checklist by indicating the total number of owners and cash/share amount for each property type you are reporting.