

Instructions

Summary Report

Form (Rev 80 0004-1)

Complete the **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-xxxxxx).

Report year

Enter the current year.

Date and State of Incorporation

Enter your date and state of incorporation.

Unified business identifier (UBI) number

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.

Warning: You will not get reporting reminders or legislative updates if this box is checked. You are still required to review your records annually and report any unclaimed property you may be holding.

Close account

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

Method of reporting

Select how you are submitting your report. Choose "No Property" to report if you have nothing to report.

Summary of property reported

Combine each property type by using the Property Category Code Table (pages 14 – 15 of the [Guide to Reporting Unclaimed Property](#)) and enter the totals.

Send report(s) and payment to

State of Washington
Department of Revenue
Unclaimed Property Section
PO Box 34053
Seattle WA 98124-1053

Report declaration

The report must be signed by an authorized individual.

How to transfer securities

See page 12 - 13 of the [Guide to Reporting Unclaimed Property](#).