

Instructions

Detail Report

Form (Rev 80 0008)

The Detail Report for Unclaimed Property is used to report individual abandoned items. Abandoned items are defined in the Uniform Unclaimed Property Act RCW 63.29.

Owner name(s) and reported address are published on our website. All other information is confidential. We do not disclose social security numbers, federal employer identification numbers, and birth dates.

Holder name

Enter business name.

Report year

Enter the report year.

Holder number

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

Owner information

Enter all information for each owner. If unknown, leave blank.

Last name

Enter owner's last name or full business name.

First name

Enter owner's first name.

Middle initial

Enter owner's middle initial.

Title

MD, Mr., Mrs., Jr, or Sr.

Date of birth

Enter owner's date of birth.

SSN/FEIN

Enter owner's social security number or Federal Employer Identification Number (FEIN).

Secondary owner information

If there is more than one property owner, enter their information in the secondary owner fields.

Relation to primary owner

If reporting more than one owner for the property, enter the relationship code (See page 15 in the [Guide to Reporting Unclaimed Property](#)). **If only one owner leave it blank.**

Owner address

Enter the last known address even if you know the address is invalid (information is used to identify the proper owner when a claim is received).

City

Enter the city.

State

Enter the state.

Zip code

Enter the zip code.

Property Information

Monetary Property

Enter the following information for the monetary amount being reported:

Category Code

Enter the property category code.

Refer to the Property Category Code Table on page 14.

Original Amount

Enter the amount due before any deductions. Wages and payroll enter the net amount.

Deduction Amount

Enter the deduction amount.

Deduction Types

NOTE: Restrictions apply

- Service charge
- Interest deducted or discontinued
- Dividends deducted or discontinued
- Income tax withheld
- Inactivity or dormancy fees

Interest Rate

If the property reported is interest-bearing, enter the interest rate. The Department will continue to pay the reported rate of interest for up to 10 years.

Municipal Reporting

If the property is being retained as allowed in RCW 63.29.190, check the box labeled Property Retained. If the last known address is for a state other than Washington, you must remit the funds. Only Washington address property may be retained.

NOTE: Restitution funds are sent to the state treasurer and are not considered unclaimed property.

Additional Information

ID Number 1

Enter the check number or account number, etc.

ID Number 2

Enter any other identifying number(s).

Last Activity Date

Enter the last activity date. For example, last deposit or withdrawal date, check or draft issue date, or the last documented communication.

Securities (Stock)

Worthless/Nontransferable Securities

Do not report worthless or nontransferable securities. If they do become transferable or gain value, report and remit the shares to our office at that time. You will not be penalized for late reporting in these situations. If you are reporting securities from a safe deposit box, use the Safe Deposit Box Report Form.

Enter the following information for the securities being reported:

Category Code

Enter the property category code.

CUSIP

Enter the CUSIP number for the securities being reported.

Number of Shares

Enter the number of shares being reported.

Page

Enter the page number.

Page Totals

Enter total amount for this page.

Grand Total

Add each page total and enter amount on the last page.