



Office of the Vermont State Treasurer – Unclaimed Property Division

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UNCLAIMED PROPERTY ANNUAL COMPLIANCE REPORT COVER SHEET

(This Sheet MUST Accompany Report)

Submission Date

HOLDER NAME

REPORT DUE DATE: MAY 1, 20

REPORTING PERIOD: JAN. 1, 20

TO DEC. 31, 20

1. Federal ID No. Contact Person Title
Address E-mail Address
City Telephone
State Zip State of Incorporation Date of Incorporation

PREVIOUS HOLDER NAME

If a successor to a previous holder of the property, or if your organization name changed, indicate original holder name and address – or name and address under which your organization previously filed unclaimed property reports in Vermont.

Name Address

Characteristic Applicable to Business Total Assets Premiums Written Yearly Deposits Sales/Gross Receipts
Range (millions) \$0 - 10 \$11 - 25 \$26 - 50 \$51 - 100 \$101+
Employees 1 - 20 21 - 50 51 - 100 101 - 250 251 - 500 501 - 900 901+

2. Was an unclaimed property report filed last year for this holder? Yes No

If No, please explain:

2A. Was a negative unclaimed property report filed last year for this holder? Yes No

3. Summary classification of property being reported/remitted: TOTALS

A. Accounts equal to \$25 or less (# OF ACCOUNTS WITHIN AGGREGATE TOTAL) \$

B. Accounts more than \$25 (owner name is unknown) \$

C. Accounts more than \$25 (owner name is known) \$

TOTAL FINANCIAL PROPERTY REMITTED (all accounts) \$

D. Total SHARE(s) Remitted

Affidavit of Due Diligence

The undersigned (print name) declares that the Due Diligence mailing was performed in accordance with §1247(g) V.S.A. Title 27, Chapter 14 on (enter number of letters mailed) accounts.

Signature Title

Safe Deposit Box Details

Estimated Delivery Date

Quantity of Boxes to be Delivered

The undersigned, (print name), being duly sworn on oath, deposes and says that he/she has caused to be prepared and has examined this report of pages, totaling \$, as to property presumed abandoned under the Vermont Statutes Annotated, Title 27, Chapter 14, for the year ending as stated and that he/she, acting as duly authorized representative of, declares, in accordance with Title 13, Chapter 67, Section 3016 'False Claims', that, to the best of his/her knowledge and belief, said report is a true and complete statement of all abandoned property held or owing by the HOLDER at the close of business on this date, except such items as have since said date ceased to be abandoned.

Print Name Signature Title

Subscribed and sworn before me on this day of, in the year

NOTARY: MY COMMISSION EXPIRES:

FOR UNCLAIMED PROPERTY DIVISION USE ONLY

Table with 5 columns: Holder ID/Year/Suffix, Check Amount, Deposit Date, Balanced By, Holder Label

Make check payable to: Vermont State Treasurer's Office

Mail to: 109 State St., 4th Floor | Montpelier, VT 05609-6200



UNCLAIMED PROPERTY ANNUAL COMPLIANCE REPORT
VERIFICATION CHECK LIST

Holder Name _____ **Verification for the Period Ended** _____

Every person, corporation or other business association, banking or financial organization, life insurance corporation, utility, court, or public authority must complete this Verification Check List as part of the annual reporting of unclaimed property.

This checklist illustrates, without limitation, those items covered by Chapter 14, Title 27 of the Vermont Statutes. With the exception of travelers checks and money orders, the property types shown below must be reported if unclaimed for one or more years. Travelers checks should be held fifteen (15) years and money orders seven (7) years. **Check the box next to each applicable item. Each checked item must be accounted for on the detail of the Annual Report of Unclaimed Property.**

ACCOUNT BALANCES

- Checking accounts
- Savings accounts
- Matured certificates of deposit or savings certificates
- Christmas Club accounts
- Money on deposit to secure funds
- Security deposits
- Unidentified deposits
- Suspense accounts
- Sums owing to a shareholder, certificate holder, bond holder or other security holder, or participating member of a cooperative, such as:
 - dividends
 - interest
 - principal payments
 - equity payments
 - profits
 - other distributions
- Escrow funds

COURT DEPOSITS

- Escrow funds
- Condemnation awards
- Missing heir funds
- Suspense accounts
- Victim's restitution
- Any other type of deposit made with a court or public authority

DISSOLUTIONS

- 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

- Amounts due and payable under terms of insurance policies
- Claim payments
- Drafts not presented for payment
- Matured whole life, term or endowment insurance policies or annuity or supplementary contracts
- Other amounts due under policy terms

OFFICIAL CHECKS

- Certified checks
- Cashier's checks
- Registered checks
- Treasurer's checks
- Drafts
- Warrants
- Money orders
- Travelers checks
- Foreign exchange
- Other official checks or exchange items

PAYROLL, EXPENSE, MISC. CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN COURSE OF ORDINARY BUSINESS

- Wages, payroll or salary
- Commissions
- Expense checks
- Worker's Compensation benefits
- Pension checks
- Credit checks or memos
- Payments for goods and services
- Customer overpayments
- Unidentified remittance
- Un-refunded overcharges
- Accounts payable
- Credit balances - accounts receivable
- Discounts due
- Refunds
- Unredeemed gift certificates
- Vendor Checks
- Mineral proceeds
- Royalties
- Any other miscellaneous outstanding checks
- Any checks written off to income or surplus
- Any other miscellaneous intangible personal property

TANGIBLE PROPERTY

- Safe deposit box contents
- Any other safekeeping repository contents
- Other tangible property

TRUST, INVESTMENT AND ESCROW ACCOUNTS

- Paying agent accounts
- Unclaimed dividends
- Funds held in a fiduciary capacity
- Funds paid toward the purchase of shares, or interest in a financial or business organization
- Funds received for redemption of stocks and bonds
- Stocks
- Bonds
- Any other certificates of ownership
- Suspense liabilities

UTILITIES

- Utility deposits
- Membership fees
- Refunds or rebates