

Instructions for Completing Summary Report for Unclaimed Property Form (Rev 80 0004-1)

Complete “Detail Report” before filling out this form.

Holder, Name and Address

Enter business name and address. This address will be used for future reports or correspondence regarding unclaimed property.

Washington Holder Number

Enter your holder number. For first time reporters, leave blank. A holder number will be assigned.

Federal ID Number (FEIN)

Enter your nine digit FEIN. (xx-xxxxxxx)

Current Year

Enter the current year.

Date and State of Incorporation

Enter your date and state of incorporation.

Unified Business Identifier (UBI) Number (xxx-xxx-xxx)

Enter your nine digit Washington State UBI, if known.

Primary Business Activity

Briefly describe your primary business activity.

Contact Person

Enter the name, telephone number, and email address of contact person.

Inactive Account

We do not have property to report for this year and do not expect to report in the near future.

Close Account

Check this box if your company has closed or merged with another company.

Summary of Property Reported

Get this information from your “Detail Report.” Combine each property by category code (see page 28*) <http://dor.wa.gov/docs/pubs/ucp/Category.pdf> and enter the totals.

Send report(s) and payment to:

State of Washington Unclaimed Property,
PO Box 34053
Seattle WA 98124-1053

Report Declaration

The report must be signed by an authorized individual.

How to Transfer Securities

Securities must be registered in the name “State of Washington, Dept of Revenue, Unclaimed Property Section,” tax identification number 91-6001118. Certificates must be mailed with the report. Mutual funds and dividend reinvestment plans should be transferred into the state’s name and a confirmation sent with the report.

DTC Information

A DTC transfer may be made by depositing shares to Wells Fargo DTC #0141 for credit to account #59027603.

When making a DTC transfer, send a list of the securities by email to ucp@dor.wa.gov or fax at (360) 586-2163.

*Online Property Category Code Table available at <http://dor.wa.gov/docs/pubs/ucp/Category.pdf>.