



**VCA - UNCLAIMED PROPERTY COMPLIANCE REPORT**  
 (Cover Sheet Remittance MUST accompany report)

**HOLDER NAME: COMPANY NAME**

**REPORT DUE DATE: 6 Mos From VCA Appr Date**

**REPORT YEARS FROM: TO:**

Federal ID Number:

Contact Person:

1. Address:

Email Address:

City:

Telephone:

State:

Zip:

State of Incorporation \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Check Characteristic Applicable to your Business   Total Assets   Premiums Written   Yearly Deposits   Sales/Gross Receipts

Check 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. Did you file a report of unclaimed property last year?  Yes  No  
 If "No", please explain \_\_\_\_\_

2a. Did you file negative unclaimed property report last year?  Yes  No

3. Summary and classification of property reported/remitted on the following attached sheets:

Total

a. Accounts under \$25 .....( **\_\_\_\_\_ # OF ACCOUNTS WITHIN AGGREGATE TOTAL** )..... \$ \_\_\_\_\_

b. Accounts over \$25 when owner's name is unknown..... \$ \_\_\_\_\_

c. Accounts over \$25 when owner's name is known ..... \$ \_\_\_\_\_

**Total Remitted** (all accounts):..... \$ \_\_\_\_\_

d. Shares Remitted Total .....

**Affidavit of Due Diligence**

The undersigned, (print name) \_\_\_\_\_ declares that the Due Diligence mailing has been performed in accordance with §1247 (g) V.S.A. Title 27, Chapter 14 on (indicate number) \_\_\_\_\_ accounts.

Name of Previous Holder: If you are a successor to a previous holder of the property, or if your have changed your name, please list such prior holder: Name \_\_\_\_\_ Address \_\_\_\_\_

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 this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

NOTARY: \_\_\_\_\_ My commission expires: \_\_\_\_\_.

**Make check payable and mail to: Vermont State Treasurer's Office**  
**109 State Street, Montpelier VT 05609-6200**

**FOR UNCLAIMED PROPERTY DEPARTMENT USE ONLY**

| Holder ID/Year/Suffix | Check Amount | Deposit Date | Balanced By | HOLDER LABEL |
|-----------------------|--------------|--------------|-------------|--------------|
|                       |              |              |             |              |



## VCA UNCLAIMED PROPERTY 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 the following check list before filing its Vermont Annual Report of Unclaimed Property. This checklist includes by way of illustration, but not limitation, those items, which are covered by Chapter 14, Title 27 of the Vermont Statutes. All of the following types of property, with the exception of travelers checks and money orders, must be reported if they have remained unclaimed for one or more years. Travelers checks should be held fifteen (15) years and money orders seven (7) years. Please complete the checklist by checking 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

- 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. Worker'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 not presented for payment
- D. Matured whole life, term or endowment insurance policies or annuity or supplementary contracts
- E. Other amounts due under policy terms